

Child Safety  
Policy and Guidelines

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### Purpose of the Policy

The purpose of this policy is to demonstrate the strong commitment of *Derrimut Primary School* to the care, safety and wellbeing of all students at our school. It provides an outline of the policies, procedures and strategies developed to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school.

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](#).

This policy applies to school staff, including school employees, volunteers, contractors and clergy.

### Principles

State schools have a moral and legal responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe.

#### The following principles underpin our commitment to child safety at Derrimut Primary School:

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.
- Our school works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers.
- All adults in our school, including teaching and non-teaching staff, volunteers and contractors as well as the broader school community have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people.
- Policies and practices demonstrate compliance with legislative requirements and cooperation with governments, the police and human services agencies.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- Staff, volunteers, contractors, parents/guardians and students should feel free to raise concerns about child safety, knowing these will be taken seriously by school leadership.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally.

### Definitions used in this Policy

**Child:** A child or a young person enrolled as a student at the school.

**Child abuse** includes:

- (a) any act committed against a child involving:
  - (i) a sexual offence
  - (ii) an offence under section 49B(2) of the **Crimes Act 1958** (grooming)
- (b) the infliction, on a child, of:
  - (i) physical violence
  - (ii) serious emotional or psychological harm
- (c) serious neglect of a child. ([Ministerial Order No. 870](#))

**Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. ([Ministerial Order No. 870](#))

**Child neglect:** The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing. ([Safe Schools Hub](#))

**Child physical abuse:** Generally, child physical abuse refers to the non-accidental use of physical force against a child that results in harm to the child. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. The fabrication or induction of an illness by a parent or carer (previously known as Munchausen syndrome by proxy) is also considered physically abusive behaviour. ([Safe Schools Hub](#))

**Child protection:** Statutory services designed to protect children who are at risk of serious harm. ([Safe Schools Hub](#))

**Child sexual abuse:** Any sexual activity between a child under the age of consent (16) and an adult or older person (i.e. a person five or more years older than the victim) is child sexual abuse.

Child sexual abuse can also be:

- any sexual behaviour between a child and an adult in a position of power or authority over them (e.g. a teacher); the age of consent laws do not apply in such instances due to the strong imbalance of power that exists between young people and authority figures, as well as the breaching of both personal and public trust that occurs when professional boundaries are violated
- any sexual behaviour between a child and an adult family member, regardless of issues of consent, equality or coercion
- sexual activity between peers that is non-consensual or involves the use of power or coercion
- non-consensual sexual activity between minors (e.g. a 14-year-old and an 11-year-old), or any sexual behaviour between a child and another child or adolescent who, due to their age or stage of development, is in a position of power, trust or responsibility over the victim. Sexual activity between adolescents at a similar developmental level is not considered abuse. ([Safe Schools Hub](#))

**Mandatory Reporting:** The legal requirement to report suspected cases of child abuse and neglect is known as mandatory reporting. Mandated persons include teachers, nurses, police, psychologists, psychiatrists and medical practitioners. ([Safe Schools Hub](#))

**Reasonable Belief:** When staff are concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

**School environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- (a) a campus of the school
- (b) online school environments (including email and intranet systems)
- (c) other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events). ([Ministerial Order No. 870](#))

## Derrimut PS - Academic Rigour, Teamwork, Respect, Leadership

**School staff** means an individual working in a school environment who is:

- (a) directly engaged or employed by a school governing authority
- (b) a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary) ([Ministerial Order No. 870](#))

### Policy Commitments

All students enrolled at **Derrimut Primary School** have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

#### **Our commitment to our students**

- (a) We commit to the safety and wellbeing of all children and young people enrolled in our school.
- (b) We commit to providing children and young people with positive and nurturing experiences.
- (c) We commit to listening to children and young people and empowering them by taking their views seriously, and addressing any concerns that they raise with us.
- (d) We commit to taking action to ensure that children and young people are protected from abuse or harm.
- (e) We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.
- (f) We commit to seeking input and feedback from students regarding the creation of a safe school environment.

