



## **Carlton Primary School Child Safety Policy**

### **Our commitment to child safety**

Carlton Primary School is committed to child safety. We believe that all children should be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We practise zero tolerance of child abuse, and all allegations and safety concerns are treated very seriously and consistently with our policies and procedures.

We acknowledge and practise legal and moral obligations to contact authorities when we are concerned about a child's safety.

Carlton Primary School is committed to preventing child abuse and early identification of risks and risk minimisation. Our human resources and recruitment practices for all staff and volunteers support child safety. We regularly train and educate our staff and volunteers on child abuse risks.

All members of our community are supported and respected. We are committed to the safety of Aboriginal children, those from culturally and/or linguistically diverse backgrounds, and those with disabilities.

### **Our children**

This policy is intended to empower the children who are at the centre of our school. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our community, and people from all walks of life and cultural backgrounds are welcome. In particular we:

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

We provide children with accessible information about what child abuse is, their rights and how they can raise concerns about abuse – e.g. through information sheets, websites and social media. We also assist children to understand their right to make decisions about their body and their privacy through age-appropriate training carried out by our staff.

We gather feedback from children about the school's child-safe policies and processes and seek input on whether they would feel safe to raise concerns.



## **Our staff and volunteers**

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

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

## **Training and supervision**

Professional Learning is important to ensure that everyone in our school community understands that child safety is a shared responsibility.

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also provide ongoing supervision support for our staff and volunteers to:

- Develop their skills to protect children from abuse
- Promote the cultural safety of Aboriginal children
- Promote the cultural safety of children from linguistically and/or diverse backgrounds
- Promote safety of children with a disability

New employees and volunteers will be inducted to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (see CPS Code of Conduct).

Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

## **Recruitment**

Carlton Primary School has procedures in place to ensure that it employs skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. We understand that when recruiting staff and volunteers we have ethical as well as legislative obligations. We invite applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au) website <[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)> for further information

We carry out reference checks and police record checks to ensure that we are recruiting the right people. If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

## **Fair procedures for personnel**

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.



We record all allegations of abuse and safety concerns using our incident reporting form including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide appropriate updates on progress and any actions we as an organisation take.

## Privacy

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

## Legislative responsibilities

Our organisation takes our legal responsibilities seriously, including:

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

## Risk management

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

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

## Regular review

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

## Allegations, concerns and complaints

Carlton Primary School takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).



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

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

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

A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.

Further information about the failure to disclose offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

Further information about the failure to protect offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.

Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

See the Department of Health and Human Services website for information about [how to make a report to child protection](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first) <www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>.

Reviewed by staff: October 26, 2016

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<sup>1</sup> For example behaviour, please see [An Overview of the Victorian child safe standards](http://www.dhs.vic.gov.au/___data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc): <www.dhs.vic.gov.au/\_\_\_data/assets/word\_doc/0005/955598/Child-safe-standards\_overview.doc>