



YEA PRIMARY SCHOOL

CHILD SAFE POLICY AND STATEMENT OF COMMITMENT

Rational

All Victorian schools are required to have a child safety policy and 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 Safe 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).

As part of the broader child safety approach, the Education and Training Reform Amendment (Child Safe Schools) Act 2015 requires that all Victorian schools adopt minimum child safe standards to improve the protection of children, and consistent policies for responding to allegations of abuse.

A child safe school takes deliberate steps to protect children from physical, sexual, emotional, psychological and cultural abuse, and neglect. This commitment to protecting children must be embedded in your school's culture and policies. Responsibility for taking action must be understood and accepted by everyone.

Ministerial Order No. 870 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.

Victorian schools that provide services to children will be required under the Child Safety and Wellbeing Act to ensure that they implement compulsory child safe standards to protect children from harm.

The Standards are:

Standard 1: Strategies to embed a culture of child safety, including through effective leadership arrangements

Standard 2: A child safe policy or statement of commitment to child safety



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Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children

Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel

Standard 5: Processes for responding to and reporting suspected child abuse

Standard 6: Strategies to identify and reduce or remove risks of child abuse

Standard 7: Strategies to promote the participation and empowerment of children.

Ministerial Order 870 - Child Safe Standards - Managing the Risk of Child Abuse in Schools provides guidance on how the Standards apply to a school setting. It came into effect on 1 August 2016. To implement the minimum Standards in accordance with the Order school governing authorities must:

- take account of the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable; and
- make reasonable efforts to accommodate such diversity.

A child safe school fosters and demonstrates openness in a variety of ways. This directly and indirectly creates a culture in which everyone – staff, volunteers, parents, carers and children – feel confident, enabled and supported to safely disclose child safety concerns.

All children, their families and carers should feel welcome in your school.

Our commitment to child safety

At Yea Primary School we offer a nurturing and safe environment with flexible learning spaces designed to support students develop literacy and numeracy skills. We offer an exciting variety of programs to promote lifelong learning. We embrace the values of Respect, Creativity, Integrity, Collaboration, Persistence and Empathy. Our philosophy is to ensure that all students are provided with the opportunity to be articulate and independent thinkers. We aim for them to have the social, emotional and educational skills to contribute to society in a proactive manner. We promote healthy eating and through our six values encourage interaction with others in a positive and caring way. Underpinning this is our Child Safe Policy and commitment.

Yea Primary School is a child safe organization. We are committed to child safety and have zero tolerance to child abuse and protect students from all forms of abuse

- The welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where children feel safe and have fun.
- 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.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.



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- Our school is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Our school has robust human resources and recruitment practices for all staff and volunteers.
- Our schools 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 a 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 who are vital and active participants in our school. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance, 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.
- Children's rights to safety and participation
- staff and volunteers encourage children to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.
- We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

Valuing Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families
- welcome children with a disability and their families and act to promote their participation
- seek appropriate staff from diverse cultural backgrounds.

Our staff and volunteers

This policy guides our staff and volunteers on how to behave with children in our school.



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All of our staff and volunteers must agree to abide by our Code of Conduct, which is signed annually (Attachment 1) and specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct. See Code of Conduct and Disciplinary Procedures section below for further information.

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 school understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively 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 either a current Victorian Institute of Teaching (VIT) Registration or Working with Children Check (WWC) and to provide evidence of this Check. Please see the Working with Children Check website <www.workingwithchildren.vic.gov.au> for further information and the Yea Primary School WWC Policy

We carry out reference checks to ensure that we are recruiting the right people. Where an employee or volunteer is not registered with the Victorian Institute of Teaching, and they do not require a WWC Check under the Act, only a criminal record check conducted by the Department can be accepted as an alternative to determine suitability for employment. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process. 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.

A criminal record check conducted by the Department is for 'child-related work' purposes and permit the release to the Department of both spent and non-spent criminal records and disclose findings of guilt where no conviction was recorded.

Training and Induction

Our school 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.

Training and education is an important tool to help people understand that child safety is everyone's responsibility. Employees and volunteers (in addition to parents/guardians and children) need to be supported to discuss child protection issues and to detect signs of potential child abuse.

Staff receive induction and ongoing training. New staff will need support and information when they begin their new role, and existing staff might need to develop new skills and knowledge to meet the requirements of their positions and expand their career options.