#### **Our commitment to parents and guardians**

- (a) We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- (b) We commit to engaging with, and listening to, the views of parents and carers about our child-safety practice, policies and procedures.
- (c) We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.
- (d) We commit to acknowledging the cultural diversity of students and families, and being sensitive to how this may impact on student safety issues.
- (e) We commit to continuously reviewing and improving our systems to protect children from abuse.

#### **Our commitment to our school staff (school employees, volunteers and contractors.)**

- (a) We commit to providing all Derrimut staff with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities.
- (b) We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- (c) We commit to listening to all concerns voiced by Derrimut staff, volunteers, and contractors about keeping children and young people safe from harm.
- (d) We commit to providing opportunities for Derrimut school employees, volunteers and contractors to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person.

## Responsibilities and Organisational Arrangements

Everyone employed or volunteering at Derrimut 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 students is at the forefront of all they do and every decision they make.

The school has allocated roles and responsibilities for child safety as follows:

### Guide to Responsibilities of School Leadership

The principal, the school governing authority and school leaders at Derrimut recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety. Responsibilities include:

- creating an environment for children and young people to be safe and to feel safe
- upholding high principles and standards for all staff, volunteers, and contractors
- promoting models of behaviour between adults and children and young people based on mutual respect and consideration
- ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff
- ensuring that school personnel have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters
- providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to child and young people's protection and wellbeing
- ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](#).

### Guide to Responsibilities of School Staff

Responsibilities of school staff (school employees, volunteers and contractors) include:

- treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care
- following the legislative and internal school processes in the course of their work, if they form a reasonable belief that a child or young person has been or is being abused or neglected
- providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured
- undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people
- assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse
- following the school's Child Safety Code of Conduct.

### Organisational Arrangements

**Preemptive measures to ensure student learning, safety and wellbeing are taken through our employment process, registration of teachers and continuous performance and development cycles and professional learning.**

As teachers we are required to maintain the highest standards of care for our students. This duty is termed Duty of Care. It relates to all aspects of our interactions with students and we have strict legal responsibilities applied to us.

Student supervision is central to carrying out these obligations. The following student supervision policy and practices outlines the requirements.

All staff are charged with the responsibility to strictly adhere to this policy.

#### General Policy

- This policy is reviewed annually to ensure all staff are familiar with the requirements
- This policy applies to all staff and all students at all times
- All teachers are required to observe all levels of the procedures established in the Student Welfare and Management Policy

#### Learning Community Supervision

ALL students must be supervised at ALL times by teaching staff.

- Learning Advisors must at all times to be aware of each student in their care. The development of a 'roving eye' and a good peripheral vision will ensure students are engaged safely in their learning and intervention when required, is timely and appropriate.
- No student is to be left unsupervised in any area at any time
- Education Support Staff and parents working with students must be in the learning community or within visual contact of the learning advisor who is responsible for Duty of Care

#### Student Movement

At all times movement about the school must be supervised, quiet and orderly, keeping in mind the impact on surrounding communities. All access to communities is via external doors. This applies to all instances where students move as a group to specialist areas, to sport and whole school Showcase. This minimises the risk of injury or inappropriate behaviour, or disturbance/disruption to any other area of the school.

- Student movement around the school, both internal and external, must be closely supervised and within visual and voice range of a teacher.
- At all times learning advisors must know the whereabouts of, and be responsible for students in their care. This applies to students on errands, and to sick students, students going to the toilet
- Students may only be sent to the sick bay after first contacting Office Staff. All students must be sent with a partner
- Student visits to the toilet must be controlled and monitored. The procedure must be clearly understood, articulated and age appropriate
- Safety procedures such as in pairs, internal access and movement must be clearly outlined encouraging students to go to the toilet during breaks (Children with difficulties in this area must be given consideration and allowed access)
- Toileting Accidents must be dealt sensitively and with regard for the child's self esteem
- Specialists must supervise the movement of students around the school and in transitions. It is not appropriate to allow students to "run Ahead"

## **Yard Supervision**

Yard Duty is essentially about student safety and care and must be carried out diligently and conscientiously.

