



Orbost Primary School

Child Safety Standards

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ORBOST PRIMARY SCHOOL

Child Safety Standard 1

Organisational Structure

Orbost Primary School

ORGANISATIONAL STRUCTURE

Review:

Orbost Primary School will review the school's child safe practices across each of the Standards and identify priorities.

Address:

Orbost Primary School will address gaps and priorities by developing an Action Plan, including allocating responsibilities to school leaders for completing the actions.

Determine:

Orbost Primary School will determine timeframes for meeting gaps identified. This will include allowing time for new policies or procedures to be considered and approved by School Council.

Update:

Orbost Primary School will update their school statement of philosophy, mission and vision to acknowledge the importance of child safety and protecting children from abuse.

Create:

Orbost Primary School will create a child safety officer/leader position or role in the school to promote the Action Plan and review and report on its delivery.

Conduct:

Orbost Primary School will conduct briefing sessions for school staff members to ensure a high degree of awareness of the Standards and school strategies.

ORBOST PRIMARY SCHOOL

Child Safety Standard 1

Child Safety Officer

CHILD SAFETY OFFICER

Rationale:

A school leader for child safety should have sufficient status and authority, including leadership support and the ability to direct other staff (where appropriate), to undertake the role effectively.

Broad areas of the role are to:

Provide authoritative advice

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with the principal and school leaders to maintain the visibility of child safety.
- Lead the development of the school's child safety culture, including being a child safety champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety.

Raise awareness

- Ensure the school's policies are known and used appropriately.
- Ensure the school's child safety policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

Train

- Being authoritative in providing advice by:
 - keeping their skills up to date with appropriate training carried out every two years
 - having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a

child protection case conference to be able to attend and contribute to these effectively when required to do so.

- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff.
- Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance.

Implementation:

The Child Safety Officer, appointed by the Principal – will be the Business Manager or a member of the Staff Leadership Team. The Child Safety Officer will undertake the role for a period of 2 years and will be reviewed bi-annually at the beginning of each school year.

Evaluation:

This policy will be reviewed in consultation with the whole school community as part of the school's three-year review cycle.

This policy was last ratified by School Council in	March 2020
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ORBOST PRIMARY SCHOOL

Child Safe Standard 1

Statement of Commitment

Statement of Commitment

Orbost Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Orbost Primary School has zero tolerance for child abuse.

Orbost Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Orbost Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Implementation:

In its planning, decision-making and operations Orbost Primary School will

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.

Evaluation:

This policy will be reviewed in consultation with the whole school community as part of the school's three-year review cycle.

This policy was last ratified by School Council in	March 2020
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ORBOST PRIMARY SCHOOL

Child Safety Standard 2

Child Safety Policy

CHILD SAFETY POLICY

Orbost Primary School embraces the values of Getting Along, Persistence, Organisation, Confidence, Emotional Resilience and being your best. We aim to have students recognise their fullest potential through the acquisition of knowledge, skills and values in an environment where they learn and grow to enjoy a productive, rewarding and fulfilling life. In support of this

At Orbost Primary School, we have a zero tolerance to child abuse.

Rationale:

All Victorian schools are required to have a child safety policy or statement of commitment to child safety that details:

- the principles that will guide the school in developing policies and procedures to create and maintain a child safe school environment; and
- the actions the school proposes to take to:
- demonstrate its commitment to child safety and monitor the school's adherence to its child safety policy;
- support, encourage and enable school staff, parents, and children to understand, identify, discuss and report child safety matters; and
- support or assist children who disclose child abuse, or are otherwise linked to suspected child abuse.
- Ensure that child safety is considered in the recruitment, selection and management of staff (includes contractors and volunteers)

Ministerial Order No. 870 (available at www.vrqa.vic.gov.au/childsafes) states that Child abuse includes –

- Any act committed against a child involving –
 - A sexual offence or
 - An offence under section 49 B (2) of the *Crimes Act 1958* (grooming)
- The infliction, on a child, of –
 - Physical violence or
 - Serious emotional or psychological harm
- Serious neglect of a child.