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Training and support also promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that the school meets its duty of care when providing services to children.

It is essential that your staff commit to promoting the safety and wellbeing of children, for example by signing your school's code of conduct. Training should enhance the skills and knowledge of your employees and volunteers, and reduce exposure to risks.

Employees and volunteers working with children need to receive training in the following areas:

- identifying, assessing and reducing or removing child abuse risks
- your school's policies and procedures (including the code of conduct and child safe policy)
- legislative requirements, such as obligations to report child abuse¹, reduce and remove known risks of child abuse², and to hold Working with Children Checks³ where required
- how to handle a disclosure or suspicion of abuse, including your school's reporting guidelines
- cultural awareness training.

Training can be formal such as:

- higher education training and accreditation
- training offered by external schools
- training developed and delivered internally
- on-the-job training meeting key objectives.

Training can also be informal such as:

- inviting other professionals to speak at meetings or functions
- inviting local Aboriginal Elders, Aboriginal community controlled schools and community members to speak at meetings and events
- inviting local culturally and/or linguistically diverse community members to speak at meetings and events
- internal mentoring and coaching.

Supervision

¹ The failure to disclose criminal offence requires adults in Victoria to report to police a reasonable belief that a sexual offence has been committed against a child (unless they have a reasonable excuse for not doing so). More information about [failure to disclose](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) is available on the Department of Justice and Regulation website <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

Failure to disclose does not change mandatory reporting obligations. Certain professionals are mandatory reporters, meaning they are required to report to the Department of Health and Human Services if they believe on reasonable grounds that a child is in need of protection from physical and sexual abuse. More information about [mandatory reporting](http://www.dhs.vic.gov.au/cpmanual/intake/overview-of-intake-of-reports-under-the-children,-youth-and-families-act/1122-mandatory-and-other-required-reporting) is available in the *Child protection manual* <www.dhs.vic.gov.au/cpmanual/intake/overview-of-intake-of-reports-under-the-children,-youth-and-families-act/1122-mandatory-and-other-required-reporting>.

² The failure to protect criminal offence applies to people within schools who knew of a substantial risk of child sexual abuse by someone in the school and had the authority to reduce or remove the risk, but negligently failed to do so. More information about [failure to protect](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) is available on the Department of Justice and Regulation website <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.

³ For more information about [Working with Children checks](http://www.workingwithchildren.vic.gov.au) visit the working with children website <www.workingwithchildren.vic.gov.au>.



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Supervision of employees and volunteers is managed in a way that protects children from abuse and improves accountability and performance, without being onerous or heavy-handed. For instance, where practical, two staff members are present during activities with children. In particular, children with a disability may require additional supervision.

As a matter of good practice, new employees and volunteers are supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate. Any warning signs are reported through appropriate channels, including your school's internal reporting procedures (such as your child safety officer and leadership), the Department of Health and Human Services (child protection), or police if a child is believed to be at imminent risk.

We support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be supervised regularly to ensure they understand our school's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this school's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

Performance and Development Review

A proactive performance development strategy is used to improve employees and volunteers skills and knowledge on child safety. This is also an opportunity to improve knowledge and skills in working with children, as well as recognising and responding to suspected abuse.

Performance is measured against the school's standards of conduct and care to ensure that employees and volunteers meet expected outcomes. These standards must align with those of the code of conduct and child safe policy so everyone can be aware of the expectations of your school and appropriate behaviour.

Code of Conduct and Disciplinary procedures

The Yea Primary School Code of Conduct (Attachment 1) outlines expected standards of appropriate behaviour with and in the company of children. This is read/reviewed and signed by every staff member and volunteer at the commencement of each school year or at commencement of employment / engagement. A Declaration of Contact with Children and Families (Attachment 2) must be signed if the staff member or volunteer has contact with student/students outside of the school. This contact is often unavoidable living and working in a small community.

Child Safety Code of Conduct

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

All students have a right to:

- Learn and socialise without interference or intimidation in a safe and secure environment.
- Be treated with respect and fairness as individuals.
- Expect a learning program that meets their individual needs
- Receive respect, kindness and courtesy and to be treated with fairness.



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- 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 Outside School Hours Programs and after school sporting clinics.

