



# Policy - Child Safety Standards

## Epping Primary School

---

### Purpose

The Child Safe Standards (the Standards) are compulsory minimum standards for all organisations that provide services to children including Victorian schools. The aim of the Standards is to ensure organisations are well prepared to protect children from abuse and neglect. Child Safe Standard 6 requires schools to implement strategies to identify and reduce or remove risks of child abuse.

### Policy

At Epping Primary School our child safety risk management strategy is a formal and structured approach to managing risks associated with child safety. Our process includes risk assessment, implementation of controls and a monitoring and review process to ensure the currency of the risk management approach.

### Implementation

The list below comprises an inventory of potential child safety risk and risk management strategies.

#### **Child Safety Risks:**

- Lack of an organisational culture of child safety
- Familiarity breeding a culture of not reporting issues
- Natural trust of long term employees
- Children alone with one other person unsupervised
- Recruitment of an inappropriate person
- Inappropriate behaviour not reported
- Unsupervised recreational or other activities
- Ad-hoc contractors on the premises (e.g. maintenance)
- Vulnerability of staff and students due to unknown personal issues
- Unknown people and environments at excursions and camps
- False allegations

#### **Risk Management Strategies:**

- Implement an effective child safety risk management strategy
- Child safety code of conduct
- Child safety reporting procedures
- School Council to ensure that appropriate guidance and training is provided to members of School Council and school staff regarding individual and collective obligations/responsibilities for managing the risk of child abuse.
- Induction for all visitors, staff, volunteers and contractors
- Train students and staff to detect inappropriate behaviour (Mandatory Reporting Module)
- Counselling (psychologist/SSSO service) and other resources
- Clear windows to enable visibility of occupants and non-lockable doors in hot spots
- Assessment of new or changed physical environments for child safety risks
- Supervision or monitoring of activities
- Performance management procedures
- Pre-employment reference checks that include checking for child safety
- Criminal history checks and confirming the currency of WWCC and/or VIT registration

Risk Rating Matrix: to be used in conjunction with the Risk Assessment Checklist.

RISK RATING		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Identifying the school's child safety risks	Existing risk minimisation strategies or controls	Risk Rating Matrix			New or amended risk management controls
		Likelihood Rare, Unlikely, Possible, Likely, Almost Certain	Consequence Insignificant, Minor, Moderate, Major, Severe	Current risk assessment Low, Medium, High, Extreme	
Child Safe policy understood and implemented by all school community members	<ul style="list-style-type: none"> <li>Child Safety policy</li> <li>Child Safety Officer</li> <li>Annual and/or timely Child Safe Risk Assessment Checklist</li> </ul>	Possible	Minor	Medium	<ul style="list-style-type: none"> <li>Processes and protocols being followed</li> <li>Regularly updating staff and parents of policy development</li> <li>Child Safety on all meeting agendas</li> </ul>
Child safety issues identified, reported and documented	<ul style="list-style-type: none"> <li>Known mandatory reporting procedures</li> <li>Wellbeing meetings</li> <li>Student voice regarding what makes them feel safe and unsafe</li> <li>Student feedback tools Eg. Attitudes to School Survey</li> </ul>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Communication protocols</li> <li>Induction processes</li> <li>Child Safety on all meeting agendas</li> </ul>
Students in out-of-home or kinship care	<ul style="list-style-type: none"> <li>Student wellbeing officers.</li> <li>SSSO meetings</li> </ul>	Rare	Minor	Low	<ul style="list-style-type: none"> <li>LOOKOUT Centre surveys</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Care Team Meetings</li> <li>▪ SSG Meetings</li> <li>▪ Staged Response</li> <li>▪ School Counsellors</li> </ul>				
Students who have abused other children or have experienced abuse (inc physical, verbal, sexual, emotional abuse)	<ul style="list-style-type: none"> <li>▪ Documented Safety Management Plan</li> <li>▪ Care Team meetings.</li> <li>▪ Ongoing monitoring through SSSO meetings</li> <li>▪ School Councillors</li> </ul>	Likely	Moderate	Low	<ul style="list-style-type: none"> <li>▪ Staged responses</li> <li>▪ Use of outside agencies</li> <li>▪ Communication processes</li> <li>▪ Behaviour Support plans</li> </ul>
Level of supervision in the playground including concealed places	<ul style="list-style-type: none"> <li>▪ Teacher Code of Conduct – Duty of care</li> <li>▪ Yard duty policy.</li> <li>▪ Yard duty roster</li> </ul>	Possible	Moderate	Low	<ul style="list-style-type: none"> <li>▪ Regular monitoring and professional development</li> </ul>
Level of supervision in toilet blocks	<ul style="list-style-type: none"> <li>▪ Yard supervision</li> <li>▪ Students going in pairs during class time</li> </ul>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>▪ Record of toilet visits</li> <li>▪ Encourage students to attend toilets during break times.</li> </ul>
Online environments eg. email, Facebook, SMS messages, photos/videos	<ul style="list-style-type: none"> <li>▪ Student/Parent education</li> <li>▪ Safe Use of Internet Policy</li> <li>▪ Anti-bullying policy (to be reviewed)</li> <li>▪ Supervision</li> <li>▪ Use of device Agreement</li> <li>▪ Gaggle</li> </ul>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>▪ Mobile Devices Policy</li> </ul>
Level of student education about personal safety	<ul style="list-style-type: none"> <li>▪ Personal Safety or Protective Behaviours program (SEA)</li> <li>▪ School Counsellors</li> </ul>	Possible	Moderate	Low	<ul style="list-style-type: none"> <li>▪ Catching On Program.</li> </ul>
Strength of respectful student relationships	<ul style="list-style-type: none"> <li>▪ Buddy Program</li> <li>▪ JSC</li> <li>▪ Restorative Practice</li> <li>▪ Rights and Responsibilities</li> <li>▪ Circle Time</li> <li>▪ SEA Program</li> <li>▪ Library games program</li> <li>▪ School Counsellors</li> </ul>	Likely	Moderate	Low	<ul style="list-style-type: none"> <li>▪ Catching On Program</li> <li>▪ Zones of Regulation</li> </ul>
Students with special needs: a	<ul style="list-style-type: none"> <li>▪ SSG meetings</li> <li>▪ IEPs</li> </ul>	Likely	Moderate	Medium	<ul style="list-style-type: none"> <li>▪ Tracking of cohorts</li> </ul>