It also provides the opportunity for

- learning advisors to interact positively with students right across the school
- learning advisors to model sound environmental attitudes and practices ie Sun Smart - Hat
- implementation of student management strategies and restorative practises in non classroom settings
- promote positive environment

## **Yard Duty Procedures**

- The Play advisors must be on duty immediately the bell rings. They are required to walk out with the students as they are dismissed. **Play Advisor takes precedence over ALL classroom issues.**
- Play advisors are required to follow the Yard Duty Roster as devised and distributed – any changes/swaps must be reported to the coordinator via the appropriate form and recorded on the white board
- Yard duty requires learning advisors to be observant and vigilant. It must be carried out by regularly circulating the designated area and responding to visual cues, student behaviour, and issues/incidents reported by students. All incidents /issues must be followed up.
- All play advisors are required to wear a fluorescent yellow jacket to indicate to students that they are the supervising learning advisor; carry the first aid backpack; and employ the emergency card system to support their yard duty responsibilities. All staff are required to wear a suitable sun smart hat in Terms 1&4
- Hot drinks must be in a sealed mug/food may be consumed while on Yard Duty

## **Play Advisors are responsible for**

- student supervision in their allocated area of the yard as well as regular checks on toilet and breezeway areas
- ensuring that all students who are eating or drinking are seated in shady area (this includes all canteen purchases)
- maintaining the school environment i.e. cleanliness

**Only injured students are to be sent for first aid** – play advisors need to use their discretion before sending students inside unnecessarily (Red card must be issued) Refer students who are ill, ie 'feel sick', back to classroom learning advisors for clarification of duration, severity etc

All injuries are to be investigated by the Play Advisor in duty. This will be recorded on First Aid Notification Slip. Serious injuries or incidents should be communicated to Principal/AP at the conclusion of the Yard Duty session.

## **An Injury and Incident Report must also be completed if the incident involves**

- Serious Injuries requiring parent contact for medical intervention i.e. breaks or stitches etc
- Injuries to the head, eyes, teeth or genital area



## Derrimut PS - Academic Rigour, Teamwork, Respect, Leadership

- Any piece of Playground equipment
- Any visitor to the school

**The presence of any individual apart from students and staff must be noted and dealt with immediately. Only authorised visitors (who will have a signed and dated pass issued from the office) should be permitted to remain in the yard and even so their presence must be monitored by the Play Advisor**

### Site coverage

- The yard is divided into areas –Agora / PlayPod/Oval/ Stonehenge/ Basketball and Creekbed. Each area has playground areas which must be supervised for safe play behaviours and fair and responsible use. All play advisors on duty are responsible for supervising the toilets, decking area, bike cage and shipping container. Regular sweeps should be made to ensure appropriate use.
- Students must be encouraged to play in the designated areas and explanations regarding these will be part of regular community reminders.  
The following applies
  - Out of Bounds Areas –
    - The front of the school
    - The wetlands
    - Car parks
    - Students are also discouraged from loitering near the front fences and talking to persons in the street
  - Play equipment safety
    - Only one student waiting on the platform
    - No hooking, holding, pulling on any student who is on the equipment
    - No running chasing games in or around the equipment
    - No climbing on top of any equipment
  - Ball games
    - No games involving kicking balls on the Agora at any time
    - Balls over fences, roofs etc cannot be retrieved by the student
  - The Canteen and Front of the school are not play areas
- Play Advisors on yard duty and learning advisors are responsible for both student supervision and the school environment ie. Cleanliness. Students should be requested to pick up papers. Each Learning community are assigned clean up areas which students and staff are responsible for picking up papers each day. *(Assigned areas will be given out at the start of the school year)*
- All learning advisors must pay close attention to changeover times, first aid procedures and adherence to school rules. **NO changeover is to occur outside the Staffroom door as this leaves the yard unsupervised.** This changeover should be used to pass on any games, areas, student issues which should continue to be monitored by the next play advisor.
- At the conclusion of the each break class teachers must proceed immediately to their class assembly area, to assist yard duty teachers who will supervise lining up and the breezeway area until class teachers arrive. Ongoing yard issues may be referred to support staff and/or Principal/AP if necessary to enable this to occur.

