



CLIFTON HILL PRIMARY SCHOOL CHILD SAFE POLICY 2020

PURPOSE

Victorian organisations that provide services to children are required under the Child Safety and Wellbeing Act and Ministerial Order 870 to ensure that they implement compulsory child safe standards to create child safe environments and protect children from harm.

The Child Safe Policy sets out Clifton Hill Primary 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.

To create and maintain a child safe organisation, an entity to which the Child Safe Standards apply must have:

1. Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.
2. A child safe policy or statement of commitment to child safety.
3. A code of conduct that establishes clear expectations for appropriate behaviour with children.
4. Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
5. Processes for responding to and reporting suspected child abuse.
6. Strategies to identify and reduce or remove risks of child abuse.
7. Strategies to promote the participation and empowerment of children.

SCOPE AND AUDIENCE

The policy applies to all staff, volunteers and contractors whether or not they are in direct contact with children. The policy applies across all school settings including camps, excursions, sport and sporting events and in the use of digital technology and social media.

STATEMENT OF COMMITMENT

Clifton Hill 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.

Clifton Hill Primary School has zero tolerance for child abuse.

Clifton Hill 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, and the safety of children with a disability.

Every person involved in Clifton Hill 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 is at the forefront of all they do and every decision they make.

VALUING DIVERSITY

At Clifton Hill Primary School we value diversity and do not tolerate discriminatory practices. To achieve this we:

- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children.
- Promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families.
- Promote the safety, participation and empowerment of children with a disability and their families.
- Promote the safety, participation and empowerment of children who identify as LGBTI (Lesbian, Gay, Bisexual, Trans, Gender Diverse and Intersex) or who are gender fluid.
- Promote the safety, participation and empowerment of children with diverse family backgrounds (eg same sex parents, single parents, LGBTI parents)

DEFINITIONS

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 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.

PROCEDURES

This section outlines the following procedures:

- Recruitment
- Supporting staff
- Reporting a child safety concern or complaint
- Risk management



- Empowering children
- Confidentiality and privacy

RECRUITMENT

Clifton Hill Primary School applies best practice in recruitment and screening of staff and volunteers. Advertised positions include our commitment to Child Safety. All applicants for positions at Clifton Hill Primary School are informed of the school's Child Safety Policy and Code of Conduct. All prospective staff and volunteers are required to undergo National Criminal History Records check and maintain a valid Working with Children Check.

SUPPORTING STAFF

A Code of Conduct has been developed to provide guidance to staff and volunteers. New staff undertake a comprehensive induction program, including an introduction to Clifton Hill Primary School's Code of Conduct and Child Safe Policy. Ongoing induction and training is provided for staff in child safety including how to recognise and respond to child abuse. Every year school staff are allocated time within the meeting schedule to complete the Mandatory Reporting eLearning Module.

At Clifton Hill Primary School, Professional Development is provided to empower staff to assist children in identifying situations where they might feel unsafe, identifying situations and feelings of risk, and how to seek assistance from trusted adults. Staff are assisted to locate, develop and deliver appropriate curriculum to educate students in the following areas:

- Standards of behaviour for students attending the school
- Healthy and respectful relationships (including sexuality)
- Resilience
- Child abuse awareness and prevention

REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

All school staff members have a moral and legal obligation and a Duty of Care to protect any child under their care from foreseeable harm. Clifton Hill Primary 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. All school staff members must respond to any reasonable suspicion that a child has been, or is at risk of being abused. This includes abuse that has, or is suspected to have taken place within or outside school grounds or hours.

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
- Someone else has raised a suspicion of abuse but is unwilling to report it
- Observing suspicious behaviour.

Any reasonable suspicion must be reported following the *Four Critical Actions for Schools*, outlined in the attached document *Responding to Incidents, Disclosures and Suspicions of Child Abuse* (Appendix 1).

At Clifton Hill Primary School, any instances of suspected child abuse must be taken to the Principal.

RISK MANAGEMENT

In order to assess, identify and document risks to child safety in school environments, Clifton Hill Primary School has developed a Child Safety Risk Management Plan outlining strategies for managing risk (Appendix 2). Risk management strategies are reviewed annually by the School Leadership Team.

EMPOWERING CHILDREN

This policy is intended to empower children who are vital and active participants in our organisation. 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. As part of our curriculum, we address personal safety, healthy and respectful relationships, building safety networks and how students can tell someone they are being harmed.

The rights and responsibilities of students at Clifton Hill Primary School are outlined in our Student Engagement Policy.

CONFIDENTIALITY AND PRIVACY

Clifton Hill Primary School collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. All personal information considered or recorded will respect the privacy of the individuals involved, whether they are 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.

RELATED POLICIES AND DOCUMENTS

Appendix 1 – *Responding to Incidents, Disclosures and Suspicions of Child Abuse*

Appendix 2 – Child Safety Risk Management Plan

Student Engagement Policy



Clifton Hill Primary School Code of Conduct

POLICY REVIEW

This policy was ratified by the Clifton Hill Primary School Council on *** and is due to be reviewed in 2021.



