

CRAIGIEBURN SECONDARY COLLEGE



RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Child Safety Standards



Child Safety Standards

Child Safety Standards – Overview.....	Page 3
Organisational Culture of Child Safety (Child Safe Standard One)	Page 5
Child Safety Policy (Child Safe Standard 2)	Page 9
Code of Conduct (Child Safe Standard 3)	Page 16
Human Resource Practices to Ensure Child Safety	Page 19
(Child Safe Standard 4)	
Child Safety Reporting Obligations and Procedures	Page 27
(Child Safe Standard 5)	
Appendix A –	
Child Safety Reporting Procedures at Craigieburn Secondary College	Page 32
Child Safety Risk Management Strategies (Child Safe Standard 6)	Page 36
Participation and Empowerment of Children (Child Safe Standard 7)	Page 38
Appendix B –	
Child Safety Annual Risk Assessment Checklist	Page 41
Risk Assessment Template	Page 46



Child Safety Standards – Overview

Introduction

Craigieburn Secondary College is committed to providing a safe environment for all students and young people and will take active steps to protect them against abuse. To achieve this the school has developed and actively enforces Child Safety Strategies to ensure that any person involved in 'child connected work' is aware of their obligations and responsibilities for ensuring the safety of all children under their care.

In accordance with requirements of the Victorian Government's Ministerial Order No 870, Craigieburn Secondary College maintains a culture of 'no tolerance' to child abuse. To achieve this it has established a holistic Child Safety Strategy incorporating the processes, policies and procedures listed below.

Craigieburn Secondary College Child safety Strategy includes, but is not limited to the:

1. Establishment of strategies for embedding a culture of child safety at the school;
2. Maintenance and communication of a policy affirming the school's commitment to child safety and the promotion of an environment where children feel respected, valued and encouraged to reach their full potential;
3. Maintenance and implementation of a Child Safety Code of Conduct;
4. Established processes for screening, supervision, training, and other human resource practices to reduce the risk of child abuse and promote a child safe learning environment;
5. Maintenance and Communication of procedures for responding to and reporting child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct.
6. Risk Management strategies to identify and reduce or remove risks of child abuse
7. Maintenance of strategies to promote student participation and empowerment in creating an environment where they feel respected, valued and are capable of reaching their full potential.



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Child Safety Standards

Scope

Craigieburn Secondary College Child Safety Standards apply to any individual employed by the school, employed under contract, volunteers or contracted service providers. Failure to comply with any aspect of the school's Child Safety Standards may result in criminal proceedings in accordance with the Children, Youth and Families Act 2005 (Vic.), the Crimes Act 1958 (Vic.) and the recommendations of the Betrayal of Trust Report 2013.

Definitions

Child: Any child or young person enrolled as a student at the school.

Child Connected Work: Work authorised by the school's Principal, members of the Leadership Team or Board performed by an adult in the school environment while children are present or are reasonably expected to be present.



Organisational Culture of Child Safety (Child Safe Standard One)

Craigieburn Secondary College maintains a 'culture of child safety' through effective leadership arrangements. Protecting children from abuse is everybody's responsibility, and Craigieburn Secondary College Leadership Team takes the main role in embedding a child safety culture across all aspects of the School Community.

All members of staff, casual relief teachers (CRTs), volunteers and contractors have a responsibility to act to protect students and young people from abuse and to build an environment where children feel respected, valued and encouraged to reach their full potential. The school maintains a 'culture of child safety' through proactive leadership which demonstrates, and insists of others, appropriate values, attitudes and behaviours to ensure the safety of all who attend the school. Craigieburn Secondary College fosters a culture of openness, inclusiveness and awareness, where children and adults know how to respond if they suspect or are subject to abuse or inappropriate behaviour.

All staff members, CRTs, volunteers and contract service providers must also acknowledge the importance of cultural safety for Indigenous children and those from culturally and linguistically diverse backgrounds, including that of children with a disability.

Craigieburn Secondary College maintains a 'culture of child safety' by actively implementing the strategies listed below in accordance with its moral and legal obligations and Victorian Government Ministerial Order 870.

Leadership Responsibilities

All members of the School's Leadership Team take their responsibility to protect students very seriously. Members of the School's Leadership Team take the lead in promoting an environment where students and young people feel safe, respected, valued and are capable and confident of reaching their full potential.

A College Child Safety Officer/ Leader Role is to be appointed. The school lead for child safety should have sufficient status and authority, including leadership support and the ability to direct other staff (where appropriate), to undertake the role effectively.



Child Safety Standards

Provide Authoritative Advice

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with the principal and school leaders to maintain the visibility of the child.
- Lead the development of the school's safety culture, including being a child safety champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety.

Raise Awareness

- Ensure the school's policies are known and used appropriately.
- Ensure the school's child safety policy is reviewed in the context of school self-evaluation and undertaken as part of the school accountability framework.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

Train

- Being authoritative in providing advice by:
 - Keeping their skills up to date with appropriate training carried out every two years.
 - Having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so.
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Ensure each member of staff has access to and understand the school's child safety policy and procedures, especially new and part time staff.
- Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance.



Child Safety Standards

Responsibilities of Staff Members, CRTs, Volunteers and Contractors:

Staff members, CRTs, volunteers and contractors engaged by Craigieburn Secondary College have an obligation to foster a culture of safety for all students and young people by:

1. Treating students and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care.
2. Understanding and complying with legislative requirements and internal school processes in the course of their work.
3. Demonstrating a commitment to displaying appropriate behaviours in accordance with the school's Child Safety Code of Conduct.
4. Providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured.
5. Undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of students and young people.
6. Immediately report any child safety complaint, disclosure, breach of the Child Safety Code of Conduct or suspected abuse to the school's Child Safety Officer or a member of the school Leadership Team.
7. Assist the Leadership Team in empowering and promoting the participation of children in decision-making by providing opportunities for children to express their views on child safety.
8. Assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse.
9. Following the school's Child Safety Code of Conduct.

Maintaining and Communicating the School's Commitment to Child Safety Standards

Craigieburn Secondary College maintains a Child Safety Policy outlining key elements of its approach to creating and sustaining a Child Safe environment. The Policy has been developed by the Leadership Team in consultation with staff members and affirms the school's commitment to a 'zero tolerance'



Child Safety Standards

towards child abuse and its commitment to upholding the best interest of children. The Policy also demonstrates a commitment to keeping students and young people safe and how it actively works to listen to and empower students at Craigieburn Secondary College.

The school's Child Safety Policy is displayed in the foyer of the Administration Building and in the Staffroom. The Policy is also made publicly available to all members of the community via the School's website. This policy and the accompanying Child Safety Code of Conduct are communicated to staff members, CRTs, volunteers and contractors prior to commencing work and at least annually and they are also embedded into core documents such as the Employee Handbook.

Craigieburn Secondary College reviews this policy every three years or more frequently as required when there has been a change to the work environment or work arrangements that may impact on the protection of children.

