



CHILD SAFE POLICY

PURPOSE

Altona Primary School's Child Safe Policy sets out the school's commitment and approach to creating and maintaining a child safe organisation where children and young people are safe and feel safe and provides the policy framework for the school's approach to the Child Safe Standards.

Altona Primary School commits to the following:

- To ensure the school demonstrates its commitment to creating a child safe environment;
- To raise awareness within the school community of the importance of child safety;
- To empower students who are key stakeholders within our organisation;
- To ensure the school communicates and publishes the child safe policy that is compliant with the child safe standards to all of the school community;
- To ensure the school discharges its duty of care towards students.

SCOPE

This policy applies to all staff, volunteers, and contractors in the school environment, whether or not they work in direct contact with children or young people. This policy also applies to school council members where indicated.

The policy will apply to the whole school environment (see Definitions section). The policy covers both school hours and outside of school hours.

Our Children

This policy is intended to empower and protect our children who are vital and active participants in the 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 (if applicable)
- 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 in all aspects of school life

Our Staff and Volunteers

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

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. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the Staff Code of Conduct.

DEFINITIONS

Child abuse

Child abuse includes:

- any act committed against a child involving:
 - a sexual offence; or
 - grooming; and
- the infliction, on a child, of:
 - physical violence; or
 - serious emotional or psychological harm; and



CHILD SAFE POLICY

- serious neglect of a child.

Child-connected work

Child-connected work means work authorised by the school, school council, or Secretary of the Department of Education and Training and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child safety

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.

School environment

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

- a campus of the school;
- online school environments (including email and intranet systems); and
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, homestays, and other school activities or events)

School staff

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

- employed by the Department of Education and Training;
- directly engaged or employed by a school council; or
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).

STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

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

The school's approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. At Altona Primary School the school community values diversity and demonstrates mutual respect and cooperation between all stakeholders: students, families, staff and the wider community.

At Altona Primary School our values guide the decisions and behaviours of all members of our school community, including in relation to child safety.

Our values are:

Resilience - Respect - Responsibility - Collaboration - Aspiration – Gratitude

Altona Primary School has **zero tolerance for child abuse**. We are 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. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable

Every person involved in Altona Primary School has a responsibility to understand the important and specific role they play 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.

Child safety principles

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



CHILD SAFE POLICY

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. Clearly state the school's commitment to cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability;
6. Provide written guidance on appropriate conduct and behaviour towards children;
7. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
8. 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 concerns;
9. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
10. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
11. Value the input of and communicate regularly with families and carers
12. Consistently implement the school's behaviour framework, School Wide Positive Behaviours (SWPBS), with a view to child safety
13. Include contact details of the school's Child Safety Officer for people to access information in relation to child safety

POLICY IMPLEMENTATION

Strategies to embed a child safe culture

Altona Primary School's culture encourages staff, students, parents and the school community to raise, discuss and scrutinise child safety concerns. This makes it more difficult for abuse to occur and remain hidden.

All child safety documents, including this policy, the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, [Identifying and Responding to All Forms of Abuse in Victorian Schools](#) and the [Four Critical Actions for Schools](#) are readily available online and in hard copy in the school office for all staff and students to read at any time.

Child safety is everyone's responsibility. **All school staff** are required to:

- Act in accordance with the school's Child Safe Policy, which clearly sets out the difference between appropriate and inappropriate behaviour;
- Act in accordance with the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures at all times, including following the [Four Critical Actions for Schools](#) where necessary;
- Undertake annual guidance and training on child safety;
- Act in accordance with their legal obligations, including:
 - Failure to disclose offence (applies to all adults)
 - Duty of care (applies to all school staff)
 - Mandatory reporting obligations (applies to all mandatory reporters, including teachers, principals, registered psychologists, and registered doctors and nurses)
 - Failure to protect offence (applies to a person in a position of authority within the school)
 - Reportable conduct obligations (applies to all school staff in reporting conduct to the principal, and applies to the principal in reporting to Employee Conduct Branch)
 - Organisational duty of care (applies to the school as an organisation)
 - For more information on these obligations, see [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).



CHILD SAFE POLICY

As part of Altona Primary School's child safe culture, the **school leadership** will:

- Consider 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, when implementing the Child Safe Standards;
- Ensure that child safety is a regular agenda item at school leadership meetings and staff meetings;
- Encourage and enable staff professional learning and training to build deeper understandings of child safety and prevention of abuse;
- Ensure that no one is prohibited or discouraged from reporting an allegation of child abuse to a person external to the school or from making records of any allegation.

As part of Altona Primary School's child safe culture, and school mandatory reporting, staff are required to:

- Complete the [Protecting Children – Mandatory reporting and other obligations](#) online module every year
- Read on induction and maintain familiarity with, the following child safe documents:
 - Child Safe Policy (this document)
 - Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures
 - Staff code of conduct

As part of Altona Primary School's child safe culture, in performing the functions and powers given to them under the *Education and Training Reform Act 2006*, **school councils and school council members** will:

- Ensure that child safety is a regular agenda item at school council meetings
- Consider 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, when making decisions regarding the Child Safe Standards
- Undertake annual guidance and training on child safety, such as the [Child Safe Standards School Council Training PowerPoint](#).
- Be familiar with the Child Safe Policy to the extent that it applies to school council employees and members, and if updated, note the new document in its school council meeting minutes
- When hiring employees, ensure that selection, supervision and management practices are child safe

School leadership will maintain records of the above processes.

