

Child Safe Standards

We are proud to be a Child Safe School where we welcome all children, young people and their families.

We are committed to complying with the [Child Safe Standards](#) and providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

Child Safety framework

School staff play a role in ensuring we are a child safe school, and we all have individual and collective obligations for managing the risk of child abuse.

You can access a range of policies and documents via Google Drive and our website, which set out our framework for ensuring students are safe, including;

- **Child Safety Code of Conduct:** The Code of Conduct sets out acceptable and unacceptable behaviours in all school situations including school camps and the use of digital technology and social media. I ask that you familiarise yourself with these behaviours.
- **Child Safety policy:** This policy is the heart of our child safety framework. It sets out our commitment and approach to creating and maintaining a child safe environment, including how we maintain a culturally safe environment for students including Koorie students and other at-risk groups, and how we facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns. I would ask that you familiarise yourself with the strategies used by our school and note the roles for all people involved with our school in relation to child safety.
- **Child Safety Responding and Reporting Obligations Policy and Procedures:** This policy and procedures set out how the school responds to an incident at the school. This includes record keeping and information sharing, mandatory reporting, reportable conduct, and the failure to disclose and protect offences.
- **Child Safety Risk Register:** The risk register sets out how the school will manage child safety risks in the school environment without compromising a student's right to privacy, access to information, social connections and learning opportunities.

Please ensure you are familiar with these documents. The leadership team welcome any feedback on the contents of these important documents at any time.

Several other policies also support our compliance with the Child Safe Standards, including:

- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Complaints Policy
- Volunteers Policy
- Visitors Policy
- Digital Learning Policy
- Yard Duty and Supervision Policy

Record keeping obligations for schools and staff

Good records management practices are a critical element of child safety and wellbeing. Our school follows the Department's [Records Management - School Records Policy](#) which addresses requirements for creating, storing and disposing of school records.

In line with our **Child Safety Responding and Reporting Obligations Policy and Procedures**, when responding to an incident, disclosure, allegation or suspicion of child abuse it is imperative that we maintain detailed notes using the [Responding to Suspected Child Abuse: Template](#). These notes are to be retained and stored on the student's file in the principal's office.

Training

All teaching staff must complete the eLearn module, *Protecting Children – Mandatory Reporting and Other Obligations*, which is accessed through EduPay and participate in our annual Child Safety training.

The training covers important child safety content including:

- Understanding your obligations, including failure to disclose and failure to protect, and the Reportable Conduct Scheme.
- How to recognise indicators of child harm including harm caused by other children and students.
- How to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm

If you have any follow-up questions or feedback on any of our child safety policies and procedures, please contact the leadership team.