Maintaining and Communicating the School's Code of Conduct to Ensure Child Safety

Craigieburn Secondary College maintains a Code of Conduct for all staff members, volunteers, CRTs and contractors that clearly defines workplace expectations including professional boundaries, ethical behaviours, as well as acceptable and unacceptable relationships.

Craigieburn Secondary College believes that by defining the expectation for all staff members, CRTs, volunteers and contractors relating to 'Child Connected Work' they are more likely to act appropriately. The Code of Conduct enables the school to take immediate action when an individual acts in an unacceptable manner, which may result in disciplinary action including dismissal. This process is supported by the school's complaints procedure.

The school's Child Safety Code of Conduct is made publicly available to all members of the community via the School's website. The Code of Conduct is communicated to new staff members, CRTs, volunteers and contractors prior to commencing work and at least annually and they are also embedded into core documents such as the Employee Handbook.

Members of the Leadership Team vigilantly monitor professional behaviour and regularly remind staff members, CRTs, volunteers and contractors of their responsibilities at the commencement of each school term and at Staff Meetings.

Craigieburn Secondary College reviews its Child Safety Code of Conduct every two years in line with the College Council member terms or more frequently in the event of a complaint, or when there has been a change to the work environment or work arrangements that may impact on the protection of children.



Child Safety Policy (Child Safe Standard 2)

This policy is required and informed by section 8 of Ministerial Order 870 – Child Safe Standards – Managing the risk of child abuse in schools. All Victorian schools must have a Child Safety Policy or statement of commitment to child safety under Child Safe Standard 2. This template policy, once completed, adopted, and communicated by the school, will fulfil that requirement.

Purpose

Craigieburn Secondary School's Child Safety Policy sets out the school's approach to creating a child safe organization 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.

Scope

This policy applies to all staff, volunteers, and contractors at the school, whether or not they work in direct contact with children or young people.

The policy will apply to the school environment, 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 locations used for school camps, sporting events, excursions, competitions and other events).

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
 - serious emotional or psychological harm; and
- serious neglect of a child.

Child-connected work

Child-connected work means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.



Child Safety Standards

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 governing authority for use by a child during or outside school hours, including:

- a campus of the school
- online school environments (including email and intranet systems)
- 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

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

- directly engaged or employed by a school governing authority
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- a minister of religion.

Statement of commitment to child safety and child safety principles

Craigieburn Secondary College is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Craigieburn Secondary College has zero tolerance for child abuse.

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. Particular attention will be paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability and children who are vulnerable.

Every person involved in Craigieburn Secondary College 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 Craigieburn Secondary College 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;



Child Safety Standards

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.

A child safe culture

Craigieburn Secondary College's culture encourages staff 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 Reporting Obligations 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 website and in hard copy at school reception for all staff and students to read at any time.

As part of Craigieburn Secondary College's child safe culture, **school leadership** will:

- Ensure that child safety is a regular agenda item at school council 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 Craigieburn Secondary College's child safe culture, **school teaching and leadership 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 Reporting Obligations Policy and Procedures on induction, and maintain familiarity with that document
- Read the school's Child Safety Policy on induction and maintain familiarity with that document.

School leadership will maintain records of the above processes.



Child Safety Standards

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

- Act in accordance with the school's Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour
- Act in accordance with the Child Safety Reporting Obligations Policy and Procedures at all times, including following the [Four Critical Actions for Schools](#) where necessary
- Act in accordance with their legal obligations (more information at <https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5SchoolsGuide.pdf>), 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, 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 school leadership roles)
 - Organisational duty of care (applies to the school as an organisation).

Roles and responsibilities

School leaders and managers 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 Code of Conduct, which sets out clearly the difference between appropriate and inappropriate behaviour.

Specific child safety responsibilities:

- School Principal or delegate is responsible for reviewing and updating the Child Safety Policy every 2 years.
- School Principal or delegate is responsible for monitoring the school's compliance with the Child Safety Policy.
- School Principal or delegate is responsible for informing the school community about this policy, and making it publicly available.
- Other specific roles and responsibilities are named in Craigieburn Secondary College's other child safety policies and procedures, including the Code of Conduct, Child Safety Reporting Obligations Policy and Procedures, and risk assessment register.

Human resources recruitment practices

Craigieburn Secondary College applies best practice standards in the recruitment and screening of staff, and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, including:

- We will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse



Child Safety Standards

- All prospective staff and volunteers are required to undergo National Criminal History Records check and maintain a valid Working with Children Check
- All position descriptions for jobs that involve child-connected work with our school include the job's requirements, duties and responsibilities with respect to child safety and the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety
- We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety. Job advertisements for child-connected work include a link to the school's Code of Conduct, which is publicly available on our website
- We carry out verbal reference checks with at least two referees to verify job applicants' history of and suitability for working with children. Our school also requires applicants for child-connected jobs to provide proof of personal identity and any professional or other qualifications.

The school's approach to human resources practices that ensure child safety can be found on the website at www.craigieburnsc.vic.edu.au

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 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.

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 children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be inducted into the school and 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 through the Principal or Assistant Principal or directly to DHHS Child Protection and/or Victoria Police, depending on the severity and urgency of the matter.

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 must follow the school's Child Safety Reporting Obligations 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 the DHHS Child Protection/Victoria Police 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.



Child Safety Standards

Craigieburn Secondary College 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 Reporting Obligations Policy and Procedures. In accordance with Action 4 of the Four Critical Actions for Schools, Craigieburn Secondary College will provide ongoing support for students affected by child abuse.

The Child Safety Reporting Obligations Policy and Procedures can be found at www.craigieburnsc.vic.edu.au

Risk reduction and management

Craigieburn Secondary College believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes. 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.

Craigieburn Secondary College will ensure that it keeps, reviews and continually updates a risk assessment register, including the actions the school will take to reduce or remove the identified risks. The risk assessment register can be found on school intranet system or in hard copy at main office.

Listening to, communicating with and empowering children

The 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.

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 of things and take them seriously, check understanding and keep the child (or their parents/carers, where 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 at Craigieburn Secondary College to read
- 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.



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Child Safety Standards

The school will use its health and wellbeing programs, including the Rights, Resilience, and Respectful Relationships program, 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.

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 School Privacy Policy.

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.

The school Principal or delegate is responsible for reviewing and updating the Child Safety Policy every 2 years.

Related policies and documents

Related policies and documents include:

- Code of Conduct
- Procedures for responding to and reporting allegations of suspected child abuse
- 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](#)



Code of Conduct (Child Safe Standard 3)

For all staff, volunteer and contractors to sign

Introduction

Craigieburn Secondary College is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

The Code of Conduct aims to protect and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to compliment child protection legislation, Department policy, school policies and procedures and professional standards, code of ethics as these apply to staff and other personnel.

The Principal and school leaders of Craigieburn Secondary College will support implementation and monitoring of the Code of conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Craigieburn Secondary College will also provide information and support to enable the Code of Conduct to operate effectively.