Agora	Play pod	Canteen	Stone Henge	Basketball	Oval	Oval 1
<p>There are to be no balls in the agora area</p> <p>This is a walking area</p> <p>Students may eat in this area</p>	<p>Equipment to be packed up at the end of recess and lunch</p>	<p>Students lining up in an orderly fashion</p> <p>Students not buying need to be sent away to play</p>	<p>Students are not allowed in the garden areas</p>	<p>This is a ball sports area</p> <p>Teachers need to engage with students games and assist with rules</p> <p>There is no eating in this area</p>	<p>Situated in the middle to the back of the oval.</p> <p>Students must not be behind portables or near the car park</p> <p>Teachers need to walk the oval perimeter and be visible at all times</p> <p>Students are not to congregate near the YMCA fence – say hello and leave</p> <p>Students must not play at the far back of the oval – they are not visible here</p>	<p>Situated between playground and oval.</p> <p>Students must not congregate by the fence near the road.</p> <p>Teachers need to walk and be visible at all times</p>

- Teachers are to be visible at all times and roving the areas, all teachers must wear a vest, carry a first aid pack and wear a hat
- Students are required to wear hats at recess and lunch time during terms 1 and 4 – children not wearing hats need to be sent to shaded areas

- **Inclement weather (Wet Day and Hot Day declarations)** will be made by the Principal Class Team based on the following
  - severity of the weather
  - condition of the yard
  - frequency of either wet or hot days

Yard duty teachers may advise AP if weather changes during a recess (Students will quietly enter the building and the wet/hot day procedures will operate.

Supervision is undertaken by all staff utilising the Wet/Hot Day Supervision Timetable

- Teachers will nominate appropriate wet day activities.
- Students will carry out these activities, sitting at tables or in small groups on the floor
- No child is to leave the room to go to the toilet, taps or bags without the permission of the supervising teacher

#### DAILY TIMETABLE

School begins promptly each day at 9:00am and finishes at 3:15pm. Students need to be at school by about 8:50am and should be picked up or walk home by 3:30pm. Parents, please help your children to establish the habit of punctuality.

8:45am	Arrive at school
8:55am	Students enter school to prepare for start of the day
9:00am ~ 11:00am	Instruction time
11:00am ~ 11:30am	Morning recess
11:30am ~ 1:30pm	Instruction time
1:30pm ~ 1:40pm	Lunch eaten in the classroom
1:40pm ~ 2:05pm	Lunch break
2:05 pm	First bell – communities move to designated yard clean up areas
2:12pm ~ 2:15pm	second bell – communities move to line up area
2:15pm ~ 3:15pm	Instruction time - <b><u>Students are dismissed at 3:15 pm</u></b>

### **Before and After School Duty**

- This supervision is of 15 minutes minimum duration.
- Before school teachers should ensure students are playing safely.
- After school, the play advisor must remain on duty until 3.30 and/or all students have been collected. Students remaining after this time should be escorted to the office and office staff to contact the parent by telephone. Supervision of these students remains the responsibility of the learning advisors/ play advisors or by arrangement with Prin/AP.
- Students who are not collect by 6pm – police to be notified.

### **Eating Lunch Supervision**

- Student lunchtime should be closely and supervised. This is a valuable teaching time to discuss healthy lunches and to monitor student eating habits. This an opportunity for the learning communities to discuss lunchtime clubs available or share in a community reading experience. All students should have a suitable lunch and staff should be vigilant in observing students who do not eat lunch or dispose of uneaten food regularly. Parents to be contacted by home room teacher.
- **NUDE FOOD** – All lunch Rubbish should be disposed of in the inside bins before students go out to play.
- Students who take food outside at recess or lunch must sit in shady area to eat it, before playing.
- Emergency Lunch – Learning advisors to make sandwich for student/s recording name on sheet in the staffroom and fill out Emergency Lunch Notice to be sent home with student/s.

### **Open learning spaces**

- There are no corridors at Derrimut PS. All rooms are connected internally via open learning spaces. Movement between rooms and specialist areas must be via external doors unless an inclement weather period has been called by the AP/Prin. Student movement between activity rooms must be supervised closely
- Students bags are housed within the learning community. When students access bags they should be monitored with learning advisors positioned so that both the class and the locker can be seen simultaneously
- The open learning spaces should be kept clear of bags, coats etc for the safety of all. Students should be encouraged to look after their belongings by placing them in the cabinets provided.