Evaluation:

This policy will be reviewed in consultation with the whole school community as part of the school's three-year review cycle.

This policy was last ratified by School Council in

March 2020

ORBOST PRIMARY SCHOOL

Child Safety Standard 3

Code of Conduct

Rationale:

To promote child safety in the school environment we acknowledge the following:

All students have a right to:

- Take part in learning programs that meet their individual needs.
- Feel secure and to be safe in a caring and supportive environment.
- Work and play without interference in an atmosphere of harmony and cooperation.
- Receive respect, kindness and courtesy and to be treated with fairness.
- Have learning continued without disruption in a supportive environment.
- Be valued for their individuality including; race, gender, cultural, physical or intellectual diversity.
- Expect the school rules are fair, consistently implemented and respect the rights of all involved.
- To be safe in every aspect of daily life at school, including Out Of School Hours Programs, camps and excursions.

All students have a responsibility to:

- Care and value themselves, others, teachers and the school community.
- Be safety conscious in relation to themselves and others.
- Treat others with respect and good manners.
- Keep the guidelines of good behaviour, modelling and supporting school rules.
- Develop a sense of accountability for their own actions.
- Work to achieve their personal best whilst allowing others to do the same.
- Allow for others to learn and to respect the rights of others.
- Explore their full potential in their learning.

School staff adheres to the following standards about the ways in which school staff are expected to behave with children:

- School staff provide opportunities for all students to learn
- School staff treat their students with courtesy and dignity
- School staff work within the limits of their professional expertise
- School staff maintain objectivity in their relationships with students
- School staff are always in a professional relationship with the students in their school whether at school or not

Implementation:

Procedures for responding to and reporting allegations of suspected child abuse Forming a belief on reasonable grounds

A person may form a belief on reasonable grounds that a child is in need of protection after becoming aware that a child or young person's health, safety or wellbeing is at risk.

Reporting a belief

Mandated staff members (*Teachers and Principals*) must make a report to Child Protection as soon as practicable after forming a belief on reasonable grounds that a child or young person is in need of protection.

Staff members, **whether or not mandated**, need to report to the principal or assistant principal their belief when the belief is formed in the course of undertaking their professional duties.

A report must be made as soon as practicable after forming the belief and on each occasion on which they become aware of any further reasonable grounds for the belief. If one staff member has a different view from another staff member about making a report and the staff member continues to hold the belief that a child is in need of protection, that person is obliged to make a report.

Please refer to the Mandatory Reporting Policy and Procedures Policy 2014 for procedures in response to allegations of child abuse.

These procedures do not:

- prohibit or discourage school staff from reporting an allegation of child abuse to a person external to the school;
- state or imply that it is the victim's responsibility to inform the police or other authorities of the allegation;
- require staff to make a judgment about the truth of the allegation of child abuse; or
- prohibit staff from making records in relation to an allegation or disclosure of child abuse.

Strategies to identify and reduce or remove risks of child abuse

- Risk management strategies have been developed within the following school policies:
 - *Mandatory Reporting Policy and Procedures Policy 2014*
 - *Student Engagement Policy 2014*
 - *Duty of Care Policy 2014*
- Ensure that all staff are up to date with the Department Mandatory Reporting online Professional Development
- Ensure that we follow the staff selection checklist before any staff member is offered employment.
- Ensure that our Out of School Hours Care provider has a copy of our school policy.
- Provide a safe environment that staff can come and discuss their child safety concerns with the Principal.
- Provide students regularly with exposure to numbers such as Kids Helpline through the mechanism of our eSmart curriculum.

References:

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>

If the school identifies risks of child abuse occurring in one or more school environments the authority must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls).

Explanatory note: Different risk controls may be necessary for particular groups of children depending on the nature of the risk and the diversity characteristics of children affected by the risk.