All staff contractors, volunteers and any other member of the school community involved in child - related work are required to comply with Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in use of digital technology and social media.

Acceptable Behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child related work individually, we are responsible for supporting and promoting the safety of children by:



Child Safety Standards

- Upholding the schools statement of commitment to child safety at all times and adhering to the school's child safe policy.
- Treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- Listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety /the safety of another child.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students.
- Promoting the cultural safety, participation and empowerment of students with culturally and /or linguistically diverse backgrounds.
- Promoting the safety participation and empowerment of students with a disability.
- Reporting any allegations of child abuse or other child safety concerns to a School Leadership Team member/Child Safe Officer or Allied Health Team member.
- Understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- If child abuse is suspected ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable Behaviours

As staff, volunteers, contractors, and other member of the school community involved in child-related work **we must not:**

- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
- Develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example offering gifts)
- Exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context.
- Ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate.
- Discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance delivering the educational curriculum or a therapeutic setting.
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all circumstances, related to school work or extra-



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Child Safety Standards

curricular activities or where there is safety concern or other urgent matter.

- Photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes.
- In the school environment or at other school events where students are present, consume alcohol or take drugs under any circumstance.

Failure to Comply With This Code of Conduct

Where a staff member (teaching and non-teaching), casual relief staff, volunteers, contractors and board/school council is suspected of breaching any obligation, duty or responsibility within this Policy, Craigieburn Secondary College will take disciplinary action, including in the case of serious breaches, summary dismissal.

Acknowledgement

I have read and understand that in my capacity as (please circle)

Staff

Volunteer

Contractor

I need to be committed to the safety and wellbeing of children and young people. I understand and will comply with the Code of Conduct by observing appropriate expectations for appropriate behaviours in this policy.

Name: _____

Signature: _____

Date: _____

This Code of Conduct was endorsed/ approved by the Craigieburn Secondary College Council in May 2019. This Code of Conduct will be reviewed if legislative or other changes require in the interim or no later than May 2021.

¹ SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> . The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

¹ SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx> . The policy says the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members



should not consume alcohol during camps and excursions. It is silent on whether they can consume alcohol at other school events where students are present, this is a matter that the school needs to decide upon – draft text is provided in the guidance fact sheet

Human Resource Practices to Ensure Child Safety (Child Safe Standard 4)

Craigieburn Secondary College adopts Administrative and Human Resource practices to ensure its recruitment and performance management processes not only identify the most suitable candidates to undertake 'Child Connected Work', but fosters continual improvement in child safety practices.

Craigieburn Secondary College will only employ staff members, casual relief teachers, contractors, and engage volunteers, who share the school's commitment to maintaining a Child Safe environment.

POSITION DESCRIPTIONS

Craigieburn Secondary College maintains detailed position descriptions for all teaching and non-teaching staff members that define the roles and responsibilities for the maintenance of Child Safety and reporting requirements. The school has also developed simple 'duty statements' for volunteers who wish to engage in 'Child Connected Work'.

Position descriptions are relevant to individual roles and clearly define:

- » The school's mission and vision.
- » Tasks and duties associated with the position.
- » Qualifications, experience and attributes required.
- » The level of responsibility and authority associated with the role.
- » Requirements relating to applicable assessment to be completed;
 - Victorian Institute of Teaching Registration
 - Police / Criminal Record Checks
 - Working With Children Checks
- » Responsibility to maintain current assessments and the requirements to report any breach immediately to the Principal.
- » Responsibility for complying with the school's Child Safety Code of Conduct.
- » Responsibilities for participating in all identified training.



Child Safety Standards

- » Child safety complaint, disclosure, breach or suspected abuse reporting requirements.

Craigieburn Secondary College recognises that well developed 'position descriptions' and 'duty statements' are more likely to attract suitably qualified and experienced personnel and volunteers, who share its commitment to Child Safety.

POSITION ADVERTISEMENTS

When seeking to engage staff members, contract service providers or volunteers Craigieburn Secondary College clearly communicates its commitment to Child Safety in all job advertisements and duty statements. Statements encouraging only applicants who share the school's commitment to Child Safety will be incorporated as will those encouraging applications from Aboriginals, Torres Strait Islanders and those from culturally and linguistically diverse backgrounds.

ASSESSING POTENTIAL STAFF MEMBERS OR VOLUNTEERS

Craigieburn Secondary College will conduct a thorough assessment of potential candidates and volunteers prior to engaging them or authorising them to conduct 'Child Connected Work'.

When assessing potential candidates and volunteers, members of the school Leadership Team, the school's Child Safety Officer and others on the assessment panel will consider the following:

- » What motivates the individual to work with children (personal and/or professional).
- » Relevant and verifiable experience.
- » Understanding of Children's physical and emotional needs.
- » Understanding of professional boundaries.
- » Attitudes towards Children's rights and how these can be upheld.
- » Values (honesty, integrity, reliability, fairness and non-discrimination).
- » Responses from referees.

Responses to these indicators will determine a candidates or volunteers suitability to undertake 'Child Connected Work' and will be given sufficient 'weight' as part of the selection process.

SCREENING PROCESSES

Craigieburn Secondary College acknowledges the importance of assessing potential candidates and volunteers prior to engagement and is committed to undertaking a thorough and rigorous screening process.



Child Safety Standards

The process of interviewing and screening potential candidates and volunteers remains confidential at all times. The school ensures that at least one member of the interview panel is responsible for and experienced in conducting reference checks.

REFERENCE CHECKS

When conducting reference checks the identified member of the interview panel will ask the following questions of the referee:

- » Would you employ the applicant again?
- » Do you have any concerns about the applicant working directly with children?
- » Are you comfortable knowing that the applicant may at times work alone with children?
- » Did the applicant have any disciplinary matters relating to them directly or about their adherence to the School's Code of Conduct?
- » Can you provide an example of a time when you observed the applicant managing the behaviour of a child?

Any negative response or reluctance on behalf of the referee to any of the above mentioned questions will be viewed unfavourably and may result in the candidate being ineligible for the position.

VICTORIAN INSTITUTE OF TEACHING REGISTRATION

All teaching staff will be required to maintain current Victorian Institute of Teaching (VIT) Registration prior to being considered for employment. A copy of the teacher's current VIT registration will be taken and kept on their employee file.

Criminal Record Checks are a requirement of VIT Registration every five years and it is the staff member's responsibility, at their expense, to ensure that this is undertaken. A member of the Leadership Team will regularly monitor the currency of VIT Registrations via the School Portal on the VIT Website.

Craigieburn Secondary College ensures the currency of all VIT Registrations via maintenance of a VIT tab located within the School's Compliance Register. The currency of registration is regularly monitored.

