



Child Safe Standard 2

GLEN HUNTLY PRIMARY SCHOOL CHILD SAFETY and WELLBEING is EMBEDDED in LEADERSHIP, GOVERNANCE and CULTURE POLICY

Purpose

Glen Huntly Primary Schools' Child Safe Policy sets out the school's commitment and approach to creating and maintaining a child safe organisation where students and young people are safe and feel safe and provides the policy framework for the school's Leadership, Governance and Culture approach to the Child Safe Standards.

This policy is to support the school in implementing its zero tolerance philosophy to any form of child abuse.

Scope

This policy applies to all staff, volunteers, and contractors in the school environment, whether or not they work in direct contact with children or young people. This policy also applies to School Council members where indicated.

For more information in regards to School Council training and information relating to the new Child Safe Standards, please refer to: [School council training- Child Safe Standards \(PPTX, 741KB\)](#).

The policy will apply to the school environment (see Definitions section). The policy covers both school hours and outside of school hours.

Aims

To ensure appropriate arrangements are in place to regulate the conduct and decisions of school staff in eliminating the possibility of child abuse.

To provide parameters for all child connected work (school authorised and within the school environment).

To provide confidence with the school community that all children involved in authorised child connected work in the school environment are safe from abuse.

To ensure that the school has strategies and effective leadership mechanisms that embed a culture of child safety.

To ensure the school has procedures for responding and reporting allegations of suspected child abuse.

Definitions

Child abuse includes —

- (a) any act committed against a child involving:
 - (i) a sexual offence; or
 - (ii) an offence under section 49B(2) of the Crimes Act 1958 (grooming); and
- (b) the infliction, on a child of
 - (i) physical violence; or
 - (ii) serious emotional or psychological harm; and
- (c) serious neglect of a child.

Child-connected work: Child-connected work means work authorised by the school, School Council, or Secretary of the Department of Education and Training and performed by an adult in a school environment, whilst children are present or reasonably expected to be present.

Child safety: Encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse and responding to incidents or allegations of child abuse.

School environment means any physical or virtual situation location made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- (a) a campus of the school;
- (b) online school environments (including email and intranet systems, Remote/home learning); and
- (c) other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions and other events).

School staff means:

- (a) in a government DET school, an individual working in a school environment who is:
 - (i.) employed by the Department of Education and Training;
 - (ii.) directly engaged or employed by a School Council; or
 - (iii.) a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).

School governing authority means:

- (a) the proprietor of a school, including a person authorised to act for or on behalf of the proprietor; or
- (b) the governing body for a school (however described), as authorised by the proprietor of a school or the Education Training and Reform Act (2006); or
- (c) the Principal, as authorised by the proprietor of a school, the school governing body, or the Education and Training Reform Act (ETR 2006).

STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

Glen Huntly Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care, decision-making Leadership and Governance structures.

The school's approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. At Glen Huntly Primary School our vision is to create a safe and

culturally supportive environment for students to foster their love of learning, so that they can be the leaders of tomorrow. We know and acknowledge that students can find it difficult to achieve their full potential if they are not safe from abuse.

Glen Huntly Primary School has zero tolerance for child abuse.

We are committed to providing a child safe environment where students and young people are safe and feel safe and their voices are heard about decisions that affect their lives. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly First Nations and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, students with disabilities, international students, LGBTI + students and students who are vulnerable.

Every person involved in Glen Huntly Primary School has a responsibility to understand the important and specific role they play 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.

CHILD SAFETY PRINCIPLES

In its planning, decision-making and operations, Glen Huntly Primary School will:

1. Take a preventative, proactive and participatory approach to child safety
2. Value and empower students to participate in decisions which affect their lives
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices whilst keeping child safety paramount
5. Provide written guidance on appropriate conduct and behaviour towards students
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development
7. Ensure students know who to talk with if they are worried or are feeling unsafe and that they are comfortable and encouraged to raise such concerns
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of students is at risk and
10. Value the input of and communicate regularly with families and carers

POLICY

Embedding an Organisational Culture of Child Safety (Standards 1 & 2)

Glen Huntly Primary School's culture encourages staff, students, parents and the school community to raise, discuss and scrutinise child safety concerns. This makes it more difficult for abuse to occur and remain hidden.