- As part of its risk management strategy and practices, the school must monitor and evaluate the effectiveness of the implementation of its risk controls.
- At least annually, the school must ensure that appropriate guidance and training is provided to the individual members of the school staff about:
- individual and collective obligations and responsibilities for managing the risk of child abuse;
- child abuse risks in the school environment; and
- the school's current child safety standards.

Strategies to promote child empowerment and participation

- The school authority must develop strategies to deliver appropriate education about:
- standards of behaviour for students attending the school;
- healthy and respectful relationships (including sexuality);
- resilience; and
- child abuse awareness and prevention.
- The school must promote the child safety standards in ways that are readily accessible, easy to understand, and user-friendly to children.

Evaluation:

This policy will be reviewed in consultation with the whole school community as part of the school's three-year review cycle.

This policy was last ratified by School Council in	March 2020
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ORBOST PRIMARY SCHOOL

Child Safety Standard 4

Human Resources Practices

Human Resources - STAFF SELECTION POLICY

Rationale:

Strong human resources practices promote child safe school environments and reduce the risk of child abuse. Child Safe Standard 4 requires schools to use policies and procedures for recruitment, supervision, training and managing performance that support a child safe school environment. These must comply with Ministerial Order 870.

Implementation:

Orbost Primary School will:

- ensure that position descriptions for all new positions advertised from 1 August 2016 include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide.
- identify the actions the school proposes to take, per Standard 1, to promote and embed the Child Safety Code of Conduct in accordance with Standard 3 [this is to address Requirement 1 for existing staff].and articulate the timeframe for this.
- determine the timeframes for the School Council to oversee and review Standard 4 as part of the school's Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2].
- adhere to all DET requirements listed in the table below

Requirement	Departmental action	School action
<p>1. <i>Each job or category of jobs for school staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant</i></p>	<ul style="list-style-type: none"> • The 'Recruitment in Schools' Guide has been updated and requires that position descriptions for all new positions advertised from 1 August 2016 include the following standard 'Child safe environments' clause: "Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment 	<ul style="list-style-type: none"> • Ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide. • For existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Standard 3. • Note that the Principal Class

Requirement	Departmental action	School action
	<p>in accordance with their legal obligations including the Child Safe Standards. The school's Child Safety Code of Conduct is available on the school's website."</p> <ul style="list-style-type: none"> • Role descriptions generated in Recruitment Online (ROL) will be automated to include a standard clause regarding child safety. • The Principal Class Contract of Employment has been updated to include the text italicised in the below: <ul style="list-style-type: none"> - Preamble: <p>The aims of the Department include: "... the provision of a child safe environment"</p> - Schedule B – Accountabilities of a principal – Student Support: <p>(Pt 2) Plan, implement and monitor arrangements to ensure the care, safety, security and general well-being of all students in attendance at the school including compliance with the Child Safe Standards "</p> <p>This will apply for future contracts.</p>	<p>Contract of Employment has been updated to include reference to the Standards, and all contracts offered on or after 1 August will include the revised wording.</p>
<p>2. <i>All applicants for jobs that involve child connected work for the school must be informed about the school's child safety practices (including the code of conduct).</i></p>	<ul style="list-style-type: none"> • As above 	<ul style="list-style-type: none"> • As above
<p>3. <i>In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information</i></p>	<ul style="list-style-type: none"> • The 'Recruitment in Schools' Guide has been updated to include that, the Principal, prior to an external applicant person commencing employment, must be satisfied that the person: <p><i>"meets the Child Safe Standards."</i></p> 	<ul style="list-style-type: none"> • Principals implement practices to ensure that they are satisfied an external applicant <i>meets the Child Safe Standards</i> prior to the applicant's employment.