Victorian Institute of Teaching Registration										
Staff Member Name		Current / Non-Current	VIT Number	Date of Registration	Annual Expiry (12 Months)	Re-Registration Required	Criminal Record Check	Expiry (5 Years)	Criminal Record Check Required	Copy Taken
Bonney	Melissa		301756	30/09/2016	1/10/2017	DUE IN 441 DAYS			-	Click to View
Bowen	Meggy		338782	30/09/2016	1/10/2017	DUE IN 441 DAYS			-	Click to View
Cox- Hayward	Lynette		185363	30/09/2016	1/10/2017	DUE IN 441 DAYS			-	Click to View
						-			-	Click to View



Child Safety Standards

WORKING WITH CHILDREN CHECKS

Working with Children Checks (WWCC) will be required by all non-teaching staff, volunteers, members of the community and contractors engaged by the school. WWCC screen an individual's criminal record and professional conduct, acting as a mechanism for identifying those individuals who pose a risk to child safety.

A current WWCC (within 5 years) is required for all non-teaching staff, volunteers, members of the community and contractors and a copy must be provided to the school Administration Officer prior to being authorised to undertake 'Child Connected Works'. A member of the Leadership Team will regularly monitor the currency of WWCC.

Any member of the school community that wishes to participate in 'Child Connected Work' must provide the school with a copy of their current WWCC prior to being authorised to do so.

Craigieburn Secondary College ensures the currency of all WWCC via the maintenance of a WWCC tab located within the School's Compliance Register. The currency of WWCC is regularly monitored.

Working With Children Check - Register									
NAME		Current / Non-Current	WWCC Card No	Relationship with School	CC Date of Issue	Expiry Date (5 Years)	WWCC Renewal Due	Copy Taken	Comment
Smith	John	Current	123456	Non-Teaching Staff	16/05/2014	18/05/2019	DUE IN 1035 DAYS	Click to View	
Plumber	Pete	Current	134679	Contract Plumber	1/05/2012	3/05/2017	DUE IN 290 DAYS	Click to View	
Jones	Barb	Current	976431	Volunteer	21/06/2012	23/06/2017	DUE IN 941 DAYS	Click to View	

POLICE CHECKS

Craigieburn Secondary College may request a Police Check for Administrative Staff, Cleaning Staff and others who may at times be permitted to work alone at the school.

The school acknowledges that Police Checks differ from WWCC and provide a list of offences that are disclosed from a person's national criminal record. It may look beyond those of a WWCC into areas of fraud and road offences. Police Checks may be requested by the school in addition to WWCC.

SCREENING OF CASUAL RELIEF TEACHERS (CRTS).

Prior to being approved to undertake Casual Relief Teaching all CRTs must attend an interview with a member of the Leadership Team. Reference checks will be conducted by a member of the school's Leadership team or Child Safety Officer prior to any CRT being authorised to conduct work at the school. Where a CRT is engaged via an agency, the agency must be able to demonstrate that it maintains robust processes to support Child Safety. The agency must demonstrate sufficient screening and induction



Child Safety Standards

procedures. The school's Code of Conduct will also be provided to the agency to be embedded into their own induction documentation.

All CRTs must maintain current Victorian Institute of Teaching (VIT) Registration and provide this to the school prior to commencing work.

CRTs will be provided with a copy of the School's Child Safety Code of Conduct and requested to acknowledge their understanding of its content, as well as their commitment to complying with it, prior to being authorised to commence work.

SCREENING OF VOLUNTEERS

Any volunteer including parents, guardians, care givers, grandparents, student teachers, work experience students who make a request or are approached by the school to participate in 'Child Connected Work' must provide a copy of a current Working With Children Checks (WWCC). This includes volunteers who anticipate assisting the school in any capacity, not limiting school camps, excursions, sporting events, classroom helpers, canteen etc.

All Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to conduct work on its behalf.

Where the volunteer is a work experience student the participating school must provide assurance to the Principal and /or the School Child Safety Officer that the attending student has no prior convictions of any kind. Failure to disclose convictions will result in a request for the student to be removed from the program.

SCREENING OF CONTRACT SERVICE PROVIDERS

Craigieburn Secondary College ensures that any contract service provider it engages is suitably qualified has assessed all risks associated with the works they are engaged to complete and holds all relevant licences and insurances.

Contractors will also be screened to ensure they do not pose a risk to students or other members of the school community prior to being authorised to commence work. Copies of Working With Children Checks (WWCC) are obtained for all Contractors. Where a WWCC has not been provided the Contractor or their workers are not permitted to conduct work in the presence of any student. A member of Staff must be present at all times.



Child Safety Standards

All Contractors and their workers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to conduct work on its behalf.

WWCC, as well as, Police Checks are required for all cleaning staff, canteen staff and before and after school care employees. These must be obtained prior to them being authorised to conduct work on its behalf.

All Contractors and their employees must also undergo a formal induction into the schools OHS requirements. This induction makes specific reference to Child Safety requirements and responsibilities for both the school and the Contractors.

To ensure the identification of all contractors and their workers, they will be required to wear visitor identification at all times when on the school site.

CHILD SAFETY CODE OF CONDUCT

All staff members, casual relief teachers, volunteers and contractors required to undertake work on behalf of Craigieburn Secondary College or who participate in 'Child Connected Work' are required to read and sign a copy of the school's Child Safety Code of Conduct.

The Child Safety Code of Conduct provides clear expectations for appropriate behaviour by adults towards children and young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides anyone engaged by Craigieburn Secondary College with guidance on how best to support students and young people and how to avoid or better manage difficult situations.

All staff members, casual relief teachers, volunteers and contractors are required to read and acknowledge their understanding of appropriate child safety behaviours at least annually.

Craigieburn Secondary College ensures the currency of all those required to read and sign the Child Safety Code of Conduct via the maintenance of a tab located within the School's Compliance Register. The currency of signatory's regularly monitored.

Child Safety Code of Conduct - Register								
Surname	First Name	.Current / Non-Current	Relationship with School	Child Safety COC Read and Signed	Expiry Date (1 Years)	Child Safety COC Renewal Due	Copy Taken	Comment
Smith	John	Current	Non-Teaching Staff	1/02/2016	1/02/2017	DUE IN 199 DAYS	Click to View	
Plumber	Pete	Current	Contract Plumber	1/02/2016	1/02/2017	DUE IN 199 DAYS	Click to View	
Jones	Barb	Current	Volunteer	1/02/2016	1/02/2017	DUE IN 199 DAYS	Click to View	
						-		
						-		



Child Safety Standards

SUPPORT, TRAINING AND SUPERVISION OF EMPLOYEES AND VOLUNTEERS TO ENSURE CHILD SAFETY

Once Staff Members and Volunteers have commenced work Craigieburn Secondary College provides them with regular development opportunities, support, supervision and training to assist with addressing child safety matters.

Members of the School Leadership Team, the school's Child Safety Officer and identified Year Level Coordinators are responsible for providing mentoring and support to Staff Members on all aspects relating to Child Safety and reporting. These school leaders are also governed with the responsibility of raising performance issues and required improvements with individual Staff Members, where required. They commit to meeting at least once a term to discuss observations and the effectiveness of the school's Child Safety Strategies.