All students have a responsibility to:

- Contribute to a positive learning environment, by listening, working cooperatively, staying on task and contributing in a constructive manner.
- Respect the rights of others.
- Be safety conscious in relation to themselves and others.
- 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.

All staff, volunteers and Council members are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Yea Primary School's Child Safe Policy at all times;
- taking all reasonable steps to protect children from abuse;
- treating everyone with respect;
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification);
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities);
- ensuring as far as practicable that adults are not left alone with a child;
- reporting any allegations of child abuse to the child protection officer and ensure any allegation is reported to the police or child protection;
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe;
- encouraging children to 'have a say' and participate in all relevant school activities where possible, especially on issues that are important to them.
- Ensure all information/ disclosures is dealt with in a confidential manner, and documents are kept secure and confidential.
- As part of the induction process made fully aware of CSS responsibilities and sign a code of conduct and contact disclosure declaration.

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);



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- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area);
- put children at risk of abuse (for example, by locking doors);
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race or sexuality in the presence of children;
- discriminate against any child, including because of culture, race, ethnicity or disability;
- have direct contact be it oral written or electronic with a child or their family outside of our school without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate);
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters) ;
- ignore or disregard any suspected or disclosed child abuse.

Disciplinary procedures are accessible and transparent, and clearly demonstrate the consequences of breaches of the code of conduct. These procedures are used if an allegation of child abuse is made, or a breach of the code of conduct is known or suspected.

Employees and volunteers is aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within the school. Members of your school should also be aware of their duty to raise concerns about the behaviour of any person who may present a risk of child abuse, without fear of repercussions.

The code of conduct is readily available on our website and hard copies can be obtained from the school office. Children and their families is encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported.

Yea Primary Schools disciplinary procedures clearly outline what employees or volunteers should do if they are concerned that their actions or words have been misunderstood, or they believe their concerns are not investigated in a timely manner.

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 form, including investigation updates. All records are securely stored.
- If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as a school take.
- We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code



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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.

Allegations, concerns and complaints

Our school 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.

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).

If an adult has a reasonable belief that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it observing suspicious behaviour.

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 Child Protection Officer 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.



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Please refer to the Yea PS' Child Protection Reporting Policy and Procedures 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 Yea Primary School policies:
- *Child Protection Reporting Policy and Procedures*
- *Student Engagement and Inclusion Policy*
- Ensure that all staff are up to date with the Department online Professional Development
- Ensure that the staff selection checklist is followed before any staff member is offered employment.
- Provide a safe environment that staff can discuss their child safety concerns with the Child Protection Officer.

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:



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- ✓ standards of behaviour for students attending the school;
 - ✓ healthy and respectful relationships (including sexuality);
 - ✓ resilience.
- The school must promote the child safety standards in ways that are readily accessible, easy to understand, and user-friendly to children.

Child Safety Officer

Employees and volunteers are supported by our child safety officer with specified 'child-safe' duties in their job description, including being the designated person to hear or be informed about all allegations or concerns, and providing support to other personnel. This will assist in ensuring that child safety is prioritised, and that any allegations of abuse or safety concerns are recorded and responded to consistently and in line with your school's legal requirements and policies and procedures.

Our child safety officer also provides a single contact for children, parents and employees/volunteers to seek advice and support regarding the safety and wellbeing of children associated with your school.

Debbie George (Principal) is our Child Safety Officer with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. Our in house complaints processes is outlined Figure 1. In Debbie's absence, her nominated replacement will take on this role/responsibility. In the case of ES staff, it may be appropriate to also inform the teacher concerned that a report has been made. Otherwise all reporting remains confidential and the Child Safe Officer will responded to as per the "Four Critical Actions for School- Responding to incidents, Disclosures and Suspicious Child Abuse" (Attachment 3) using the "Responding to Suspected Student Sexual Offending" pro-form (Attachment 4). Department of Health and Human Services provides a step by step how to make a report to child protection (Attachment 5) www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first.

