

## Pakenham Hills PS

# Child Safety & Wellbeing Policy

### **Purpose**

Pakenham Hills Primary School's Child Safety Policy sets out the school's commitment and approach to creating and maintaining 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.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments.

It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

### **Scope**

This policy applies to all staff, volunteers, and contractors in the school environment, whether or not they work in direct contact with children or young people. This policy also applies to school council members where indicated.

The policy will apply to the school environment (see Definitions section). 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; or
  - serious emotional or psychological harm; and
- serious neglect of a child.

#### ***Child-connected work***

Child-connected work means work authorised by the school, school council, or Secretary of the Department of Education and Training and performed by an adult in a school environment while children are present or reasonably expected to be present.

#### ***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 for use by a child during or outside school hours, 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, without limitation, locations used for school camps, sporting events, excursions, competitions, homestays, and other school activities or events)

### ***School staff***

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

- employed by the Department of Education and Training;
- directly engaged or employed by a school council; or
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).

### **STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES**

Pakenham Hills PS 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. Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

“The school’s approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. Pakenham Hills PS school our vision is *“to provide each child with the lifelong learning skills, knowledge and social development that will enable them to reach their full potential and participate successfully as productive citizens of our society.”*

We know children can struggle to achieve their personal best if they are not safe from abuse.

At Pakenham Hills PS school our values guide the decisions and behaviours of all members of our school community, including in relation to child safety:

**Respect:** Respect is the way we communicate and show our actions and behaviour towards others. Respect is shown by:

- Listening to others in a non judgmental way, and valuing their views
- Understanding and accepting the differences and needs of other people; finding the win/win outcome
- Taking/accepting actions that are for the common good

**Teamwork:** Teamwork is a group of individuals working together co-operatively to effectively reach a common goal. Teamwork is shown by:

- Willingly working together to achieve shared goals
- Planning together, sharing ideas and resources
- Actively encouraging others
- Meetings being effective and focused

**Professionalism:** Professionalism is teachers using their knowledge and skills in a collaborative manner to help students achieve to the best of their ability. Professionalism is shown by:

- Maintaining confidentiality and setting a good example for others
- Using ongoing research and best practice to improve teaching and learning

- Completing tasks to the best of your ability
- Dealing with everyone in a fair and equal manner

**Positive Attitude:** Our school community aims to provide a flourishing and prosperous environment for all members. We will undertake our role in a friendly and encouraging manner. Positive attitude is shown by:

- Finding the positive/good in situations or events
- Making positive and encouraging comments to others; acknowledge others' successes
- Smile, remain happy and be open to new ideas
- Actively participate in school events

**Integrity:** Honesty and integrity is being open and honest in your interactions with others whilst upholding and acting upon shared beliefs. Integrity is shown by:

- Speaking openly and honestly, whilst showing empathy and respect for others
- Being reliable, trustworthy and truthful
- Seeking and giving feedback in a constructive way

**Communication:** Communication is sharing information on a regular basis in an open and inclusive manner. Communication is shown by:

- Ensuring everyone is involved and informed
- Making sure that communication and discussion are open, inclusive and transparent
- Assisting everyone to share information effectively

Pakenham Hills PS 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. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

Every person involved in Pakenham Hills PS 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, Pakenham PS will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such concerns;
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

## **POLICY**

### **Strategies to embed a child safe culture**

Pakenham Hills Primary School's culture encourages staff, students, parents and the school community 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 ([School Policies - Pakenham Hills Primary School \(pakenhamhillsps.vic.edu.au\)](https://www.pakenhamhillsps.vic.edu.au)), the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures ([School Policies - Pakenham Hills Primary School \(pakenhamhillsps.vic.edu.au\)](https://www.pakenhamhillsps.vic.edu.au)), [Identifying and Responding to All Forms of Abuse in Victorian Schools](#) and the [Four Critical Actions for Schools](#) are readily available online for all community members to read at any time.

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

- Act in accordance with the school's Child Safety Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour
- Act in accordance with the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures at all times, including following the [Four Critical Actions for Schools](#) where necessary
- Undertake annual guidance and training on child safety
- Act in accordance with their legal obligations, 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, registered psychologists, 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 all school staff in reporting conduct to the principal, and applies to the principal in reporting to Employee Conduct Branch)
  - Organisational duty of care (applies to the school as an organisation)
  - For more information on these obligations, see [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

As part of Pakenham Hills Primary School's child safe culture, **school leadership** (including the principal and assistant principal[s]) will:

- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when implementing the Child Safe Standards
- Ensure that child safety is a regular agenda item at school leadership 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 Pakenham Hills Primary School's child safe culture, **school mandatory reporting 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 Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on induction, and maintain familiarity with that document
- Read the school's Child Safety Policy (this document) on induction, and maintain familiarity with that document.