Requirement	Departmental action	School action
<p><i>about a person whom it proposes to engage to perform child connected</i></p> <p>4. <i>The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous 12 months</i></p>	<p>This can be found here.</p>	
<p>5. <i>The school must ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work</i></p>	<ul style="list-style-type: none"> • Advice on alignment of changes to Induction will be developed in 2016. • Advice on alignment of changes to Performance and Development will be developed in 2016, with changes to be determined for the 2017-18 Performance and Development cycle. 	<ul style="list-style-type: none"> • Note that further advice on requirements related to Induction and Performance and Development will be developed in 2016 to ensure schools fully meet this Standard.
<p>6. <i>The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety</i></p>	<ul style="list-style-type: none"> • As above. 	<ul style="list-style-type: none"> • School Councils to oversee and review Standard 4 as part of the school's Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2]

Resources and References :

- Commission for Children and Young People (2015) *A Guide For Creating A Child Safe Organisation*, Version 2.0.
- Department of Education and Training (2016) *Recruitment in Schools*
- Department of Education and Training (2016) *Suitability for Employment*

- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools*, Ministerial Order No. 870.
- Victorian Registration and Qualifications Authority (2016) *Child Safety Standard 4: Staff Selection Checklist*

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in	March 2020
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ORBOST PRIMARY SCHOOL

Child Safety Standard 5

Responding to and Reporting Suspected Child

Rationale:

As professionals who work with children, staff at Orbost Primary School play a vital role in protecting children from abuse by responding and reporting any incidents, disclosures or suspicions.

Staff are often best placed to identify signs and behaviours that may indicate that a child has been subject to abuse, or that a school community member or a school staff member may be a perpetrator of abuse.

Implementation:

- All staff at Orbost Primary School will be reminded of their obligation to report any suspicion of child abuse to a member of the leadership team on a regular basis.
- All staff at Orbost Primary School will be reminded of their obligation to report any suspicion that a school community member or a school staff member may be a perpetrator of abuse to a member of the leadership team on a regular basis.
- All staff at Orbost Primary School will be required to complete Mandatory Reporting training annually using the DET online module <http://www.elearn.com.au/det/protectingchildren/schools/>
- All staff at Orbost Primary School will be provided with the “Four Critical Actions for School” poster as a reference for reporting incidents, disclosures and suspicions of child abuse.
- All staff at Orbost Primary School will be required to complete an incident report in the case of a suspected child abuse incident or a suspicion that a school community member or a school staff member may be a perpetrator of abuse.
- All new staff at Orbost Primary School will be made aware of their mandatory reporting obligations and Child Safety Standards during their induction at the beginning of the school year (or their contract start date).
- All staff and volunteers (such as parent helpers etc) must have a current police criminal records check and/or a Working With Children Check.

Attachments:

- “Four Critical Actions for School” poster
- Incident Report – Staff
- Mandatory Reporting Policy
- Orbost Primary OHS Induction Handbook

ORBOST PRIMARY SCHOOL

Child Safety Standard 5

Mandatory Reporting Policy

MANDATORY REPORTING POLICY

Rationale:

- All children have a right to feel safe and to be safe. As teachers, we have a legal and moral responsibility to respond to serious incidences involving abuse and neglect of the children with whom we have contact, and to report instances that we believe involve physical abuse, sexual abuse or neglect.

Aims:

- To ensure that children's rights to be safe are maintained and each child is protected against physical and sexual abuse, and neglect.

Implementation:

- All members of the Teaching Service are mandated by law to report signs of physical and/or sexual abuse, and neglect.
- New staff will be informed of mandatory reporting responsibilities and procedures.
- All members of the Teaching Service are required to complete on line Mandatory Reporting Training annually. Education Support staff members also have this training available and are encouraged to complete it annually.
- All concerns must be reported immediately to the Principal, or in his/her absence, the Assistant Principal.
- The Principal will keep a record of all discussions about a student with whom there is a concern. • The teacher and/or the Principal class officer will contact the Department of Human Services by telephone as soon as possible to make an official notification on:
87655444 or 1300 655 795 or after school hours crisis line 131278
- Members of the Department of Human Services, or associated support or intervention services that visit the school following a notification, will interview staff and children only in the presence of a Principal class member or his/her nominee.
- All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.
- All incidents to be monitored, and any subsequent signs or indications of abuse are also to be reported.
- While only mandated by law to report incidents of physical and sexual abuse, and neglect; teachers are also encouraged to report incidents of emotional abuse or neglect.
- Students, who disclose to staff a desire to harm themselves or others, must be reported by staff to the principal.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in

