



Child Safe Standard 11

Implementation of Child Safety practices

OVERVIEW:

This standard focuses on incorporating the 11 Child Safe Standards into school policies, procedures and practices, which work together to create a child-safe culture.

Glen Huntly Primary School will ensure that these policies and procedures are:

- informed by community consultations so they are relevant to the school
- accessible to all
- informed by best practice
- championed by leaders
- well understood by those for whom they apply
- implemented effectively.

Glen Huntly Primary School acknowledges that being a child-safe organisation requires ongoing effort and that schools are safer for children and students when child safety policies and procedures are championed by leaders and *understood by all members of the school community*.

Actions Glen Huntly Primary School will take:

To comply with this standard, at minimum, Glen Huntly Primary School will:

- implement practices for a child-safe environment
- establish policies and procedures that meet all the Child Safe Standards
- make sure all relevant school staff, governing body and volunteers understand and implement the policies and procedures
- champion and model the policies and procedures for a child-safe environment
- document their policies and procedures and make them easy to understand
- make sure their policies and procedures are informed by best practice models and stakeholder consultation

Relevant standards

- [Ministerial Order 1359 – Implementing the Child Safe Standards – managing the risk of child abuse in schools and school boarding premises\(PDF, 363KB\)](#)
- [Child Safe Standard 11 – Policies and procedures document how the organisation is safe for students and young people](#)

Actions Glen Huntly Primary School will take:

To comply with this standard, Glen Huntly Primary School will:

- Develop policies that work together to improve child safety. Each Child Safe Standard contains links to policies that schools should develop.
- Talk to families and students when developing and implementing child safe policies. For guidance, use [Child Safe Standard 4: Family Engagement](#)

Policies and procedures should be informed by stakeholder consultation, which can include:

- informal feedback, such as talking with parents when they pick up their children
- formal feedback, such as scheduled parent or carer interviews
- other feedback processes, such as surveys or focus groups
- reviews, such as reviews of our policies and procedures
- processes for raising concerns and handling complaints.

Child safety policies and procedures should include:

- an effective date, review date and approval details
- contact details for support
- references to related documents
- the school's underlying child safety and wellbeing values and principles
- definitions of any specialised terms used
- who the policy applies to
- responsibilities of leaders, staff and volunteers
- how to recognise child harm
- how to recognise and report complaints or allegations of child harm
- legal reporting obligations
- reporting lines (which can be shown by a diagram)
- what actions to take if a child or young person is at risk or has disclosed harm
- education and training requirements, including frequency.

Take all the necessary actions

Use available checklists to make sure your school is doing everything required to comply with this standard.

Actions required to comply with this standard are listed in the:

- Government schools: [Child Safety Action List \(DOCX, 384KB\)](#)

Review child safety policies

Schools must review their [child safety and wellbeing policies](#):

- after any significant child safety incident
- at least once every 2 years

To promote the effective implementation of this policy Glen Huntly Primary School, will:

Make policies and procedures easily accessible

- Publish your child safety policies in an easily accessible, public-facing location, such as the school website.
- Integrate child safety into induction processes, ongoing education, training and supervision for all staff and volunteers.
- Provide copies of your child safety policies in welcome packs and transition resources.

Ensure policies are easy to understand:

- Use plain language in written materials
- Use visual representations to accompany discussions with students and their families, as needed to aid understanding
- Display easy-to-read posters in various locations around the school

Nominate a child safety champion

- Nominate one or more [child safety champions](#) to promote, monitor and report on the implementation of the school's child safety strategies
- Support the child safety champions by empowering them to investigate child safety issues and allocate time for child safety

Build a culture of ongoing monitoring and reviewing

- Highlight child safety in recruitment processes
- Have child-focused complaints policies and procedures
- Review recordkeeping of child safety complaints to make sure it captures all relevant information.
- Manage child safety risks relating to child abuse using the [Child Safety Risk Register template](#).
- Consider using the Child Safety Risk Register to include other child safety risks, or use another register or format to record these risks

Champion and model compliance with policies and procedures

- Allocate regular time for a child safety agenda item for all-staff or faculty meetings

- Schedule child safety briefings at information evenings and orientation days.
- Include a regular child safety item in newsletters to families

Use best-practice models and stakeholder consultation

- Seek feedback on policies and procedures from the school community, staff, families, and students
- Be aware of emerging legislation, research and resources in child safety and wellbeing and ensure that policies and procedures are informed by any new developments

Integrate child safety into policies, procedures and practices

- Nominate child safety champions to support school leaders in effectively implementing and monitoring the child safe policies and practices
- Document the school's policies, procedures and statements required across all 11 Child Safe Standards
- Seek feedback from students, families, staff and volunteers on whether the policies and procedures are easy to understand. Make any relevant improvements
- Produce child safety material in different formats. Use child-friendly and plain language and translated versions
- Maintain high visibility of child safety and wellbeing. Discuss child safety at staff and parent meetings, and school assemblies. Display posters and write articles, newsletters and staff bulletins on child safety topics
- Train staff and volunteers on school policies and their responsibilities. Create regular opportunities to discuss and reinforce understandings
- Identify formal and informal ways to monitor policy implementation. Analyse whether current processes achieve the outcomes for each child's safe standard.
- Monitor how staff and volunteers contribute to child safety through supervision, discussions, staff meetings and surveys

Resources:

- [Alcohol at School Events](#)
- [Four Critical Actions for Schools | Responding to Incidents, Disclosures and Suspicions of Child Abuse \(PDF, 215KB\)](#)
- [Governance for Public Schools \(PDF, 6.3MB\)](#)
- [Protecting Children – Reporting and Other Legal Obligations](#)
- [Records Management – School Records](#)
- [Recruitment for Schools](#)
- [School Council Training Policy](#)
- [Student Engagement Policy](#)

Training resources:

- Department resources
 - [PROTECT](#)
- External resources
 - [Child Safe Organisations eLearning Modules](#)
 - [Child Safe Organisations website](#), including the [National Principles and Tools and Resources](#)
 - [Child Wise training](#) for Child Safe Organisations and child safety champions
 - [Child Safe Standards | Commission for Children and Young People](#)
 - [Hear no evil, see no evil: Understanding failure to identify and report child sexual abuse in institutional contexts \(PDF, 812KB\)](#) – a report for the Royal Commission into Institutional Responses to Child Sexual Abuse. Professor Eileen Munro and Dr Sheila Fish
 - [Royal Commission into Institutional Responses to Child Sexual Abuse \(PDF, 1.8MB\)](#)

Support:

For further help to meet Child Safe Standard 11 and Ministerial Order 1359, contact child.safe.schools@education.vic.gov.au.

Review:

This Child Safety Standard/policy was last ratified by School Council in March, 2023 and will be reviewed in March 2025, or when updates are provided by the DET.