All child safe documents, including this policy, the Child Safe Code of Conduct [Child Safe Code of Conduct](#), the school's Child Safety Responding and Reporting Obligations (including Mandatory

Reporting) Policy and Procedures, [Child Safe Standard 5 PROCEDURES FOR RESPONDING TO ALLEGATIONS OF MISCONDUCT](#), [Identifying Child Abuse](#) and the [Four Critical Actions](#) are readily available online and in hard copy at Reception and in the East and West Site Staff Rooms for all staff and students to read at any time.

Child safety is everyone's responsibility. **All school staff** are required to:

- ❖ Act in accordance with the school's Child Safe Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour
- ❖ Act in accordance with the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures at all times, including following the [Four Critical Actions](#) where necessary
- ❖ Undertake annual guidance and training on child safety
- ❖ Act in accordance with their legal obligations, including:
 - Failure to disclose offence (applies to all adults)
 - Duty of care (applies to all school staff)
 - Mandatory reporting obligations (applies to all mandatory reporters, including teachers, Principals, registered psychologists, and registered doctors and nurses)
 - Failure to protect offence (applies to a person in a position of authority within the school)
 - Reportable conduct obligations (applies to all school staff in reporting conduct to the Principal and applies to the Principal in reporting to Employee Conduct Branch) <https://www.education.vic.gov.au/hrweb/workm/Pages/comunt.aspx>
 - Organisational duty of care (applies to the school as an organisation)
 - For more information on these obligations, see [Identifying Child Abuse](#)

As part of Glen Huntly Primary School's child safe culture, **school leadership** (including the Principal and Assistant Principal) will:

- ❖ Consider the diversity of all children, including (but not limited to) the needs of First Nations and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, students with disabilities, and students who are vulnerable, when implementing the Child Safe Standards
- ❖ Ensure that child safety is a regular agenda item at school leadership meetings and staff meetings
- ❖ Encourage and enable staff professional learning and training to build deeper understandings of child safety and prevention of abuse
- ❖ Ensure that no one is prohibited or discouraged from reporting an allegation of child abuse to a person external to the school or from making records of any allegation.

As part of Glen Huntly Primary School's child safe culture, **school mandatory reporting staff** are required to:

- ❖ Complete the [Protecting Children – Mandatory reporting and other obligations](#) online module every year
- ❖ Read the school's Child Safe Code of Conduct on induction, and maintain familiarity with that document
- ❖ Read the school's Child Safe Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on induction [Child Safe Standard 4](#)

[Policy: TRAINING INDUCTION AND REVIEW](#) , and maintain familiarity with that document

- ❖ Read the school's Child Safe Policy (this document) on induction, and maintain familiarity with this document

As part of Glen Huntly Primary School's child safe culture, in performing the functions and powers given to them under the *Education and Training Reform Act 2006*, **School Councils and School Council members** will:

- ❖ Ensure that child safety is a regular agenda item at School Council meetings
- ❖ Consider the diversity of all children, including (but not limited to) the needs of First Nations and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, students with disabilities and students who are vulnerable, when making decisions regarding the Child Safe Standards
- ❖ Undertake annual guidance and training on child safety, such as [Child Protection and Child Safe Standards \(PROTECT\)](#)
- ❖ Approve the Child Safe Code of Conduct to the extent that it applies to School Council employees and members, and if updated, note the new document in its School Council meeting minutes
- ❖ When hiring employees, ensure that selection, supervision and management practices are child safe (unless delegated to the Principal).

School leadership will maintain records of the above processes.

ROLES AND RESPONSIBILITIES

School leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the school's Child Safety Code of Conduct, which sets out clearly the difference between appropriate and inappropriate behaviour.

