



Child Safe Standard 2

Keilor Views Primary School Child Safe Policy

Rationale

This policy was written to demonstrate the strong commitment of Leadership, Staff and School Community to child safety and to provide an outline of the policies and practices we have developed to keep everyone safe from any harm, including abuse.

Commitment to Child Safety

Keilor Views Primary School (KVPS) is 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.

KVPS has zero tolerance for child abuse.

Every person involved in our school 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 children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations the school will:

- Take a preventative, proactive and participatory approach to child safety
- Value and empower children to participate in decisions which affect their lives
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children
- Respect diversity in cultures and child rearing practices while keeping child safety paramount
- Provide written guidance and policies on appropriate conduct and behaviour towards children
- Engage only the most suitable people to work with children and, have high quality supervision and professional development in this school
- 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 issues
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
- Share information appropriately and lawfully, with other organisations where the safety and wellbeing of children at risk
- Value the input of and communicate regularly with families and carers.

Scope

This policy, from the date of endorsement, applies to all people involved at Keilor Views Primary School, including:

- Employees (permanent and casual)
- Pre-Service Teachers
- Parents/Carers
- Contractors/Sub-contractors
- Work Experience Students
- External Student Support Staff
- Any other individual involved in this school



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Children's Rights to Safety and Participation

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 teach children about what they can do if they feel unsafe. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our school, 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 given the opportunity to participate equally

Our Staff and Families

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

All of our staff and families must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff as well as children and their families, are given the opportunity to contribute to the development of the code of conduct. (Refer also to KVPS to Student Engagement and Wellbeing, Safe Schools, Student Wellbeing and Acceptable Use Agreement for Internet, Digital Technologies and Electronic Devices Policies).

Training and Supervision

Training and education is important to ensure that everyone in our school understands that child safety is everyone's responsibility.

Our school culture aims for all staff, families, children and any other individual involved in this school, to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff through ongoing training and professional learning 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 will be mentored to ensure they understand Keilor Views Primary 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 Staff/Student/Parent 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.

Recruitment

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

All people engaged in child-related work are required to hold a Working with Children Check and to provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au) website <www.workingwithchildren.vic.gov.au> for further information



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We carry out reference checks and police record checks to ensure that we are employing the right people. Police record checks are used only for the purposes of employment and are discarded after the employment 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 employment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

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 an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, parents/carers or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative responsibilities

Our organisation takes our legal responsibilities seriously, including:

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

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.

- **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.
- Any personnel who are **Mandatory Reporters** must comply with their duties.

Mandatory Reporters include doctors, nurses, midwives, teachers, principals and police and must report to child protection if they believe on reasonable grounds that a child is in need of protection from any form of abuse (see Child Safe Standard 5 - KVPS Processes for Responding to and Reporting Suspected Child Abuse Policy)

Risk management

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

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments and online environments.

Allegations, concerns and complaints

Keilor Views Primary School takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff are trained to deal appropriately with allegations.



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We work to ensure all staff, children, families and any other individual involved in this school, 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.

Related Policies and Documents

- School Policy & Advisory Guide – Duty of Care
- School Policy & Advisory Guide – Child Protection Reporting Obligations
- DET Child Wellbeing and Safety Framework

Resources and References

- 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 Qualification Authority (2016) Information Sheet. CHILD SAFE STANDARD 2: A child safety policy or a statement of commitment to child safety
- Commission for Children and Young People (2015) A Guide For Creating A Child Safe Organisation, Version 2.0.
- [A step-by-step guide to making a report to Child Protection or Child FIRST](#)
- [Protecting the safety and wellbeing of children and young people](#)
- [Protecting Children - Mandatory Reporting and Other Obligations](#) - eLearning module (log-in required)
- 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

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 Code of Conduct was ratified by the Keilor Views School Council on 17/08/2016