All new staff members are mentored throughout the early phase of their employment. Their assigned mentor in conjunction with the School's Child Safety Officer will provide guidance and support to new employees to assist them identify and address Child Safety matters.

KEY PERFORMANCE INDICATORS

Key Performance Indicators (KPIs) are established and discussed with staff on an annual basis. The school has incorporated KPIs into staff Performance Management Plans that have a specific Child Safety Indicator. This indicator includes, but is not limited to the following:

- » Staff Members are required to read and sign the School's Code of Conduct annually.
- » Maintain current VIT Registration or WWCC and provide copies to the school.
- » Staff Members are required to participate in identified Child Safety and Mandatory Reporting training, and provide a certificate of completion to a member of the Leadership Team or Child Safety Officer.
- » Staff Members must be able to demonstrate sufficient awareness of signs of child abuse and reporting requirements.
- » Staff Members must demonstrate how they provide a physical and psychologically safe environment, where the wellbeing of students and young people is nurtured.
- » Staff Members must demonstrate how they develop a positive, responsible and caring teaching and learning environment, which recognises the rights of all people to be safe and free from abuse.



Child Safety Standards

- » Staff members must demonstrate how they foster an inclusive teaching and learning environment that values diversity and promotes a culture of empowerment of Aboriginal students including those with disabilities and from diverse cultural or linguistically different backgrounds.

TRAINING AND IMPROVEMENT OPPORTUNITIES

To further support Staff Members meet and exceed their KPIs for Child Safety the school identifies professional learning and training opportunities annually.

Learning and training opportunities supported by the school include, but are not limited to:

- » Child Safety remains a regular Staff meeting agenda item to facilitate communication and consultation on all matters relating to Child Safety.
- » New Staff induction into the School's Child Safety requirements and Child Safe practices.
- » Annual refresher on professional and legal obligations and responsibilities relating to Child Safety and Child Safe practices.
- » Annual refresher and acknowledgment of the School's Code of Conduct requirements.
- » Annual completion of the Victorian Department of Education's 'on-line' Mandatory Reporting Module.



Child Safety Reporting Obligations and Procedures (Child Safe Standard 5)

PURPOSE

The purpose of this policy is to ensure that all staff and members of our school community understand the various legal and other reporting obligations related to child safety that apply to Craigieburn Secondary College. The specific procedures that are applicable at our school are contained at Appendix A.

SCOPE

This policy applies to all school staff, volunteers and school community members. It also applies to all staff and students engaged in any school and school council-run events, activities and services.

POLICY

All children and young people have the right to protection in their best interests.

Craigieburn Secondary College understands the important role our school plays in protecting children from risk of harm and all forms of child abuse including:

- Physical abuse
- Sexual abuse (including sexual exploitation)
- Family Violence
- Emotional abuse
- Neglect (including Medical Neglect)
- Grooming

The staff at Craigieburn Secondary College are required by law to comply with various child safety reporting obligations. For detailed information about each obligation, please refer to [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

At Craigieburn Secondary College we also recognise the diversity of the children and young people at our school and take account of their individual needs and backgrounds when considering child safety.

MANDATORY REPORTING

Principals, registered teachers, registered medical practitioners, nurses and all members of the police force are mandatory reporters under the *Children, Youth and Families Act 2005* (Vic).



Child Safety Standards

All mandatory reporters must make a report to the Department of Health and Human Services (DHHS) Child Protection as soon as practicable if, in the course of practising their profession or carrying out their professional roles and responsibilities, they form a belief on **reasonable grounds that:**

- a child or young person has suffered, or is likely to suffer significant harm as a result of physical abuse and /or sexual abuse, and
- the child's parents have not protected, or are unlikely to protect, the child from harm of that type.

A mandatory reporter who fails to comply with this legal obligation may be committing a criminal offence. It is important for all staff at Craigieburn Secondary College to be aware that they are legally obliged to make a mandatory report on each occasion that they form a reasonable belief that a child is in need of protection and they must make a mandatory report even if the Principal does not share their belief that a report is necessary.

At our school, all school staff must undertake the *Mandatory Reporting and Other Obligations eLearning Module* annually.

For more information about Mandatory Reporting see the Department's *School Policy and Advisory Guide: [Child Protection – Reporting Obligations](#)*.

CHILD IN NEED OF PROTECTION

Any person can make a report to the Department of Health and Human Services (DHHS) Child Protection (131 278 – 24 hour service) if they believe on reasonable grounds that a child is in need of protection.

The policy of the Department of Education and Training (DET) requires **all staff** who form a reasonable belief that a child is in need of protection to report their concerns to DHHS or Victoria Police, and discuss their concerns with the school leadership team.

For more information about making a report to DHHS, see the Department's *School Policy and Advisory Guide: [Child Protection – Making a Report and Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#)*.

At Craigieburn Secondary College we also encourage all staff to make a referral to Child FIRST when they have significant concern for a child's wellbeing. For more information about making a referral to Child FIRST see the *School Policy and Advisory Guide: [Child Protection – Reporting Obligations](#)*.

REPORTABLE CONDUCT

Our school must notify the Department's Employee Conduct Branch (9637 2594) if we become aware of an allegation of 'reportable conduct'.



Child Safety Standards

There is an allegation of reportable conduct where a person has formed a reasonable belief that there has been:

- a sexual offence, (even prior to criminal proceedings) sexual misconduct or physical violence committed against, with or in the presence of a child;
- behaviour causing significant emotional or physical harm to a child; or
- significant neglect of a child, or misconduct involving any of the above.

The Department, through the Employee Conduct Branch, has a legal obligation to inform the Commission for Children and Young People when an allegation of reportable conduct is made.

Our Principal must notify the Department's Employee Conduct Branch of any reportable conduct allegations involving current or former teachers, contractors, volunteers (including parents), Allied Health staff and school council employees.

If school staff become aware of reportable conduct by any person in the above positions, they should notify the school Principal immediately. If the allegation relates to the Principal, they should notify the Regional Director

For more information about Reportable Conduct see the Department's *School Policy and Advisory Guide: Reportable Conduct Scheme*.

FAILURE TO DISCLOSE OFFENCE

Reporting child sexual abuse is a community-wide responsibility. All adults (ie persons aged 18 years and over), not just professionals who work with children, have a legal obligation to report to Victoria Police, as soon as practicable to do so, where they form a 'reasonable belief' that a sexual offence has been committed by an adult against a child under the age of 16 by another person aged 18 years or over.

Failure to disclose information to Victoria Police (by calling 000 or local police station) as soon as practicable may amount to a criminal offence unless a person has a 'reasonable excuse' or exemption from doing so.