APPENDIX 1: Responding to Incidents, Disclosures and Suspicions of Child Abuse

PROTECT



Education
and Training

Responding to suspected child abuse: template for Victorian schools

when to use this template?

School staff should use this template to document any incident, disclosure or suspicion that a child has been, or is at risk of being abused. This template should be used in conjunction with the following: Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse.

Completing this template should not impact on reporting times. If a child is in immediate danger, school staff should report immediately to Victoria Police.

Whilst you may need to gather the information to make a report, remember it is not the role of school staff to investigate abuse, leave this to Victoria Police and/or DHHS Child Protection.

Why record this information?

When completing this template your aim should be to provide as much information as possible. This information will be critical to any reports and may be sought at a later date if the matter is the subject of Court proceedings. These notes may also later assist you if you are required to provide evidence to support any decisions.

It is a requirement under **Ministerial Order No. 870- Child Safe Standards- Managing the risk of child abuse in schools** for schools to keep clear and comprehensive notes on all observations, disclosures and other details that led them to suspect the abuse.



Responding to an Incident, Disclosure or Suspicion of Child Abuse

PLEASE NOTE: IF YOU ARE MAKING A REPORT TO DHHS CHILD PROTECTION OR VICTORIA POLICE YOU MUST SEEK ADVICE BEFORE CONTACTING PARENTS/CARERS SO AS NOT TO COMPROMISE ANY INVESTIGATION OR PLACE A CHILD AT FURTHER RISK

STAFF MEMBER LEADING THE RESPONSE

NAME:

OCCUPATION:

LOCATION (SCHOOL ADDRESS):

RELATIONSHIP TO CHILD:

critical action 1: immediate response to an incident

If anyone is in immediate danger school staff should report immediately to Victoria Police on 000.

See action 1 of [Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

RESPONDING TO AN EMERGENCY

DID THE CHILD REQUIRE FIRST AID? PROVIDE DETAILS IF 'YES':

WHO ADMINISTERED THIS? (NAME AND TITLE)

DID THE CHILD REQUIRE FURTHER IMMEDIATE MEDICAL ASSISTANCE?

CURRENT LOCATION AND SAFETY STATUS:

E.G. ARE ALL IMPACTED STUDENTS SAFE AND NOT IN ANY IMMEDIATE DANGER?

IF A CHILD IS IN IMMEDIATE DANGER SCHOOL STAFF SHOULD REPORT IMMEDIATELY TO VICTORIA POLICE ON 000



DETAILS OF PERSONS ALLEGED TO HAVE COMMITTED THE ABUSE (IF KNOWN)

NAME:

GENDER

DATE OF BIRTH:

RELATIONSHIP TO CHILD:

NOTHING IF THEY ARE WITHIN THE SCHOOL OR WITHIN THE FAMILY AND COMMUNITY (THIS WILL IMPACT ON WHO YOU REPORT TO)

ADDRESS:

CONTACT DETAILS:

critical action 2: reporting

See Action 2 of [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#)

REPORTING TO AUTHORITIES

TICK THE AUTHORITIES YOU HAVE REPORTED TO:

- VICTORIA POLICE
- DHHS CHILD PROTECTION
- CHILD FIRST
- DECISION NOT TO REPORT

IF YOU'VE DECIDED NOT TO REPORT, LIST YOUR REASONS HERE. ALSO INCLUDE ANY FOLLOW-UP ACTIONS UNDERTAKEN BY YOU BELOW:

PROVIDE DETAILS OF YOUR INTERNAL DISCUSSIONS TO EITHER OF THE FOLLOWING:

GOVERNMENT SCHOOL STAFF MUST REPORT TO SECURITY SERVICES UNIT AND ALSO TO THE EMPLOYEE CONDUCT BRANCH IF THE INCIDENT, DISCLOSURE OR SUSPICION INVOLVES A STAFF MEMBER, CONTRACTOR OR VOLUNTEER.

CATHOLIC SCHOOL STAFF MUST REPORT TO THEIR CATHOLIC DIOCESAN EDUCATION OFFICE

DATE:

TIME:



critical action 3: contacting parents/carers

See Action 3 of [Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#)

ACTIONS TAKEN

PROVIDE DETAILS OF YOUR DISCUSSION WITH PARENTS/CARERS (IF APPROPRIATE):

SCHOOL STAFF MUST CONSULT WITH VICTORIA POLICE AND/OR DHHS CHILD PROTECTION TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS, IF IT IS, PARENTS MUST BE CONTACTED AS SOON AS POSSIBLE (PREFERABLY ON THE SAME DAY OF THE INCIDENT, DISCLOSURE OR SUSPICION).

HAVE YOU SOUGHT ADVICE FROM DHHS CHILD PROTECTION OR VICTORIA POLICE?

