

# Child Safety Policy

## Child Safe Standard 2: Child Safety Policy

### Purpose

Hamlyn Views School's Child Safety Policy sets out the school's commitment and approach to creating and maintaining a child safe organisation where children and young people are safe and feel safe, and provides the policy framework for the school's approach to the Child Safe Standards. It provides an outline of the policies, procedures and strategies developed to keep students safe from harm, including all forms of abuse at school, online and in other locations provided by the school

### 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.

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

### Definitions

#### Child abuse

Child abuse includes:

- any act committed against a child involving:
  - a sexual offence; or
  - grooming; and
- the infliction, on a child, of:
  - physical violence; or
  - serious emotional or psychological harm; and
- 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 while children are present or reasonably expected to be present.

#### Child safety

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

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

- a campus of the school;
- online school environments (including email and intranet systems); and
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, homestays, and other school activities or events)

### **School staff**

School staff means an individual working in a school environment who is:

- employed by the Department of Education and Training;
- directly engaged or employed by a school council; or
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).

## **STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES**

Hamlyn Views School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

At Hamlyn Views School we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from our school's philosophy, vision, mission and values.

### **School Philosophy**

Our school believes all teaching and learning programs should support and promote the principles and practices of Australian democracy, including a commitment to;

- An elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

### **School Vision**

To be an outstanding provider of inclusive education that provides individuality, fosters innovative practices and sets high expectations for all.

### **School Mission**

To create a safe, respectful, evidence based learning environment where a diversity of student learners feel: valued, happy, actively engaged, challenged and supported to achieve success and maximum independence post school.

### **School Values**

*Safety*  
*Respect*  
*Learning*

We are 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. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable including LGBTI students and those in out of home care. All students enrolled at Hamlyn Views School have the right to feel and be safe. The wellbeing of children in our care will always be our first priority and **we have zero tolerance for any form of child abuse**. We aim to create a child-safe and child friendly environment where children are free to enjoy life to the full without any concern for their safety.

Every person involved in Hamlyn Views 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, Hamlyn Views School will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children 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 while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. 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 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 children is at risk; and
10. Value the input of and communicate regularly with families and carers
11. All students deserve safety and protection from all forms of abuse and neglect
12. Work in partnership with families and the community to ensure child safety and protection
13. Ensure that all students have access to a thorough and systematic education in all aspects of personal safety, in partnership with their parents and guardians
14. Ensure all adults in our school take ownership of their responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse
15. Create that policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and students
16. Develop policies and practices that demonstrate compliance with legislative requirements and cooperation with governments, the police and human services agencies
17. Ensure all persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect
18. Ensure that staff, volunteers, visitors, contractors, parents/guardians and students should feel free to raise concerns about child safety, knowing these will be taken seriously by the school leadership
19. Maintain appropriate confidentiality at all times, notwithstanding, information being provided to those who have a right or a need to be informed, either legally or pastorally.

## POLICY

### Strategies to embed a child safe culture

Hamlyn Views 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 safety documents, including this policy, the Child Safety Code of Conduct, the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, *Identifying and Responding to All Forms of Abuse in Victorian Schools* and the *Four Critical Actions for Schools* are readily available on the school's website and in hard copy from the office. They are also accessible for staff on the school's google drive.

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

- Act in accordance with the school's Child Safety 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 for Schools 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)
  - Organisational duty of care (applies to the school as an organisation)
  - For more information on these obligations, see [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

As part of Hamlyn Views 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 Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children 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 Hamlyn Views 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 Safety Code of Conduct on induction, and maintain familiarity with that document
- Read the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on induction, and maintain familiarity with that document
- Read the school's Child Safety Policy (this document) on induction, and maintain familiarity with that document.

As part of Hamlyn Views 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 Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when making decisions regarding the Child Safe Standards
- Undertake annual guidance and training on child safety, such as the [Child Safe Standards School Council Training PowerPoint](#).
- Approve the Child Safety 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.

