

ROLLINS PRIMARY SCHOOL

RESPECT, ENCOURAGEMENT, AMBITION, CONSIDERATION AND HONESTY

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CHILD SAFE POLICY

Rollins Primary School's commitment to child safety

- A. Rollins Primary School is committed to the safety and wellbeing of all children and young people. This will be a primary focus of our care and decision-making.
- B. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.
- C. We are committed to the safety, participation and empowerment of all children.
- D. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- E. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- F. Rollins Primary School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- G. Rollins Primary School has robust human resources and recruitment practices for all staff and volunteers.
- H. Rollins Primary School is committed to regularly training and educating our staff and volunteers on child abuse risks.
- I. Rollins Primary School support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- J. Every person involved in Rollins Primary School has a responsibility to understand the important and specific role he/she plays 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
- K. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

In its planning, decision-making and operations Rollins Primary 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 issues;
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.

If you believe a child is at immediate risk of abuse phone 000.

Our children

This policy is intended to empower children who are vital and active participants at Rollins Primary School. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

Rollins Primary School will promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular, we:

- a) promote the cultural safety, participation and empowerment of Aboriginal children
- b) promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- c) ensure that children with a disability are safe and can participate equally.

Our staff and volunteers

This policy guides our staff and volunteers on how to behave with children in our organisation.

All of our staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

Training and supervision

- a) Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.
- b) Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations 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.
- c) We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.
- d) New employees and volunteers will be supervised regularly to ensure they understand Rollins Primary School's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

Recruitment

1. Rollins Primary School will take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Rollins Primary School understands

that when recruiting staff and volunteers the school must meet all relevant ethical as well as legislative obligations.

2. We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.
3. All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. *Please see the [Working with Children Check website](http://www.workingwithchildren.vic.gov.au) <www.workingwithchildren.vic.gov.au> for further information*
4. Rollins Primary School will carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.
5. If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

Fair procedures for personnel

- a) The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.
- b) All allegations of abuse and safety concerns will be recorded using our incident reporting form¹, including investigation updates. All records are securely stored.
- c) If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative responsibilities

Rollins Primary School takes our legal responsibilities seriously, including:

1. **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
2. **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
3. Any personnel who are **mandatory reporters** must comply with their duties.

Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child in organisations on social media).

Regular review

1. This policy will be reviewed every two years and following significant incidents if they occur.
2. We will ensure that families and children have the opportunity to contribute.
3. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Allegations, concerns and complaints

- a) Rollins Primary School takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.
- b) We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.
- c) We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

1. a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves);
2. behaviour consistent with that of an abuse victim is observed;
3. someone else has raised a suspicion of abuse but is unwilling to report it; or
4. observing suspicious behaviour.

SUPPORTING DOCUMENTATION

Rollins Primary School has, on 14th September 2016, submitted the Declaration of Compliance with the Prescribed Minimum Standards for Schools Victorian Registration and Qualifications Authority.

To support the implementation of the Child Policy Rollins Primary School has:

1. Working With Children/Community Volunteers Policy
2. Child Safe Student Engagement Policy
3. Student Well Being Policy and Procedures
4. Disabilities and Impairments (PSD) Policy
5. Induction Policy
6. Child Safe Risk Assessment
7. Child Safe Incident Form

Evaluation: This policy will be reviewed as part of the Rollins Primary School Policy Review Cycle.

This Policy was ratified by School Council on:

Date: __/__/20__

Signed: _____
(School Principal)

Signed: _____
(School Council President)