Specific child safety responsibilities:

- ❖ The Assistant Principal along with Curriculum and Policy Sub-Committee members is responsible for reviewing and updating the Child Safety Policy every two years or as required by the DET
- ❖ The Assistant Principal is responsible for monitoring the school's compliance with the Child Safety Policy. The school community should approach the Principal and Assistant Principal if they have any concerns about the school's compliance with the Child Safe Policy
- ❖ The Principal and Assistant Principal are responsible for informing the school community about this policy, and making it publicly available
- ❖ Other specific roles and responsibilities are named in Glen Huntly Primary School's other Child Safe policies and procedures, including the Child Safe Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and risk assessment register: [Child Safe Standards Risk Register Glen Huntly Primary School](#) and [Child safety risk management All schools must assess child safety risks to comply with Child Safe Standards](#) which provides important information on: How to comply with Ministerial Order 1359.

RECRUITMENT

Glen Huntly Primary School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the [Department's website](#).

All prospective volunteers are required to maintain a valid Working with Children Check.

TRAINING AND SUPERVISION

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

Our school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in coming forward with any allegations or suspicions of child abuse or child safety concerns. We train our staff and volunteers to identify, assess and minimise risks of child abuse and to detect potential signs of child abuse. This training occurs annually or more often as required.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse, to promote the cultural safety of First Nations and Torres Strait Islander students and students from linguistically and/or diverse backgrounds and the safety of students with a disability and vulnerable students.

New employees and volunteers will be inducted into the school, including by being referred to the Child Safety Policy (this document), the Child Safety Code of Conduct and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on the school website.

New employees and volunteers will also be supervised regularly to ensure they understand our school's commitment to child safety and that their behaviour towards children is safe and appropriate.

All employees of our school will be monitored and assessed via regular performance review to ensure their continuing suitability for child-connected work. Any inappropriate behaviour will be reported by school staff to the Principal or Assistant Principal and will be managed in accordance with Glen Huntly Primary School's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures [Child Safety Reporting Obligations Policy and Procedures](#) where required.

REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

The school has clear expectations for all staff and volunteers in making a report about a child or young person who may be in need of protection. All staff (including school council employees) must follow the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, including following the [Four Critical Actions](#), if there is an incident, disclosure or suspicion of child abuse. Immediate actions should include reporting their concerns to DHHS, Child Protection, Victoria Police and/or another appropriate agency and notifying the Principal or a member of the school leadership team of their concerns and the reasons for those concerns.

Glen Huntly Primary School will never prohibit or discourage school staff from reporting an allegation of child abuse. The school will always take action to respond to a complaint in accordance with the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures. In accordance with Action 4 of the Four Critical Actions, Glen Huntly Primary School will provide ongoing support for students affected by child abuse.

The Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures can be found at [CHILD SAFE Standard 5: RESPONDING AND REPORTING OBLIGATIONS \(INCLUDING MANDATORY REPORTING\) POLICY AND PROCEDURES](#)

RISK REDUCTION AND MANAGEMENT

Glen Huntly Primary School believes the wellbeing of students and young people is paramount and will be vigilant in ensuring proper risk management processes, found in the school's risk assessment register [Child Safe Standards Risk Register Glen Huntly Primary School](#). The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.

We will identify and minimise the risks of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment and the characteristics and needs of all children expected to be present in that environment.

Glen Huntly Primary School monitors and evaluates the effectiveness of the actions it takes to reduce or remove risks to child safety. More information can be found in the school's risk assessment register.

LISTENING TO, COMMUNICATING WITH AND EMPOWERING CHILDREN

Glen Huntly Primary School has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/carers to understand their rights and their responsibilities. Our school is committed to supporting and encouraging students to use their voice to raise and share their concerns with a trusted adult at any time of need. Students can access information on how to report abuse at the Main school office, the Principal or Assistant Principal, www.education.vic.gov.au/protect or <https://kidshelpline.com.au/>

When the school is gathering information in relation to a complaint about alleged misconduct with or abuse of a child, the school will listen to the complainant's account and take them seriously, check understanding and keep the child (and/or their parents/carers, as appropriate) informed about progress.

