

# **Wandong Primary School – CHILD SAFETY** **REQUIREMENTS**

## **Ministerial Order No. 870 Clause 7.**

### **STRATEGIES TO EMBED AN ORGANISATIONAL CULTURE OF CHILD SAFETY** **(Standard One)**

Wandong Primary School is committed to creating a school community where all members of our school community are welcomed, accepted and treated equitably and with respect regardless of their backgrounds or personal attributes such as race, language, religious beliefs, gender identity, disability or sexual orientation so that they can participate, achieve and thrive at school.

Wandong Primary School is committed to providing the school community with strategies to make child safety a part of its culture. The following strategies are in place:

#### **Roles and Responsibilities:**

- The Assistant Principal's role will encompass the responsibility of a Child Safety Officer
- The principal and Child Safety Officer will develop the necessary policy, code of cooperation and strategies in consultation with the school leadership team. These policies/procedures will be presented to the Wandong Primary School Council for consultation and approval
- The Wandong Primary School Council will oversee the review of the Child Safety Policy and Child Safety Code of Conduct on a cyclic system
- Wandong Primary School staff will be given comprehensive professional learning surrounding the Child Safe Standards
- Wandong Primary School staff will develop, reflect on, and refine strategies introduced to embed and uphold a culture of child safety
- Wandong Primary School leaders will advertise and promote all relevant policies and documentation to staff and the wider school community.

#### **Strategies to embed a culture of Child Safety at the school:**

A key strategy for Wandong Primary School will be to appoint a Child Safety Officer whose role it will be to:

- oversee the development and implementation of the Child Safe Standards within the school community
- advise and build expertise of staff related to child safety
- ensure child safety is considered in all leadership discussions and decisions across the school
- oversee communication of the Child Safe Standards and associated procedures to staff and wider community
- monitor effectiveness of strategies
- train staff
- maintain detailed and accurate records of concerns or referrals
- promote available professional learning
- develop strategies to empower children in regards to child safety.

**Ministerial Order No. 870 Clause 8.**

**CHILD SAFETY POLICY OR A COMMITMENT TO CHILD SAFETY**  
**(Standard two)**

- Refer to WPS Child Safety Policy

**Ministerial Order No. 870 Clause 9.**

**CHILD SAFETY CODE OF CONDUCT**  
**(Standard three)**

- *Refer to WPS Child Safety Code of Conduct*

**Ministerial Order No. 870 Clause 10.**

**SCHOOL STAFF SELECTION, SUPERVISION AND MANAGEMENT PRACTICES FOR A CHILD SAFE ENVIRONMENT**  
**(Standard four)**

**Job requirements, duties and responsibilities:**

- All new positions advertised for Wandong Primary School will include the standard “Child Safe Environments” clause from the Recruitment in Schools guide
- Duties and roles for all teaching positions will adhere to AITSL standards
- Duties or roles for all ESS positions will adhere to DET dimensions of work.

**Qualifications, experience and monitoring a job applicants continuing suitability for child connected work:**

- Staff employed at Wandong Primary School will hold required qualifications for the position they are employed against
- When considered necessary, experience will be taken into account when appointing staff to positions
- When employing new staff, a working with children check, proof of I.D, work history, and references related to suitability will be collected.

**Induction of new staff:**

- All new staff will complete an induction process. This will include a detailed outline of the Child Safety Policy, Child Safety Code of Conduct and related practices and procedures.

**Ministerial Order No. 870 Clause 11.**

**PROCEDURES FOR RESPONDING TO AND REPORTING ALLEGATIONS OF SUSPECTED CHILD ABUSE**  
**(Standard five)**

Wandong Primary School staff will refer directly to the Protect Booklet entitled “Identifying and Responding to all forms of abuse in Victorian Schools” as needed. This booklet will be referenced in staff meetings and /or briefings. A hard copy is available in the staff room or can alternatively be accessed at: <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

- Refer to WPS Child Safety Code of Conduct

## **Ministerial Order No. 870 Clause 12.**

### **STRATEGIES TO IDENTIFY AND REDUCE OR, RISKS OF CHILD ABUSE** **(Standard six)**

**Risk management strategies:** To ensure risks are minimised, risk assessments will be conducted on a yearly basis. These will include the assessment of the activities in which students participate, in order to identify and mitigate risks and to additionally monitor and evaluate risk controls.