As part of Pakenham Hills Primary School's child safe culture, in performing the functions and powers given to them under the *Education and Training Reform Act 2006*, **school councils and school council members** will:

- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when making decisions regarding the Child Safe Standards
- Undertake annual guidance and training on child safety, such as the [Child Safe Standards School Council Training PowerPoint](#).
- Approve the Child Safety Code of Conduct to the extent that it applies to school council employees and members, and if updated, note the new document in its school council meeting minutes
- When hiring employees, ensure that selection, supervision and management practices are child safe (unless delegated to the principal).

School leadership will maintain records of the above processes.

### **Roles and responsibilities**

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

Specific child safety responsibilities:

- Assistant Principal (Welfare) is responsible for reviewing and updating the Child Safety Policy every 3 years.
- Assistant Principal (Welfare) is responsible for monitoring the school's compliance with the Child Safety Policy. The school community should approach Principal if they have any concerns about the school's compliance with the Child Safety Policy.
- Principal is responsible for informing the school community about this policy, and making it publicly available.
- Other specific roles and responsibilities are named in Pakenham Hills Primary School's other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and risk assessment register.

Our principal and assistant principals are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- They are responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach them if they have any concerns about the
- Our school has also established a Eudemonia Team (Wellbeing). The Eudemonia Team meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing. The Student Voice representatives provides an opportunity for students to provide feedback and input into school strategies.

## **Recruitment**

Pakenham Hills Primary School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the [Department's website](#).

All prospective volunteers are required to comply with our school's Volunteers Policy, including in relation to assessing the suitability of prospective volunteers and obtaining checks required under this policy.

## **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 coming forward with any allegations or suspicions 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. This training occurs annually or more often as required.

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration
- collect and record:
  - proof of the person's identity and any professional or other qualifications
  - the person's history of working with children
  - references that address suitability for the job and working with children.

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 and Torres Strait Islander children and children from linguistically and/or diverse backgrounds, and the safety of children with a disability and vulnerable children.

New employees and volunteers will be inducted into the school, including by being referred to the Child Safety Policy (this document), the Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on the school website.

They will also be 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 by school staff to the Principal or Assistant Principal and will be managed in accordance with Pakenham Hills Primary School's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures where required.

To ensure our school council is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- school child safety and wellbeing policies, procedures, codes and practices

### **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 (including school council employees) must follow the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) 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 DHHS Child Protection, Victoria Police and/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.

Pakenham Hills Primary School 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 Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures. In accordance with Action 4 of the Four Critical Actions for Schools, Pakenham Hills Primary School will provide ongoing support for students affected by child abuse.

The Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures can be found on the school's website.

### **Risk reduction and management**

Pakenham Hills Primary School believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes, found in the school's risk assessment register. 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.

Pakenham Hills PS monitors and evaluates the effectiveness of the actions it takes to reduce or remove risks to child safety, more information can be found in the school's risk assessment register.

### **Listening to, communicating with and empowering children**

Pakenham Hills PS 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. Students can access information on how to report abuse from our Assistant Principal (Welfare).

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 and take them seriously, check understanding and keep the child (and/or their parents/carers, as 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 and parents on the school's policy webpage. ([School Policies - Pakenham Hills Primary School \(pakenhamhillsp.vic.edu.au\)](#))
- 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

The school will use its health and wellbeing programs (Respectful Relationships, sexuality education and social skills) 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.

### **Communications**

This school is committed to communicating our child safety strategies to the school community through:

- Ensuring that the Child Safety Policy (this document), Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure are available on the school website.
- Reminders in the school newsletter of our school's commitment to child safety.
- Ensuring that child safety is an agenda item at school leadership meetings and staff meetings for discussion
- Displaying PROTECT posters around the school

### **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 Department of Education and Training's [Schools' Privacy Policy](#).

### **Related policies and documents**

Related policies and documents include:

- Code of Conduct ([School Policies - Pakenham Hills Primary School \(pakenhamhillsps.vic.edu.au\)](http://pakenhamhillsps.vic.edu.au)),
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures ([School Policies - Pakenham Hills Primary School \(pakenhamhillsps.vic.edu.au\)](http://pakenhamhillsps.vic.edu.au)),
- Risk assessment register
- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)
- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)

- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

### 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.

Pakenham Hills Primary School is committed to ensuring this policy is publicised and implemented, and will monitor and review its effectiveness.

**This Policy was ratified by School Council in June 2022**

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**Dale Hendrick**  
Principal

### Approval

<b>Created date</b>	<b>Draft on 28/04/2022</b>
<b>Consultation</b>	Whole School Community (April 2022)
<b>Endorsed by</b>	Dale Hendrick Principal
<b>Endorsed on</b>	June 2022
<b>Next review date</b>	May 2024

<b>Version</b>	<b>Date</b>	<b>Modification</b>	<b>Modified By</b>
1	April 2019	Re-presentation of this document into new template for school policies. Sent to School Council for consultation and endorsement.	Dale Hendrick
2	February 2021	Polycys was updated and expanded in line with latest DET exemplar.	Dale Hendrick
3	April 2022	Changes made to Act. Policy updated accordingly and put online for parent consultation.	Dale Hendrick