disability, Aboriginal or Torres Strait Islander backgrounds, from other cultural /linguistic backgrounds	<ul style="list-style-type: none"> <li>▪ Koorie Education officers</li> <li>▪ Wellbeing Meetings</li> <li>▪ SSSO Contact Meetings</li> <li>▪ Hero/mentor program</li> <li>▪ Library games program</li> </ul>				<ul style="list-style-type: none"> <li>▪ Behaviour Support Plans</li> <li>▪ LOOKOUT Centre.</li> <li>▪ Zones of Regulation</li> </ul>
Unknown people and environments on camps and excursions or special events	<ul style="list-style-type: none"> <li>▪ Prior assessment for child safety risks</li> <li>▪ Supervision</li> <li>▪ Child Safe code of conduct</li> <li>▪ Clear child safety reporting procedures</li> </ul>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>▪ Catching On Program.</li> <li>▪ Rights and Responsibilities</li> <li>▪ Excursion checklist/ guidelines</li> </ul>
Volunteers and visitors Employment of contractors eg. cleaners	<ul style="list-style-type: none"> <li>▪ Screening including online searches</li> <li>▪ Induction</li> <li>▪ Sign-in process</li> <li>▪ Adequate monitoring</li> <li>▪ Police check and WWCC registration</li> <li>▪ WWCC Policy</li> <li>▪ Visitor Policy</li> </ul>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>▪ Volunteers Policy</li> <li>▪ Parent training</li> <li>▪ Intervention Orders Policy</li> <li>▪ Compass sign in process.</li> </ul>
Recruitment of new staff	<ul style="list-style-type: none"> <li>▪ Child Safe obligations included in advertisements</li> <li>▪ Selection criteria</li> <li>▪ Interview questions</li> <li>▪ Reference checks</li> <li>▪ Induction</li> <li>▪ Police check and VIT registration</li> <li>▪ DET Recruitment Guidelines</li> </ul>	Rare	Major	Medium	<ul style="list-style-type: none"> <li>▪ Supervision Policy</li> <li>▪ Staff Code of Conduct Policy</li> <li>▪ Child Safe Policy.</li> </ul>

## References

This policy must be read in conjunction with:

- School Policy & Advisory Guide - Child Safe Standards
- The law of the Commonwealth or of the relevant state or territory;
- The Victorian Teaching Profession Code of Conduct;
- The organisation's Code of Conduct;
- Termination of Employment Policy and Misconduct Procedures