Roles and responsibilities

School leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the school's Child Safe Policy, which sets out clearly the difference between appropriate and inappropriate behaviour.

Specific child safety responsibilities:

- The Child Safety Officer is responsible for reviewing and updating the Child Safe Policy every 2 years. (Refer to roles and responsibilities);
- The principal is responsible for monitoring the school's compliance with the Child Safe Policy. The school community should approach the Child Safety Officer or principal if they have any concerns about the school's compliance with the Child Safe Policy;
- The principal is responsible for informing the school community about this policy and making it publicly available;
- Other specific roles and responsibilities are named in Altona Primary School's other child safety policies and procedures, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, Roles and responsibilities, and risk assessment register.



CHILD SAFE POLICY

Recruitment

Altona Primary School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the [Department's website](#).

All prospective volunteers are required to maintain a valid Working with Children Check and comply with our school's Volunteers Policy, including in relation to assessing the suitability of prospective volunteers and obtaining checks required under this policy.

Fair Procedures for Personnel

Whilst the safety and wellbeing of children is our primary concern, we also are 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 families (as appropriate) on progress and any actions we take.

Training and supervision

Training and education is important to ensure that everyone in the school understands that child safety is everyone's responsibility. Our school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in coming forward with any allegations or suspicions 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. This training occurs annually or more often as required.

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

New employees and volunteers will be inducted into the school, including referrals to the Child Safe Policy (this document), and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, (also available on the school website). They will also be supervised regularly to ensure they understand our school's commitment to child safety, and that their behaviour towards children is safe and appropriate. All employees of our school will be monitored and assessed via regular performance review to ensure their continuing suitability for child-connected work. Any inappropriate behaviour will be reported by school staff to the Principal or Assistant Principal and will be managed in accordance with Altona Primary School's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures where required.

Reporting a child safety concern or complaint

The school has clear expectations for all staff and volunteers in making a report about a child or young person who may be in need of protection. All staff (including school council employees) must follow the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, including following the [Four Critical Actions for Schools](#) if there is an incident, disclosure or suspicion of child abuse. Immediate actions should include reporting their concerns to DHHS Child Protection, Victoria Police and/or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.

Altona Primary School will never prohibit or discourage school staff from reporting an allegation of child abuse. The school will always take action to respond to a complaint in accordance with the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures. In accordance



CHILD SAFE POLICY

with Action 4 of the Four Critical Actions for Schools, Altona Primary School will provide ongoing support for students affected by child abuse.

Risk reduction and management

Altona Primary School believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes, found in the school's risk assessment register. The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.

We will identify and mitigate the risks of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment and the characteristics and needs of all children expected to be present in that environment.

Altona Primary School monitors and evaluates the effectiveness of the actions it takes to reduce or remove risks to child safety; more information can be found in the school's risk assessment register.

Legislative Responsibilities

The school takes its 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.
- **Failure to protect:** People of authority 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.
- All teachers are **mandatory reporters** and must comply with their responsibilities.
- Non-teaching staff have an obligation to report if they form a reasonable belief that a child is at risk of harm.

Listening to, communicating with and empowering children

Altona Primary School has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/carers to understand their rights and their responsibilities. Our school is committed to supporting and encouraging students to use their voice to raise and share their concerns with a trusted adult at any time of need. Students can access information on how to report abuse at the school office or through class teachers.

When the school is gathering information in relation to a complaint about alleged misconduct with or abuse of a child, the school will listen to the complainant's account and take them seriously, check understanding and keep the child (and/or their parents/carers, as appropriate) informed about progress.

The school will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children, including:

- All of our child safety policies and procedures will be available for the students and parents at Altona Primary School to read at school or office and/or on the school website
- PROTECT Child Safety posters will be displayed across the school
- School newsletters will inform students and the school community about the school's commitment to child safety, and strategies or initiatives that the school is taking to ensure student safety
- The school will use its health and wellbeing programs and SWPBS to deliver appropriate education and information to its students through age-appropriate discussion of child safety with students, ensuring child safety policies and procedures are written in child-friendly language and addressing and explaining the Child Safe Standards at year level assemblies and/or parent information sessions

These will include:



CHILD SAFE POLICY

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

Communications

This school is committed to communicating our child safety strategies to the school community through:

- Ensuring that the Child Safety Policy (this document), and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures are available on the school website and through the school office
- reminders in the school newsletter of our school's commitment to child safety
- Ensuring that child safety is a regular agenda item at school leadership meetings and staff meetings for discussion

Confidentiality and privacy

This school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. The principles regulating the collection, use and storage of information is included in the Department of Education and Training's [Schools' Privacy Policy](#).

FURTHER INFORMATION AND RESOURCES

Related documents include:

- Risk assessment register
- Working with Children Checks register
- Archives & Records Management
- Police & DHHS Interviews
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [School Policy and Advisory Guide – Duty of Care](#)
- [School Policy and Advisory Guide – Child Protection Reporting Obligations](#).

School Policies

- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures
- Bullying Prevention Policy
- Emergency & Critical Incidents Policy
- Diversity and Inclusion Policy
- Duty of Care Policy
- Emergency & Incident Reporting
- Digital Technologies and Acceptable Use Policy
- Mobile Phone (student use) Policy
- Visitors to the School Policy
- Volunteers Policy
- Photographing & Filming Students Policy

EVALUATION AND REVIEW

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years or directly after any critical incident.