### **Line Up**

Each homeroom has a designated line up area at the end of each recess. They should line up in an orderly and quiet manner before entering the building for the beginning of each teaching and learning session.

### ***All Learning Advisors must***

- **be on time**
- **establish consistent expectations and routines that is aligned with SWPBS Matrix Expectations**
- **maintain homeroom order by ensuring that ALL students are ready to enter the room in a safe and respectful manner**

### **Dismissal**

This should at all times be orderly and supervised.

### **Documentation**

**The following documentation must be used in relation to student supervision:**

- **The official roll is marked using Sentral twice each day at 9:10am and 2:35pm.**
- **Sign out register on Sentral signed by Parent/Guardian at the Office for early dismissal. Office manager will call learning advisor on intercom to request students to come to office with bag and reason why. If parents arrive at classroom please redirect them to the front office.**

- **First Aid Pass Card from the yard to the First Aid room during lunchtime**
- **Late Passes from Office at Sentral kiosk**
- **First Aid treatment advice to parents**
- **Telephone calls to parents recorded on the Sentral – Parent Correspondence.**
- **Playground incidents are to be recorded on the Student Management Tool to support student playground interactions. Homeroom teachers must follow up any unaddressed issues or more serious areas of concern through personal or class discussions.**

### **1. Expectation of our School Staff – Child Safety Code of Conduct**

At Derrimut community, we expect school employees, volunteers and contractors to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any child at the school. All school staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and to comply with all requirements. We have developed a Child Safety Code of Conduct ([Appendix 1b](#)) which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of school employees, volunteers and contractors for appropriate behaviour with children in order to safeguard them against abuse and or neglect.

Our Code also protects school staff through clarification of acceptable and unacceptable behaviour.

### **2. Student Safety and Participation**

At Derrimut we actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns students, or their parents or carers, raise with us.

### **3. Reporting and Responding**

Our school records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct, and stores the records in accordance with security and privacy requirements. Our school complies with legal obligations that relate to managing the risk of child abuse under the *Children, Youth and Families Act 2005* (Vic.), the *Crimes Act 1958* (Vic.) and the recommendations of the [Betrayal of Trust](#) report.

Child protection reporting obligations fall under separate pieces of legislation with differing reporting requirements.

Our school's **Child Protection – Reporting Policy ([Appendix 41 Child Protection – Reporting Obligations Policy](#))**, updated **2016**, sets out the actions required under the relevant legislation when there is a reasonable belief that a child at our school is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

Our policy assists staff, volunteers and families to:

- identify the indicators of a child or young person who may be in need of protection
- understand how a 'reasonable belief' is formed
- make a report of a child or young person who may be in need of protection
- comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.

Our school has also established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a student.

Our complaints and disclosure processes are outlined and detailed in the following policies and procedures:

- **Staff code of conduct (appendix 1a&b)**
- **Child safety Policy including Employment process (appendix 3)**
- **Supervision of Students Policy & Procedures**(Appendix 4 )
- **Raising community concerns and complaints process policy (appendix 5)**
- **Volunteer Parent helpers policy (appendix 6)**
- **Community Participation policy(appendix 5)**

#### **4. Screening and Recruitment of School Staff**

*Derrimut Primary School* will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-connected work. Our commitment to child safety and our screening requirements are included in all advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the school's Child Safety Code of Conduct and the Child Safety Policy.

When recruiting and selecting employees, contractors and volunteers involved in child-connected work, we make all reasonable efforts to:

- confirm the applicant's Working with Children Check and National Police Check status and/or professional registration (as relevant)
- obtain proof of personal identity and any professional or other qualifications
- verify the applicant's history of work involving children
- obtain references that address the applicant's suitability for the job and working with children.

We have processes for monitoring and assessing the continuing suitability of school staff to work with children, including regular reviews of the status of Working with Children Checks and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration.

#### **5. Child Safety – Education and Training for School Staff**

Derrimut provides employees and volunteers with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

**Education and training is included in the learning architecture of the PLC schedule. Staff are also given time to complete DET online learning modules on Mandatory reporting, anaphylaxis etc**

#### **6. Risk Management**

At Derrimut we are committed to proactively and systematically identifying and assessing risks to student safety across our whole school environment, and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise.

