



Child Safe Standard 4

Keilor Views Primary School Human Resources Practices

Rationale

KVPS has embedded screening, supervision, training practices that reduce the risk of child abuse by new and existing staff. It is important for KVPS to have strong human resources practices in place to help protect children from abuse.

Keilor Views Primary School will foster a culture of openness and inclusiveness, as well as be aware that people who may wish to harm children could target specific organisations. Robust human resources practices are a good way of reducing these risks. Human resources practices include the recruitment, training and supervision of all personnel.

To achieve this, our school needs to provide opportunities for staff to develop and maintain skills to ensure child safety such as the - Protecting Children - Mandatory Reporting and other Obligations Online Module, that is required to be completed by all staff every year. This will support our staff to understand the importance of child safety and wellbeing, and enable them to consistently follow child safety policies and procedures.

We will reinforce our organisation's commitment to child safety by recognising the good work and practices of all our staff and external providers in keeping children safe and protected.

Child Safety Officer (see PROTECT Child Safe Standard 1 - School Child Safety Officer)

Keilor Views Primary has an appointed 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 our school 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 our legal requirements, policies and procedures.

The designated Child Safety Officer will provide a single contact for children, parents, staff and external providers to seek advice and support regarding the safety and wellbeing of children associated with our school.

Training and Induction

At KVPS training and education is an important tool to help staff understand that child safety is everyone's responsibility. Staff and external providers (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 will 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.

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

Training should enhance the skills and knowledge of our staff and external providers as a prevention to reduce exposure to risks.

Staff and external providers working with children need to receive training in the following areas:

- identifying, assessing and reducing or removing child abuse risks
- KVPS policies and procedures



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- legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks where required
- how to handle a disclosure or suspicion of abuse, including KVPS Child Safety Reporting Process
- cultural awareness training.

Training can be formal such as:

- training offered by external organisations
- training developed and delivered internally

Training can also be informal such as:

- inviting other professionals to speak at meetings or functions
- inviting local Aboriginal Elders, Aboriginal community controlled organisations 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

Supervision of staff and external providers should be managed in a way that protects children from abuse and improves accountability and performance, without being onerous or heavy-handed.

As a matter of good practice, new staff and external providers should be 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 should be reported through appropriate channels, including your school's internal reporting procedures (such as your Child Safety Officer and Principal), the Department of Health and Human Services (child protection), or police if a child is believed to be at imminent risk.

A proactive performance development strategy should be used to improve staff 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 should be measured against the organisation'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 our school and appropriate behaviour.

The KVPS Staff Code of Conduct and disciplinary procedures should be accessible and transparent, and clearly demonstrate the consequences of breaches of the code of conduct. These procedures should be used if an allegation of child abuse is made, or a breach of the code of conduct is known or suspected.

Staff and external providers should be aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within the school. Staff 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.

Children and their families should be encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported.

Our school's disciplinary procedures clearly outline what staff or external providers 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.



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Resources and References

- Commission for Children and Young People (2015) *A Guide For Creating A Child Safe Organisation*, Version 2.0.
- Department of Education and Training (2016) *Recruitment in Schools*
- Department of Education and Training (2016) *Suitability for Employment*
- 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 4: Staff Selection Checklist*

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