- NO
 YES

IS IT APPROPRIATE TO CONTACT PARENT/CARER

- NO
 YES

LIST REASONS IF IT IS NOT APPROPRIATE TO CONTACT PARENT/CARER:

IF CONTACTING PARENT/CARER, PROVIDE THE FOLLOWING DETAILS:

NAME OF STAFF MEMBER MAKING THE CALL:

NAME OF PARENT/CARER RECEIVING THE CALL:

DISCUSSION OUTCOMES:



CRITICAL ACTION 4: PROVIDING ONGOING SUPPORT

See Action 4 of Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

PLANNED ACTIONS

INCLUDE DETAIL ON WHAT FOLLOW-UP ACTIONS HAVE OCCURRED TO SUPPORT THE STUDENT (FOR EXAMPLE, REFERRAL TO WELLBEING PROFESSIONALS AND OTHER SPECIALISED SERVICES, THE CONVENING OF A STUDENT SUPPORT GROUP AND DEVELOPMENT OF SUPPORT PLANS):

FOLLOW UP ACTIONS

SUPPORT:

REFERRALS(S):



PROCESS OF REVIEW

COMPLETE THIS SECTION BETWEEN 4-6 WEEKS AFTER AN INCIDENT, SUSPICION OR DISCLOSURE OF ABUSE IN CONJUNCTION WITH YOUR SCHOOL LEADERSHIP TEAM.

THIS WILL SUPPORT YOU AND YOUR SCHOOL TO CONTINUE TO PROTECT CHILDREN IN YOUR CARE AND TO REFLECT ON YOUR PROCESSES AND THE NEED FOR ANY FOLLOW-UP ACTION.

SAFETY AND WELLBEING

CURRENT SAFETY AND WELLBEING OF THE CHILD

IS THE CHILD SAFE FROM ABUSE AND HARM?

- NO
 YES

IF NOT CONSIDER THE NEED TO MAKE A FURTHER REPORT

DOES THE CHILD HAVE ANY WELLBEING ISSUES THAT ARE NOT CURRENTLY BEING ADDRESSED?

- NO
 YES

IF SO, CONSIDER HOW THESE CAN BE ADDRESSED AND CAPTURED WITHIN A STUDENT SUPPORT PLAN

CURRENT WELLBEING OF OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE

ARE THERE ANY OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE?

- NO
 YES

IF SO HAVE THEIR WELLBEING NEEDS BEEN MET

- NO
 YES

IF SO, CONSIDER HOW THESE CAN BE ADDRESSED AND CAPTURED WITHIN A STUDENT SUPPORT PLAN

CURRENT WELLBEING OF IMPACTED STAFF MEMBERS

DOES THE STAFF MEMBER WHO MADE THE REPORT/ WITNESSED THE INCIDENT, FORMED A SUSPICION OR RECEIVED A DISCLOSURE REQUIRE ANY SUPPORT?

- NO
 YES

IF SO HAS THIS BEEN RECEIVED?

- NO
 YES



REVIEW OF ACTIONS TAKEN

HAVE SCHOOL STAFF FOLLOWED THE FOUR CRITICAL ACTIONS FOR SCHOOLS: RESPONDING TO INCIDENTS, DISCLOSURES OR SUSPICIONS OF CHILD ABUSE?

WAS AN APPROPRIATE DECISION MADE IN RELATION TO WHEN TO ACT?

- NO
 YES

COULD THE SUSPECTED ABUSE HAVE BEEN DETECTED EARLIER?

- NO
 YES

ACTION 1

DID THE SCHOOL TAKE APPROPRIATE ACTION IN AN EMERGENCY?

- NO
 YES

ACTION 2

WAS A REPORT MADE TO THE APPROPRIATE AUTHORITIES AND INTERNALLY?

- NO
 YES

WERE SUBSEQUENT REPORTS MADE IF NECESSARY?

- NO
 YES

ACTION 3

DID THE SCHOOL CONTACT THE PARENTS/CARERS ASAP?

- NO
 YES

HAVE THE PARENTS CONTINUED TO BE ENGAGED IF APPROPRIATE?

- NO
 YES

ACTION 4

HAS THE SCHOOL PROVIDED ADEQUATE SUPPORT FOR THE STUDENT?

- NO
 YES

HAS A STUDENT SUPPORT PLAN BEEN ESTABLISHED, IMPLEMENTED AND REVIEWED?

- NO
 YES

HAS A STUDENT SUPPORT GROUP BEEN ESTABLISHED?

- NO
 YES

WAS THE STUDENT APPROPRIATELY SUPPORTED IN ANY INTERVIEWS?

- NO
 YES

HAVE ANY COMPLAINTS BEEN RECEIVED?

- NO
 YES

HAVE THE COMPLAINTS BEEN RESOLVED?

- NO
 YES



Appendix 2 – Child Safety Risk Management Plan

PROTECT



Education and Training

Child Safe Standard 6: Risk 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	Very High	<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	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures Performance management procedures	Unlikely	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – eLearning mandatory reporting module conducted annually 	Assistant Principal (PD), School Council Chair	Low
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	High	<ul style="list-style-type: none"> Refresher training for staff – eLearning mandatory reporting module conducted annually 	Assistant Principal (PD), School Council Chair	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes in place to require: <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety 	Principal, School Council Chair	Low
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 	Principal, School Council Chair	Low
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 Child safety concerns added to excursion risk register 	Principal, School Council Chair	Low
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors 	Principal, School Council Chair	Low