Rationale:

Our organisation is committed to child safety.
We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.
We are committed to the safety, participation and empowerment of all children.
We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
When we are worried about a child’s safety, we follow our legal and moral obligations to contact the appropriate authorities.
Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
Our organisation has rigorous and recruitment practices for all staff.
Our organisation is committed to regularly training and educating our staff and volunteers on child abuse risks.
We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

Our children

This policy is intended to empower children to speak up when they feel unsafe. We teach children to ‘Recognise, React and Report’ when they feel vulnerable or unsafe. We listen to student opinions and views and respect what they have to say.
We promote diversity and tolerance in our organisation and people from all walks of life and cultural backgrounds are welcome. In particular we:

• promote the cultural safety, participation and empowerment of Aboriginal children
• promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
• ensure that children with a disability are safe and can participate equally

Our staff and volunteers

This policy guides our staff and volunteers on how to behave with children in our organisation.
All of our staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children.

Training and supervision

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone’s responsibility.
Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to:

- develop their skills to protect children from abuse
- promote the cultural safety of Aboriginal children
- promote the cultural safety of children from linguistically and/or diverse backgrounds
- promote the safety of children with a disability.

All employees and volunteers will be supervised regularly to ensure they understand our organisation’s commitment to child safety and that everyone has a role to play in protecting children from abuse. This will include checking that their behaviour towards children is safe and appropriate (please refer to this organisation’s code of conduct to further understand appropriate behaviour). Any inappropriate behaviour will be reported through appropriate channels, including the School Principal or Assistant Principal, Department of Education and Training, the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

**Recruitment**

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the Working with Children Check website <www.workingwithchildren.vic.gov.au> for further information. A copy of this evidence will be kept on file.

We carry out reference checks and criminal record checks via VIT registration for teaching staff and WWCC for non-teaching staff to ensure that we are recruiting the right people. Criminal record checks are used for the purposes of recruitment and for staff or volunteers responsible for finances or handling money.

If during the recruitment process a person’s records indicate a criminal history then the person will be given the opportunity to provide further information and context and advice will be sought from the Department of Education and Training by the School Principal.

**Fair procedures for personnel**

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents and undertaking disciplinary action will always be thorough, transparent and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting database and completion of an Incident Report Form. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to all relevant people as appropriate. We respect the need for privacy, confidentiality and sensitivity when dealing with child safety issues.
Privacy
All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone’s safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative responsibilities
Our organisation takes our legal responsibilities seriously, including:

- **Failure to disclose**: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.¹

- **Failure to protect**: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.²

- Any personnel who are mandatory reporters must comply with their duties.³

Risk management
In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child in organisations on social media).

Regular review
This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Allegations, concerns and complaints
Our organisation takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

¹ A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.


³ Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

**Evaluation:**

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

Ratified: October 2016  
Review: October 2018