Areas/Activities to be included for risk assessments:

- Classroom
- School Yard
- Camps
- Excursions
- Sporting Events

Consideration will be given to the characteristics and needs of all children in the above environments.

The school will specify actions it will take to remove or reduce any risks identified.

Individual and collective obligations for managing the risk of child abuse will be included as a part of the risk register.

#### **Training for staff:**

- School staff will be given comprehensive professional learning surrounding the Child Safe Standards. This will include an overview of the Child Safety Policy, Child Safety Code of Conduct, risk management processes and associated procedures.

#### **Training for school governing body:**

- The Wandong Primary School Council will investigate appropriate training opportunities for individual members.

## **Ministerial Order No. 870 Clause 13.**

### **STRATEGIES TO PROMOTE CHILD EMPOWERMENT AND PARTICIPATION** **(Standard seven)**

#### **Strategies to deliver appropriate education about standards of behaviour for students**

##### **(a) Standards of behaviour**

- Wandong Primary School has a comprehensive Behaviour Management process that is consistently adhered to across the school. The process is communicated clearly to students and families and includes specific examples of consequences for undesirable behaviours.

##### **(b) Healthy and respectful relationships (including sexuality)**

- Wandong Primary School scope and sequence documents are aligned to the Victorian Curriculum which include specific reference to the development of healthy and respectful relationships.

##### **(c) Resilience**

- Wandong Primary School is an accredited KidsMatter School. This program supports social and emotional learning of students, as well as facilitating supports for student's mental health. Weekly SEL foci target the development of skills across a range of social and emotional areas, building overall resilience in students.

##### **(d) Child Abuse awareness and prevention**

- School staff are given comprehensive professional learning surrounding the Child Safe Standards
- Raising the awareness of child abuse amongst staff, students and the community is a priority at Wandong Primary School.
- Child safety related priorities are embedded into leadership decisions and teaching programs where appropriate.

**Staff at Wandong Primary School will:**

- focus on helping students in Prep to Year 6 challenge negative attitudes such as discrimination and harassment that can lead to violence and or discrimination
- help children identify and relate to what a healthy and respectful relationship is and how to be part of a positive environment
- model positive behaviour among the School Community which allows for individual differences and opportunities to discuss these differences in a safe environment
- promote a positive environment where children are valued and any absences are followed up, parents consulted, counsellors contacted when required and the school community takes an active role in each student's education
- promote a culture of respect, fairness and quality to foster respectful relationships
- implement school-wide and classroom expectations and consequences clearly
- provide multiple opportunities for students to take responsibility and be involved in decision making that effect their lives in the school and home community
- form a clear structure within the school community where there is always social, emotional and educational support for any of the community that are deemed at risk
- encourage and nurture contributions made by the school community that help provide a feeling of belonging and connectedness
- ensure school survey data is used to monitor levels of student engagement and wellbeing and that results are used to identify areas for improvement.

**RESOURCES AND REFERENCES**

- [A step-by-step guide to making a report to Child Protection or Child FIRST](#)
- Commission for Children and Young People (2015) [A Guide For Creating A Child Safe Organisation, Version 2.0.](#)
- [DET Protect Handbook](#)
- Department of Education and Training (2016) School Policy Advisory Guide: [Risk Management Policy](#), and associated tools:
  - School risk register which can be edited and has automatic tools embedded is available, see: [Risk Management in Schools – Risk Register](#).
  - Subordinate risk registers for specific activities such as overseas travel/excursions or projects, see: [Risk Management in Outdoor Education – Education Outdoor tools](#).
  - Online risk management module: [Risk Management - Online Risk Module](#)
- [Protecting Children - Mandatory Reporting and Other Obligations](#) - elearning module
- State of Victoria (2010) [Protecting the safety and wellbeing of children and young people](#): A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools.
- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, [Child Safe Standards – Managing the Risk of Child Abuse in Schools, Ministerial Order No. 870](#).
- Victorian Registration and Qualifications Authority (2016) [Child Safety Standard 6: Child safety risk management strategies](#)

## **CERTIFICATION**

- These Child Safe Standard requirements were adopted at the School Council meeting held at Wandong Primary School on Monday 14<sup>th</sup> November, 2016 and last reviewed and ratified by council on Monday 29<sup>th</sup> April 2019.