"Reasonable belief" is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a 'reasonable belief' might be formed when:

- a child states that they have been sexually abused
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been sexually abused



Child Safety Standards

- professional observations of the child's behaviour or development leads a mandated professional to form a belief that the child has been sexually abused
- signs of sexual abuse leads to a belief that the child has been sexually abused.
"Reasonable excuse" is defined by law and includes:
 - fear for the safety of any person including yourself or the potential victim (but not including the alleged perpetrator or an organisation)
 - where the information has already been disclosed, for example, through a mandatory report to DHHS Child Protection

For more information about this reporting obligation, see the Department's *School Policy and Advisory Guide: [Failure to disclose offence](#)*.

FAILURE TO PROTECT OFFENCE

This reporting obligation applies to school staff in a position of authority. This can include principals, assistant principals and campus principals. Any staff member in a position of authority who becomes aware that an adult associated with their school (such as an employee, contractor, volunteer or visitor) poses a risk of sexual abuse to a child under their care, authority or supervision, must take all reasonable steps to remove or reduce that risk.

This may include removing the adult (ie persons aged 18 years and over) from working with children pending an investigation and reporting your concerns to Victoria Police.

If a school staff member in a position of authority fails to take reasonable steps in these circumstances, this may amount to a criminal offence. Fulfilling the roles and responsibilities contained in the procedures does not displace or discharge any other obligations that arises if a person reasonably believes that a child is at risk of abuse.

For more information about this reporting obligation, see the Department's *School Policy and Advisory Guide: [Failure to protect offence](#)*.

GROOMING

Grooming is a criminal offence under the *Crimes Act 1958* (Vic). This offence targets predatory conduct undertaken by an adult to prepare a child, under the age of 16, to engage in a sexual activity at a later time. Grooming can include communicating and/or attempting to befriend or establish a relationship or any emotion connection with the child or their parent/carer.

For more information about this offence and reporting obligations, see: [Child Exploitation and Grooming](#).



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Child Safety Standards

RELATED POLICIES AND FURTHER INFORMATION

CHILD SAFE POLICY

CHILD SAFE CODE OF CONDUCT

DUTY OF CARE

REVIEW CYCLE

This policy was last updated on May 2019 and is scheduled for review on May 2021.



Appendix A –

Child Safety Reporting Procedures at Craigieburn Secondary College

FOR STUDENTS

- All student should feel safe to speak to **any staff member** to raise any concerns about their safety or any other concerns that they have. Any staff member at the College is able to report child abuse.
- If a student does not know who to approach at Craigieburn Secondary College they should start with a student counsellor or an Assistant principal.
- If a student does not know who to approach at the Allied Health Team a students can also ask to speak to their year level coordinator and any member of their relevant Sub School.

MANAGING DISCLOSURES MADE BY STUDENTS

When managing a disclosure you should:

- listen to the student and allow them to speak
- stay calm and use a neutral tone with no urgency and where possible use the child's language and vocabulary (you do not want to frighten the child or interrupt the child)
- be gentle, patient and non-judgmental throughout
- highlight to the student it was important for them to tell you about what has happened
- assure them that they are not to blame for what has occurred
- do not ask leading questions, for example gently ask, "What happened next?" rather than "Why?"
- be patient and allow the child to talk at their own pace and in their own words
- do not pressure the child into telling you more than they want to, they will be asked a lot of questions by other professionals and it is important not to force them to retell what has occurred multiple times
- reassure the child that you believe them and that disclosing the matter was important for them to do
- use verbal facilitators such as, "I see", restate the child's previous statement, and use non-suggestive words of encouragement, designed to keep the child talking in an open-ended way ("what happened next?")
- tell the child in age appropriate language you are required to report to the relevant authority to help stop the abuse, and explain the role of these authorities if appropriate (for a young child this may be as simple as saying "I will need to talk to people to work out what to do next to help you").



Child Safety Standards

When managing a disclosure you should AVOID:

- displaying expressions of panic or shock
- asking questions that are investigative and potentially invasive (this may make the child feel uncomfortable and may cause the child to withdraw)
- going over the information repeatedly (you are only gathering information to help you form a belief on reasonable grounds that you need to make a report to the relevant authority)
- making any comments that would lead the student to believe that what has happened is their fault
- making promises to the child about what will occur next or that things will be different given the process can be unpredictable and different for each child depending on their circumstances (instead reassure them that you and others will do your best to help).

GENERAL PROCEDURES

Our school will follow the [*Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse*](#) (Four Critical Actions) when responding to incidents, disclosures and suspicions of child abuse.

All staff at our school who believe that a child is in need of protection, even if it doesn't meet the threshold required for mandatory reporting or the staff member is not a mandatory reporter, should in the first instance, speak to a member of Principal Class or should make the required reports to DHHS Child Protection and/or Victoria Police as necessary.

At our school the school Principal or Principal's delegate will be responsible for monitoring overall school compliance with this procedure.

Nothing in this procedure prevents a staff member or any other person from reporting to the relevant authorities if they form a reasonable belief that a child is at risk of abuse.

REPORTING SUSPICIONS, DISCLOSURES OR INCIDENTS OF CHILD ABUSE

Responsibilities of all school staff

If a school staff member reasonably suspects or witnesses an incident of child abuse or receives a disclosure of child abuse, they must:

- If a child is at immediate risk of harm, separate alleged victims and others involved, administer first aid and call 000.
- Speak to a member of the Principal Class team as soon as possible, who will follow the [*Four Critical Actions*](#).



Child Safety Standards

- Make detailed notes of the incident or disclosure and ensure that those notes are kept and stored securely in Allied Health files and Principal's filing cabinet (DHHS reports)
- If the staff member is a mandatory reporter and reasonably believes that a student has suffered physical and/or sexual abuse from which the child's parents have not protected the child, they must make a report to DHHS Child Protection.
- If the staff member has formed a 'reasonable belief' that a sexual offence has been against a child, they must make a report to Victoria Police.

In circumstances where a member of the leadership team disagrees that a report needs to be made, but the staff member has formed a 'reasonable belief' that the child is in need of protection and/or has been the victim of sexual abuse, the staff member must still contact DHHS Child Protection and/or Victoria Police to make the report.

The school Principal, or Principal delegate, is responsible for promptly managing the school's response to an incident, suspicion or disclosure of child abuse, and ensuring that the incident, suspicion or disclosure is taken seriously. The school Principal, or Principal delegate, is also responsible for responding appropriately to a child who makes or is affected by an allegation of child abuse.

If the school Principal, or Principal delegate, receives a report from a school staff member or member of the school community of a suspicion, disclosure or incident of child abuse, they must:

- Follow the [Four Critical Actions](#) as soon as possible, including:
 - Responding to an emergency
 - Reporting to authorities/referring to services
 - Contacting parents/carers and
 - Providing ongoing support.
- Make detailed notes of the incident or disclosure, including actions taken and ensure that those notes are kept and stored securely in the Allied Health and Principal's filing cabinet (DHHS reports). They are also responsible for ensuring that any staff member who reported the incident, disclosure or suspicion to them also makes and keeps notes of the incident.
- At Craigieburn Secondary College, the school Principal, or Principal delegate, will be responsible for ensuring that there is a prompt response to the disclosure and that the child is appropriately supported.