The school will promote the Child Safe Standards in ways that are readily accessible, easy to understand and user-friendly to children, including:

All or some of our child safety policies and procedures will be available for the students and parents at Glen Huntly Primary School to read at:

→ <https://www.glenhuntlyps.vic.edu.au/forms-and-policies/>

→ school office reception

→ shared Staff and School Council Google drives

- PROTECT Child Safety posters will be displayed across the school
- School newsletters will inform students and the school community about the school's commitment to child safety and strategies or initiatives that the school is taking to ensure student safety
- Other ways our school promotes the Child Safe Standards are:
 - age-appropriate discussion of child safety with students
 - students making and displaying their own child safety posters
 - child safety policies and procedures are written in child-friendly language or a language other than English that is relevant to your school
 - the Four Critical Actions are actively and regularly highlighted to mandatory reporters and other school staff
 - the whole school is encouraged to contribute to risk assessment and harm

minimisation

→ the Child Safe Standards are addressed and explained at year level assemblies or parent information sessions

→ School Council information presentations as a compulsory agenda item at each School Council meeting

→ Respectful Relationships forums with staff and students

The school will use its health and wellbeing programs to deliver appropriate education to its students about:

- standards of behaviour for students attending the school
- healthy and respectful relationships (including sexuality)
- resilience, through The Resilience Project; and other student wellbeing initiatives and programs
- child abuse awareness and prevention
- eSmart programs

COMMUNICATIONS

This school is committed to communicating our child safety strategies to the school community through:

- Ensuring that the Child Safety Policy (this document), Code of Conduct and the Child Safe Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure are available on the school website
- Once per term reminders in the school newsletter of our school's commitment to child safety
- Ensuring that child safety is a regular agenda item at school leadership meetings and staff meetings for discussion
- Placing PROTECT posters around the school in child friendly language

CONFIDENTIALITY AND PRIVACY

This school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. The principles regulating the collection, use and storage of information is included in the Department of Education and Training's [Schools' Privacy Policy](#).

RECORDS MANAGEMENT and SCHOOL RECORDS POLICY:

Glen Huntly Primary School will follow the DET policy and guidelines in relation to Records Management and School Records Policy concerning all Child Safe issues and incidents, as detailed and outlined at: [Records Management - School Records Policy](#)

RELATED POLICIES AND DOCUMENTS

Related policies and documents include:

- Code of Conduct [Child Safe Code of Conduct](#)

- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures [CHILD SAFE Standard 5: RESPONDING AND REPORTING OBLIGATIONS \(INCLUDING MANDATORY REPORTING\) POLICY AND PROCEDURES](#)
- Risk assessment register: [Risk Assessment Register GHPS](#)
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- DET Policy and Advisory Library: [Duty of Care Policy](#)
- Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools (PDF) provides the framework for child safety in schools.
- GHPS Parent and Volunteer Participation Policy:
https://drive.google.com/file/d/1EvVQh2zRCqhc1MOBErqilbsYV6n_89V6/view
- GHPS Supervision and Duty of Care Policy:
<https://drive.google.com/file/d/1UTOPPGsbtL8N2fylgmERrNXtebouOEb2/view>
- GHPS Mandatory Reporting Policy:
<https://docs.google.com/document/d/1ajnZPp2GUKPr8MbdjNzFOUQZS9YQd6SD1O2m4KTAsw/edit>
- GHPS Excursion, Camps, Outdoor Education Policy:
<https://docs.google.com/document/d/1Pp5iUHq8NsAKE3942MKXIIIhfW1EdRYU20gdxZbtHGE/edit#>
- GHPS Cyber Safety Policy:
https://docs.google.com/document/d/1ZVjruTZ0Krn3npAha9xk2OFaVQrA7tc8pWFDaqa_9kl/edit
- GHPS Student Engagement and Inclusion Policy:
<https://docs.google.com/document/d/1M3Ym4MBTW64RHHni-ZAo2LleMMWtGa4zpZo7vefMN0/edit>

Glen Huntly Primary School has in place and implements a number of procedures, practices and policies that will contribute to the development of a culture of child safety including –

- Staff Code Of Conduct (in relation to expectations of behaviour with children)
- Working With Children Checks (or equivalent)
- Staff Induction
- Mandatory Reporting
- Camp Planning Documentation
- Excursion, Incursion & Events Planning Documentation

POLICY EVALUATION AND REVIEW

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every two years. The review will include input from students, parents/carers and the school community.

Review:

This statement/policy was last reviewed by School Council in October, 2022 and will be reviewed in October 2024, or when updates are provided by the DET.