The Hamlyn Views School Statement of **Commitment to Child Safety** and **Strategies to Embed a Culture of Child Safety** documents explicitly outline detailed strategies, actions and responsibilities of adults across the school community to ensure the safety and wellbeing of all students.

## 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:

- Child Safety Champion is responsible for reviewing and updating the Child Safety Policy every 2 years.
- Child Safety Champion is responsible for monitoring the school's compliance with the Child Safety Policy. The school community should approach the Child Safety Champion if they have any concerns about the school's compliance with the Child Safety Policy.
- The Child Safety Champion is responsible for informing the school community about this policy, and making it publicly available.
- Other specific roles and responsibilities are named in Hamlyn Views School's other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and risk assessment register.

## Recruitment

Hamlyn Views 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 comply with our school's Volunteers Policy, including in relation to assessing the suitability of prospective volunteers and obtaining checks required under this policy. 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 and is outlined in the training schedule.

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 Aboriginal and Torres Strait Islander children and children from linguistically and/or diverse backgrounds, and the safety of children with a disability and vulnerable children.

New employees and volunteers will be inducted into the school, including by being referred to the Child Safety Policy (this document), the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on the school website and by providing signed agreement to the Child Safety Code of Conduct. They 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 Hamlyn Views School's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures.

### **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 for Schools 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.

Hamlyn Views 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 for Schools, Hamlyn Views 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 on the school's google drive.

### **Risk Reduction and Management**

Hamlyn Views School's believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes, found in the school's Child Safety Risk Management Strategy Checklist. 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 mitigate 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.

Hamlyn Views 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 Child Safety Risk Management Strategy Checklist.

### **Listening to, Communicating with and Empowering Children**

Hamlyn Views 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 through information provided to them by their classroom teacher through the Respectful Relationships curriculum, at the school office and on the school website.

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 of our child safety policies and procedures will be available for the students and parents at Hamlyn Views School to read on the school website and in hard copy from the office.
- 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
- Making a commitment to the safety and wellbeing of all children and young people enrolled at our school
- Providing children and young people with positive and nurturing experiences
- Listening to children and young people and empowering them by taking their views seriously, and addressing any concerns that they raise with us
- Taking action to ensure children and young people are protected from abuse or harm
- Teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing
- Seeking input and feedback from students regarding the creation of a safe school environment

At Hamlyn Views School, we actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them. We teach students about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns students, or their parents/guardians raise with us. This includes:

- Age appropriate discussion of child safety with students
- Child safety procedures are written in child-friendly language
- Child safety procedures provided to families and students in languages other than English
- The Four Critical Actions are actively taught to mandatory reporters and other school staff

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; and
- child abuse awareness and prevention.
- Respectful Relationships curriculum will support students to learn about protective behaviours including incursions with Bravehearts and the Life Education Van.

## 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 Safety 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
- Providing induction to all staff and volunteers
- Communicating honestly and openly with parents/guardians about the wellbeing and safety of their children
- Engaging with and listening to the views of parents and guardians about our child safety practice, policies and procedures

- Transparent decision making processes with parents/guardians ensuring that the safety of children and young people are not compromised
- Acknowledging the cultural diversity of students and families and being sensitive to how this may impact on student safety issues
- Continuously reviewing and improving our systems to protect children from abuse
- Providing all school staff with the necessary support to enable them to fulfil their roles
- Providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, reinforcing staff responsibilities to report concerns.
- Listening to all concerns voices by school staff and volunteers about keeping children and young people safe from harm
- Providing opportunities for school employees, volunteers and contractors to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person as needed

## 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](#).

## Related Policies and Documents

Related policies and documents include:

- [Code of Conduct](#)
- [Child Safety Responding and Reporting Obligations \(including Mandatory Reporting\) Policy and Procedures](#)
- Risk assessment register
- [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](#)
- [School Policy and Advisory Guide – Duty of Care](#)
- [School Policy and Advisory Guide – Child Protection Reporting Obligations.](#)

## Policy Evaluation and Review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years. The review will include input from students, parents/carers and the school community.

**This policy was ratified by School Council in November, 2019.**

**Date for next review: 2021**