If the principal/other nominated staff member responsible above is unavailable, a member of the Allied Health (student counsellor) will take on the role and responsibilities described in this section.



Child Safety Standards

DUTY OF CARE AND ONGOING SUPPORT FOR STUDENTS

Fulfilling the requirements in this procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of abuse.

All staff have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students. All staff must ensure that the school Principal, or Principal delegate, or other appropriate staff member is aware of any incidents, suspicions or disclosures of child abuse as soon as possible after they occur. This will allow appropriate supports to be put in place for the student affected.

FOR SCHOOL VISITORS, VOLUNTEERS AND SCHOOL COMMUNITY MEMBERS

All community members aged 18 years or over should be aware of their legal obligations – see *Failure to disclose offence* above, in this Policy.

Any person can make a report to DHHS Child Protection if they believe on reasonable grounds that a child is in need of protection. For contact details see the Four Critical Actions -

https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf



Child Safety Risk Management Strategies (Child Safe Standard 6)

Craigieburn Secondary College takes all reasonable steps to identify and respond to all potential risks associated with child abuse. The school recognises that child abuse manifests itself in many forms including; physical violence, racial, sexual abuse, emotional or psychological harm and serious neglect.

Craigieburn Secondary College values inclusion and diversity and does not tolerate discriminatory practices. To achieve this, the school:

1. Promotes the cultural safety, participation and empowerment of Indigenous children and their families.
2. Promotes the cultural safety, participation and empowerment of children from cultural And /or linguistically different backgrounds.
3. Welcome children with disabilities and their families and actively promotes their participation.
4. Seek to employ staff members from a culturally diverse background.

To assist members of the School Community to identify and respond to these the following strategies are adopted:

1. The school conducts an annual assessment of the effectiveness of its Child Safety Management Strategies by completing a Child Safety Risk Management Checklist.
2. The school, in consultation with members of Staff, the Student Representative Committee and School Board have conducted a formal Child Safety Risk Assessment to identify potential child safety hazards and control measures to be implemented to eliminate or reduce the likelihood of these eventuating and causing harm.
The school reviews the Child Safety Risk Assessment procedures annually in consultation with Staff Members or when there has been a physical change to the school environment, school or parent association activities.
3. Some of the risks to Child Safety that the school has identified include but are not limited to the following:
 - » Lack of an organisational culture of child safety
 - » Familiarity breeding a culture of not reporting issues
 - » Natural trust of long term employees (who may have developed issues over time)



Child Safety Standards

- » School activities ie sporting events, camps and excursions
- » Before, during and after school care including yard-duty
- » Engagement of Volunteers
- » Engagement of Casual Relief Teachers
- » Engagement of Contract Service Providers
- » Private tuition
- » Parents Association activities
- » Working Bees
- » Special event including assembly
- » Information Communication and Technology

4. Control Measures identified within the Child Safety Risk Assessment have been incorporated into the School's overall management system for ensuring child safety at Craigieburn Secondary College.

RISK ASSESSMENT REGISTER NEEDS TO REVIEWED AND RATIFIED EACH YEAR



Participation and Empowerment of Children (Child Safe Standard 7)

Craigieburn Secondary College acknowledges that a significant power in balance exists between children and adults and actively engages students in conversations relating to Child safety to ensure their voice is heard.

The School seeks student engagement in conversations relating to Child Safety and development of effective strategies by:

- » Consulting directly with students and young people about what they think makes their school safe.
- » Giving students information about the standards of care that they are entitled to.
- » Giving children information regarding their rights.
- » Teaching students how to raise concerns and, make complaints or let someone know if they feel unsafe.
- » Regularly checking with students and parents that they are aware of relevant Child Safety Policies and Procedures and that the Child Safety culture is visible.

Craigieburn Secondary College works with students to ensure that they are empowered to understand their rights, recognise what abuse is and encourage them to speak up when they feel uncomfortable or afraid.

Some strategies adopted by the school to engage student and young people in conversation regarding Child Safety include:

Consulting and Talking with Students	Child Safe Strategies
Establishing what safety means	<ul style="list-style-type: none">» Ensuring that the physical environment is safe, warm and friendly towards students and young people.» Discussing with student and young people what makes them feel safe and when do they feel unsafe.
Educating students and young people about their rights	<ul style="list-style-type: none">» Running informal educational sessions on the 'Convention of the Rights of a Child'.» Teaching students and young people that for every right that they enjoy they need to meet its corresponding responsibility.



Child Safety Standards

Including students and young people in policy development	<ul style="list-style-type: none">» Seek input from students and young people on all aspects of Child Safety.» Incorporate their opinions and suggestions into key policy documents and, when applicable the school's Code of Conduct.
Encouraging students and young people to develop their own Code of Conduct	<ul style="list-style-type: none">» Asking students and young people to consider what is acceptable behaviour and what is not. This includes behaviours of adults toward students, of students towards adults and of students towards other students.» Establish and maintain a child 'friendly' Code of

Promoting Inclusion of All Students and Their Families from diverse cultural backgrounds and those with disabilities.

Craigieburn Secondary College respects cultural differences and variance in parenting practices due to personal, cultural or religious beliefs. The School does not; however, accept that these differences reduce a child's right to be safe or the School's responsibility to protect them from harm.

Craigieburn Secondary College promotes safety of children from culturally and/or linguistically diverse backgrounds by:

- » Demonstrating a 'zero tolerance' to discrimination.
- » Being respectful, inclusive and welcoming of families from a wide range of backgrounds.
- » Recognising times of importance to different cultures.
- » Ensuring the school's physical environment has a positive image of a range of cultures in terms of decoration and artwork.
- » Employing Staff Members that represent diversity within the local community.
- » Actively seeking out and talking to families about how they can be involved in child safety.

Craigieburn Secondary College promotes the safety of children with disabilities by:

- » Acknowledging that children with disabilities are particularly vulnerable and ensures that its risk management process considers their needs.
- » Demonstrating a 'zero tolerance' to discrimination.
- » Ensuring that the physical environment does not pose access difficulties.
- » Being responsive to families regarding specific measures that may be required to ensure the safe participation of children with disabilities.



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Child Safety Standards

- » Supporting Staff Members, other children and their families to understand and be inclusive of people with disabilities.
- » Considering how children with a disability and their families can be encouraged to participate in ensure a safe environment.



Appendix B – Child Safety Annual Risk Assessment Checklist

Craigieburn Secondary College governing authority has developed and implement risk management strategies regarding child safety in school environments. These are reviewed annually.

Requirement 1 - Risk Questions	Yes	No
Does the school have a structured and documented approach to identifying child safety risks?		
Does the risk assessment process involve appropriate, knowledgeable people? E.g. Registered teachers, support staff, students, and parents.		
Has the risk assessment process considered issues related to students of different age groups and the diversity of the student group, including but not limited to children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds?		
Has the school established risk rating criteria including appropriate ratings for the likelihood and consequence of risks?		
Has a risk assessment already been carried out with respect to child safety risks?		
Has the school established existing internal controls to manage child safety risks and has their effectiveness been considered?		
Has the school identified new controls/management actions to mitigate child safety risks?		
Do the risk management strategies challenge the potential to overestimate the effectiveness of the school's existing controls?		



