



ALBANY RISE PRIMARY SCHOOL

Child Safe Environment Policy

RATIFIED BY SCHOOL COUNCIL: 16th August 2017 REVIEW DATE: 2018

PURPOSE:

- 1.1 The child safe environments policy: sets out the school's approach to creating a child safe organisation where children and young people are safe and feel safe; and provides the policy framework for the school's approach to the Child Safe Standards.
- 1.2 Albany Rise Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making, with particular attention paid to the cultural safety of Aboriginal and Torres Strait Islanders children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability/special needs.
- 1.3 Albany Rise Primary School is committed to providing an environment where children and young people are safe and feel safe and their opinions will be taken into account about decisions that affect their lives.
- 1.4 The Albany Rise Primary School community has a responsibility to understand the important and specific role they have, to ensure that the wellbeing and safety of all young people is at the forefront of all actions and decisions made.

SCOPE:

- 2.1 This policy applies to all staff, volunteers, contractors and visitors to the school, whether or not they work in direct contact with children or young people.
- 2.2 This policy applies across a range of school forums, during school hours, within and beyond the school (e.g. camps, online) and outside of school hours where appropriate.
- 2.3 This policy is to be read in conjunction with the ARPS Child Protection Reporting Policy and the school Values and Mission statements

STATEMENT OF COMMITMENT & PRINCIPLES:

- 3.3 Albany Rise Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Albany Rise Primary School has zero tolerance for child abuse.

Albany Rise Primary School is 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 children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Albany Rise 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

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young people is at the forefront of all they do and every decision they make.

- 3.4 In its planning, decision making and operations Albany Rise 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 Ensure children know who to talk with if they are worried or are feeling unsafe and they are comfortable and encouraged to raise such issues;
 - 7 Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
 - 8 Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk;
 - 9 Value the input of and communicate regularly with families and carers.
 - 10 Include protective behaviours learning for students in curriculum planning (2 year cycle) documentation;
 - 11 Engage SSSO Social worker in developing appropriate Protective Behaviours Programs for students

GUIDELINES & PROCEDURES:

4.1 A child-safe culture

ARPS culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden.

The school's plan for creating a child safe culture can be found in the Student Engagement Inclusion and Wellbeing policy and in the Related Documentation listed at the end of this policy.

4.2 Personnel understand their roles and responsibilities/ Code of conduct

The School Principal and team leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the school's Code of Conduct.

The school's Code of Conduct sets out clear awareness of the difference between appropriate and inappropriate behaviour. All staff are presented with the Code of Conduct during induction.

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A staff Roles and Responsibilities booklet outlining staff roles is available to all staff and regularly updated and circulated online.

4.3 Human resources practices and training

The school 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. 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 and neglect. All prospective staff and volunteers are required to undergo National Criminal History Records check and maintain a valid Working with Children Check.

All staff recruited to the school will have referees attest to their suitability under the Child Safe standards.

4.4 Reporting a child safety concern or complaint

The school has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action should include reporting their concerns to the DHHS Child Protection 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. The school will take action to respond to a complaint.

The school's policy and procedures for reporting a child safety concern or complaint can be found in the Child Protection Reporting Policy.

4.5 Risk reduction and management

The School 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

The school's approach to Child Safety risk reduction and management can be found on the website at http://www.albanyrise-ps.vic.edu.au/current/?page_id=212 and/or in the policies listed below.

4.6 Listening to 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.

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) informed about progress and responses.

4.7 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.

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POLICY EVALUATION AND REVIEW:

- 5.1 To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of the school self-evaluation undertaken as part of the school accountability framework. The review will include input from students, parents/carers and the school community.
- 5.2 This policy will be reviewed annually as part of the Communication of School Policies, Procedures and Schedule.

DEFINITIONS:

6.1 Ministerial Order 870 provides definitions, including:

Child abuse includes—

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

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

School environment means any physical or virtual 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 being: 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); or
- a minister of religion.

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Related Documentation:

The following ARPS Policies reflect the protocols and practise outlined in this Whole School Child Safe Standards Policy:

- Child Protection Reporting Policy.
- ARPS eSmart Policy
- ARPS Anti-Harassment Policy
- ARPS Anti-Bullying Policy
- ARPS Visitors in schools Policy
- ARPS Communication of School Policies, Procedures and Schedule Policy
- ARPS Working with Children Check Policy
- ARPS Duty of Care & On site Supervision Policy
- Values Statement
- School Mission statement

[School Policy & Advisory Guide – Duty of Care](#)

[School Policy & Advisory Guide – Child Protection Reporting Obligations](#)

[DET Child Wellbeing and Safety Framework](#)

[School Privacy Policy](#)

Principal: _____
School Council President: _____
Date ratified by School Council: _____ 16th August 2017 _____
To be reviewed: _____ 2018 _____

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