#### **7. Relevant Legislation**

- *Children, Youth and Families Act 2005* (Vic.)

- *Working with Children Act 2005* (Vic.)
- *Education and Training Reform Act 2006* (Vic.)
- *Equal Opportunity Act 2010* (Vic.)
- *Privacy Act 1988* (Cth)
- *Crimes Act 1958* (Vic.) – Three new criminal offences have been introduced under this Act:
  - a) **Failure to disclose offence**: Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.
  - b) **Failure to protect offence**: The offence will apply where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
  - i) **Grooming offence**: This offence targets predatory conduct designed to facilitate later sexual activity with a child. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails.

## 8. Related Policies

### 14.1 Department of Education Policies

- [Policy 2.2: Guidelines Relating to the Employment of Staff \(currently under review\)](#)
- [Policy 2.19: Child Protection – Reporting Obligations](#)
- [Policy 2.19a: School Guidelines –Police and DHHS Interview Protocols](#)
- Ministerial Order 199
- Mandatory Reporting

### 14.2 School Policies

#### Appendix

1. A)Staff code of conduct
- B)Safe Guarding Children and Young People Code of Conduct
2. Duty of Care
3. Child Safety Policy including employment process
4. Inclement weather
5. Raising community concerns and complaints process
6. Volunteer parent helper
7. Community participation
8. (a)Initial response to managing and supporting behaviour in non community settings
- (b)Chillout zone
9. Wellbeing ILIP
10. Functional Behaviour Assessment (FBA)
11. Play plan
12. Guide to Bullying Prevention
13. Cyber bullying and prevention policy
14. Acceptable use policy student and staff
15. Social media policy
16. PSD learning plan/SSG Meeting template
17. Out of home care policy
18. Out of home care checklist
19. Mandatory reporting
20. Enrolment policy
21. Transition policy
22. Absenteeism and lateness policy

23. First Aid policy
24. Anaphylaxis policy
25. Asthma policy
26. Critical incidents policy
27. Risk management policy
28. OHS policy
29. Disposal of syringes
30. Medication and confidential note
31. Emergency management plan
32. Privacy policy
33. Health and PE policy
34. Drug Education policy
35. Human development and human relationship policy
36. Student leadership
37. Excursions/Incursions policy
38. Outdoor education policy
39. Anti sexual harassment policy
40. Equal opportunity policy
41. Child Protection –Reporting Obligations

Where an **employee** is suspected of breaching any obligation, duty or responsibility within this Policy, **Derrimut primary School** may start the process under Complaints, Misconduct and Unsatisfactory Performance guidelines for managing employment concerns. This may result in disciplinary consequences.

Where the **principal** is suspected of breaching any obligation, duty or responsibility within this policy, the concerned party is advised to contact the Regional Director. Relevant notification should also be made to the Department of Education and Training.

Where any **other member of the school community** is suspected of breaching any obligation, duty or responsibility within this policy, the school is to take appropriate action, including in accordance with: **[list any relevant policies, outlined in 14.2]** and/or contact Department of Education (Conduct and Ethics Branch and Legal Branch) and Department of Health and Human Services (DHHS).

#### 9. Review of this Child Safety Policy

At Derrimut we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

We will maintain a history of updates to the policy as per school policy schedule.

#### 10. References

Responding to allegations of student sexual assault

[www.education.vic.gov.au/school/principals/spag/safety/Pages/sexualassault.aspx#1](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/sexualassault.aspx#1)

Government Schools Website:

[www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards](http://www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards)

Safe Schools Hub 2014, [National Safe Schools Framework Glossary](#), Australian Government Department of Education and Training.

State of Victoria 2016, [Child Safe Standards – Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870](#), Education & Training Reform Act 2006, Victorian Government Gazette No. S2.

Victorian Government Department of Justice 2016, [Betrayal of Trust Implementation](#).

## Derrimut PS - Academic Rigour, Teamwork, Respect, Leadership

Victorian Institute of Teaching For Victorian Teaching Profession Codes of Conduct and Ethics and information about employee responsibilities to report action against registered teachers in response to allegations and concerns about registered teachers.

Website: [www.vit.edu.au](http://www.vit.edu.au)