March 2020

ORBOST PRIMARY SCHOOL

Child Safety Standard 6

Risk Management Policy

RISK ASSESSMENT POLICY

Rationale:

Victorian Government schools have an important responsibility for keeping children safe. They need to Assess, identify and document the school's risks in relation to child safety, and plan and document risk management strategies where necessary.

Implementation:

Orbost Primary School will adopt the following Process for identifying and reducing or removing risks of child abuse;

1. Identify the school's child safety risks across the range of school environments (including excursions, camps, online) using the DET risk assessment template.
2. Identify any existing risk mitigation measures or internal controls.
3. Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.
4. If the risk rating is more than the 'acceptable level', identify further risk management strategies through additional controls or other prevention, detection or mitigation strategies and then re-assess the risk.

The risk management process will be documented, recorded and reviewed periodically.

Effective risk management strategies are dynamic and change over time as new risks arise and others may no longer be relevant.

Effective risk management strategies need to be transparent, well understood and diverse, to take account of the increased level of risk associated with the specific nature of some activities and the vulnerability of particular groups.

Resources and References:

- [A step-by-step guide to making a report to Child Protection or Child FIRST](#)
- Department of Education and Training (2016) School Policy Advisory Guide: Risk Management Policy , and associated tools:
- School risk register which can be edited and has automatic tools embedded is available, see: [Risk Management in Schools — Risk Register](#).
- Subordinate risk registers for specific activities such as overseas travel/excursions or projects, see: [Risk Management in Outdoor Education — Education Outdoor tools](#).
- Online risk management module: [Risk Management - Online Risk Module](#)
- [Protecting the safety and wellbeing of children and young people](#)
- [Protecting Children - Mandatory Reporting and Other Obligations](#) – e-learning module (log-in required)

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

ORBOST PRIMARY SCHOOL Child Safety Standard 7 Empowerment of Children Policy

CHILD EMPOWERMENT POLICY

Rationale:

Children have the right to give their views and opinions about decisions that affect them and to be listened to. Empowerment is about helping children to have their say. Children are more likely to speak up about their concerns about feeling unsafe, or make a complaint, if they feel their views are valued and welcomed.

Implementation:

Orbost Primary School will develop strategies to deliver appropriate education about:

- standards of behaviour for students attending the school
- healthy and respectful relationships (including sexuality)
- resilience
- child abuse awareness and prevention.

Orbost Primary School will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children.

Orbost Primary School delivers appropriate education about Standards of Behaviour by ensuring clear expectations for appropriate and inappropriate behaviour are monitored using the school's Student Management Policy.

- having an up to date Student Engagement and Inclusion Policy
- involving students in decision making through the Junior School Council

Orbost Primary School delivers appropriate education about Healthy and Respectful Relationships by

- teaching R.R. curriculum in every classroom as a specialist subject
- implementing ORH health and sexuality education program
- implementing a comprehensive Health and Physical Education program
- promoting mental health and wellbeing through the "Be You" Resources
- involving students in decision making through the Junior School Council

Orbost Primary School delivers appropriate education about Resilience by promoting, modelling, teaching, acknowledging and celebrating resilience through school values and behaviours.

Orbost Primary School delivers appropriate education about Child Abuse Awareness and Prevention by

- teaching R.R. curriculum in every classroom as a specialist subject

- implementing ORH health and sexuality education program
- relevant information for parents and community published in the school newsletter
- holding parent information sessions on a needs basis when appropriate

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in	March 2020
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