Child Safety Standards

Requirement 1 - Risk Questions	Yes	No
Do the risk management strategies encompass predatory, opportunistic and situational environment risks: <ul style="list-style-type: none">• predatory risks (persons who may become adept at creating opportunities to sexually abuse and avoid detection)• opportunistic risks (persons who may sexually abuse in low-risk, low-effort situations)• situational risks (persons who may sexually abuse in a specific set of circumstances)• environment risks (environments that create child safety risks).		
Has the risk management strategy been endorsed by the school's leadership team/principal?		
Has the risk management strategy been endorsed by the Board of Management		

Craigieburn Secondary College risk management strategies regarding child safety must identify and mitigate the risk(s) of child abuse in school environments by taking into account the nature of our 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.

Requirement 2 - Risk Questions	Yes	No
Does the risk management process consider 'hot spots' and 'hot times' of student-staff and student-student interactions with respect to child safety?		
Does the school have a process that ensures child safety risks of any new or changed physical environments on and off campus are reviewed?		
Does the school perform screening as part of its staff recruitment process, including for volunteers and contractors? eg WWCC's1, criminal background checks, reference checks, psychometric		
Does the school monitor who is on the premises? eg visitor and contractor sign- in process, perimeter control.		



Child Safety Standards

Requirement 2 - Risk Questions	Yes	No
<p>Does the risk management process consider child safety risks that may exist in the school environment before, during and after hours, as appropriate?</p> <p>Have we considered:</p> <ul style="list-style-type: none">• Classrooms and learning environments• Specialist facilities such as libraries, kitchens and computer, music and art rooms• Vocational education and training (VET) facilities on campus or off-site• Recreation areas, playgrounds, sporting facilities on campus and off-site• Staff workplaces and offices• Excursion or camp locations• Any other school specific environments.		
<p>Does the risk management process consider child safety risks in the online environment and through media including:</p> <ul style="list-style-type: none">• Email• Facebook, Instagram, Twitter and other social media• YouTube• Mobile phone SMS messages and other mobile messaging media• Telephone, Skype and other media for making voice calls• Photography and videography• Any other electronic media.		
<p>Does the risk management process consider child safety risks regarding relationships and interactions with students among the following people involved with the school:</p> <ul style="list-style-type: none">• Registered teachers and educational support staff• Welfare staff or those in pastoral care roles relationships with students other students• Administration and support staff• Contractors such as specialists delivering services to students eg. music, media or recreation lessons or activities• Volunteers• Facilities staff interactions with students• Visitors to the school or other persons that may have access to students.		



Child Safety Standards

Where Craigieburn Secondary College's Leadership Team identifies risks of child abuse occurring in one or more school environments they must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls). Risk Controls must be appropriate for the age of the children.

Requirement 3 - Risk Questions	Yes	No
Have the identified risks been documented and recorded?		
Have strategies or the mitigation actions (new internal controls) for the risks been established and documented?		
Do the risk management strategies take into account the diversity of the children that are affected by the risk?		
Do the risk mitigation actions (controls): <ul style="list-style-type: none">• Increase the effort required to abuse• Increase the likelihood of detection of inappropriate and/or abusive behaviour• Remove triggers for inappropriate and/or abusive behaviour• Reduce permissibility of inappropriate behaviour.		
Does the school ensure that every person (eg whether employee, contractor, volunteer, or visitor to the school) understands the school's expectations for child safety?		

As part of its risk management strategy and practices, Craigieburn Secondary College's governing authority must monitor and evaluate the effectiveness of the implementation of its risk controls.

Requirement 4 - Risk Questions	Yes	No
Does the school test the effectiveness of internal controls surrounding child safety?		
Is the school monitoring its child safety risk management strategies to confirm they have been implemented?		
Does the school review the child safety risk management strategies to confirm their effectiveness?		
Does the school governing authority monitor the child safety standard risk management strategies?		



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Child Safety Standards

Requirement 4 - Risk Questions	Yes	No
Does the school governing authority evaluate the effectiveness of the implemented mitigation controls?		



Child Safety Standards

PROTECT



Education
and Training

Child Safe Standard 6: Risk Assessment template- **CRAIGIEBURN SECONDARY COLLEGE**

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. An example is provided below. Risk assessment resources form part of the [School Policy & Advisory Guide: Risk Management Policy](#). An example is provided below to assist schools in their risk assessment. The risk assessment is based on the matrix below the example table.

Each school will be different and must undertake their school specific assessment.

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible ?	Residual risk
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Severe	Medium	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Statement of commitment to child safety is publicly available 	Principal, School Council Chair	Medium
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management procedures	Unlikely	Severe	Medium	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – see eLearning mandatory reporting module and staff meeting to address 	Principal, School Council Chair	Medium



Child Safety Standards

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible ?	Residual risk
					mandatory twice yearly <ul style="list-style-type: none"> All staff provided with 4 critical action posters; Responding to incidents, disclosures and suspicions of child abuse and Responding to student sexual offending. 		
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety Clear child safety reporting procedures	Possible	Major	Medium	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module All staff sign Child Safety Code of Conduct 	Principal, School Council Chair	Medium
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety Develop reference check template for all recruitment. Template will 	Principal, School Council Chair	Medium



Child Safety Standards

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible ?	Residual risk
					include child-safety questions		
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> Train students and staff to detect inappropriate behaviour Ensure appropriate settings on all student technologies Digital Technologies included on school's behaviour matrix and Staged Response. 	Principal, School Council Chair	Medium
Unknown people and environments at excursions and camps	Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts Ensure student-staff ratio is according to DET guidelines 	Principal, School Council Chair	Medium
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff,	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors All contractors to sign in at main 	Principal, School Council Chair	Medium

Ratified at School Council May 21, 2019

Review Date: May 2021



Child Safety Standards

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible ?	Residual risk
	volunteers and contractors Adequate monitoring				office and show WWCC		
Toilets used by members of the community	Toilet gates except for 3/4 toilets, are locked during class time	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> During class time... Students to use Sick Bay toilets during classroom where there is Sickbay nurse supervision 	Principal, School Council Chair	Medium
Unwelcome visitors walk through school grounds	Gates around school grounds are locked from 9:10am and reopened at 3:00pm	Possible	Moderate	Medium	<ul style="list-style-type: none"> Install additional fencing from front of school to deter people from entering during school hours 	Primary and Secondary Principals. School Council Chair	Medium

EVALUATION

This Risk Assessment Template will be reviewed every years as per DET requirements

This Risk Assessment Template was ratified by School Council in November 2019

This Risk Assessment Template will be reviewed in 2020