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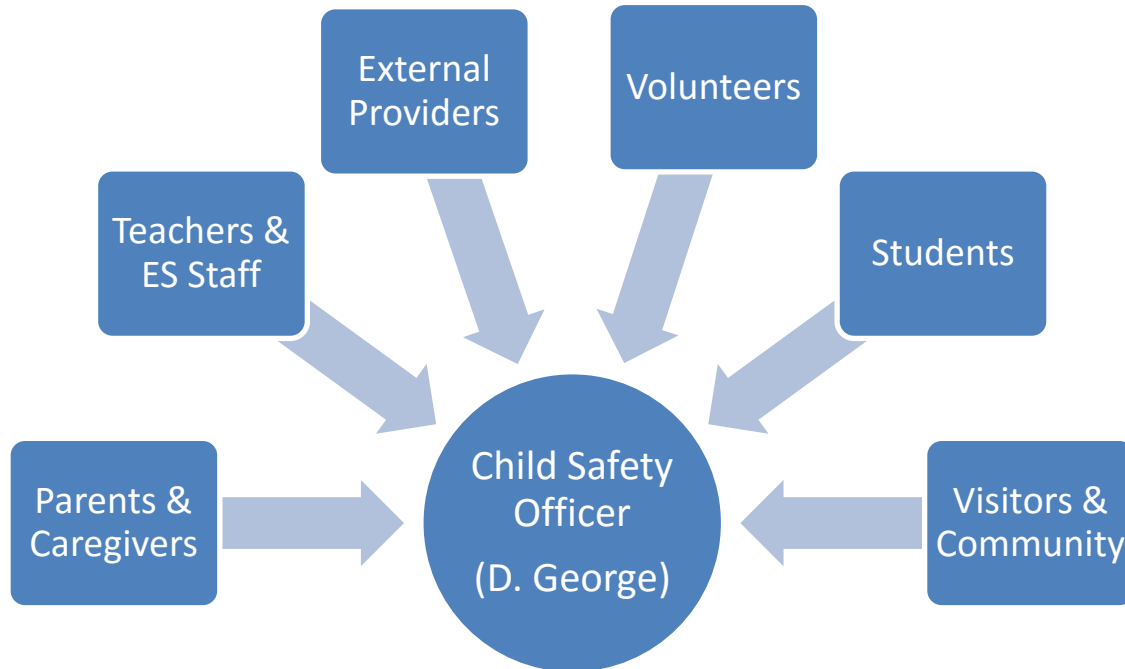


Figure 1 All suspected child abuse is reported directly to the Child Safety Officer. In the case of ES staff it may be appropriate to also inform the teacher concerned that a report has been made. Otherwise all reporting remains confidential and the Child Safe Officer will responded to as per the “Four Critical Actions for School- Responding to incidents, Disclosures and Suspicious Child Abuse” using the “Responding to Suspected Student Sexual Offending” pro-form.

Legislative responsibilities

Our school 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.⁴
- Failure to protect:** People of authority in our school 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.⁵

Risk management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

⁴ 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.

Further information about the failure to disclose offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

⁵ Further information about the failure to protect offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.



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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 schools on social media). Additional disclaimer where contact is possible due to living and working in a small community. Attachment 2

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.

This policy was developed in collaboration with all our staff, volunteers and the children who use our services and their parents. It applies to all staff, volunteers, children and individuals involved in our school.

The Child Safe Standards Self Audit tool (Attachment 6) will be used at review to assess compliance and effectiveness of policy and procedures in reducing risk of harm.

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.

Further information about the failure to disclose offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

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¹ 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.

See the Department of Health and Human Services website for information about [how to make a report to child protection](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first) <www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>.

Resources / References

<http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies%2c-guidelines-and-legislation/child-safe-standards-resources>

Education and Training Reform Amendment (Child Safe Schools) Act 2015

Victorian Registration and Qualifications Authority: Child safe standards

www.vrqa.vic.gov.au/childsafes

Ministerial Order No. 870: meeting the child safe standards

<http://www.vrqa.vic.gov.au/childsafes/Pages/documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf>

<http://www.vrqa.vic.gov.au/childsafes/Pages/resources.aspx>

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx>

www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards

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

Email: child.safe.schools@edumail.vic.gov.au



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Policy number	<<insert number>>	Version	<<insert number>>
Drafted by	Fiona Joseph	Approved by School Council on	<<insert date>>
Responsible person	Debbie George	Date Implemented	<<insert date>>
School Council President	<<sign>>	Scheduled review date	<<insert date>>
Principle	<<sign>>	Review cycle <<Circle>>	Biannual

Attachments
