

## Gunbower Primary School

# 2019 CHILD SAFE STANDARDS



*Learning For Life*



## POLICY STATEMENT

### CHILD SAFE STANDARDS

The Victorian Government is committed to the safety and wellbeing of all children and young people. The Child Safe Standards are compulsory minimum standards for all Victorian early childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect. There are seven standards. They are:

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

At Gunbower Primary School we have existing policies and procedures that aim to keep children safe. We have now incorporated The Child Safe Standards to ensure that we provide a solid framework and focus to improve our policy and practices around child safety. Our Child Safe Standards will support the school to embed a culture of no tolerance for child abuse and, where necessary, to respond appropriately.

## STANDARD 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements

### Rationale/Overview

Leadership must take a preventative, proactive and participatory approach to child safety issues. The safety and wellbeing of children at Gunbower Primary School is a paramount consideration when developing activities, policies and management practices.

'Ministerial Order 870 identifies five elements that schools have to satisfy to meet the requirements of Child Safe Standard One. They are: developing strategies, allocating roles and responsibilities, informing the school community, putting the strategies into practice, and periodic review.'

### Implementation

- Leadership
  - Is responsible for embedding a culture of child safety at Gunbower Primary School.
  - Will take the lead in developing, implementing and embedding the seven Child Safe Standards in the school. The Standards are:
    - Embed an organisational culture of child safety
    - Implementing a child safe policy
    - Develop a code of conduct that establishes clear expectations for appropriate behaviour with children

- Ensure the screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
  - Clarify processes for responding to and reporting suspected child abuse
  - Strategies to identify and reduce or remove risks of child abuse
  - Promote the participation and empowerment of children.
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- All allegations of child abuse and child safety concerns will be treated very seriously. This includes complying with all legal requirements, including reporting suspicions of child abuse to police and/or child protection.
  - The school will implement an on-going approach to prevent, detect and respond to child abuse risks. This includes a risk management strategy and policy that sets out how Gunbower Primary School identifies, assess, and takes steps to reduce or remove child abuse risks.
  - A Child Safe Policy that outlines the school's commitment to promoting children's wellbeing and protecting children from abuse is in place
  - The school has in place a code of conduct that specifies the standards of conduct and care required when working and interacting with children. The Student Code of Conduct will also highlight and encourage appropriate behaviour between children and further standards for visitors, volunteers, parents and staff.
  - All reasonable steps to ensure that the most suitable and appropriate people to work with children are employed or allowed to act as volunteers in the school will be taken. This could include Working with Children Checks, face-to-face interviews and detailed reference checks from previous employers, including from the applicant's most recent line manager.
  - All volunteers and employees who work with children will have ongoing supervision, support and training so that their performance is developed and enhanced to help protect children from abuse.
  - Recognising and promoting inclusion
  - Student voice as part of decision-making will be fostered eg: Junior School Council, Student Leaders, Code of Conduct etc.
  - **If you believe a child is at immediate risk of abuse phone 000.**

## STANDARD 2: Child Safety Policy/Statement of Commitment to Child Safety

### Purpose

Gunbower Primary School's Child Safety 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.

### Scope

This policy applies to all staff, volunteers, and contractors at the school, whether or not they work in direct contact with children or young people.

The policy will apply to the school environment, 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 locations used for school camps, sporting events, excursions, competitions and other events).

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
  - serious emotional or psychological harm; and
- serious neglect of a child.

### *Child-connected work*

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*

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 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*

School staff means 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)
- a minister of religion.

### *Rationale/Overview*

Gunbower 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.

Gunbower Primary School has zero tolerance for child abuse.

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

### *Gunbower Primary School's principles for child safety.*

In its planning, decision-making and operations Gunbower Primary School will:

- Take a preventative, proactive and participatory approach to child safety;
- Value and empower children to participate in decisions which affect their lives;
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
- Respect diversity in cultures and child rearing practices while keeping child safety paramount;
- Provide written guidance on appropriate conduct and behaviour towards children;

- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
- 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 issues;
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk;
- Value the input of and communicate regularly with families and carers.

### A child safe culture

Gunbower Primary School's culture encourages staff to raise, discuss and scrutinise child safety concerns. This makes it more difficult for abuse to occur and remain hidden. \* Student Wellbeing and Safety is an agenda item at weekly staff meetings.

All child safety documents, including this policy, the Child Safety Code of Conduct, the school's Child Safety Reporting Obligations Policy and Procedures, [Identifying and Responding to All Forms of Abuse in Victorian Schools](#) and the [Four Critical Actions for Schools](#) are readily available online and in hard copy from the school office for all staff and students to read at any time.

As part of Gunbower Primary School's child safe culture, **school leadership** will:

- Ensure that child safety is a regular agenda item at school council 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 Gunbower Primary School's child safe culture, **the Principal, school teaching staff, aides and business manager** 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 Reporting Obligations Policy and Procedures on induction, and maintain familiarity with that document
- Read the school's Child Safety Policy on induction, and maintain familiarity with that document.

School leadership will maintain records of the above processes.

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

- Act in accordance with the school's Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour
- Act in accordance with the Child Safety Reporting Obligations Policy and Procedures at all times, including following the [Four Critical Actions for Schools](#) where necessary
- Act in accordance with their legal obligations (more information at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\\_SchoolsGuide.pdf](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)), 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, 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 school leadership roles)
- Organisational duty of care (applies to the school as an organisation).

### Roles and responsibilities

School leaders and managers 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, which sets out clearly the difference between appropriate and inappropriate behaviour.

Specific child safety responsibilities:

- Judith Martin (Principal) is responsible for reviewing and updating the Child Safety Policy every 2 years.
- Judith Martin (Principal) is responsible for monitoring the school's compliance with the Child Safety Policy.
- Judith Martin (Principal) is responsible for informing the school community about this policy, and making it publicly available.
- Other specific roles and responsibilities are named in Gunbower Primary School's other child safety policies and procedures, including the Code of Conduct, Child Safety Reporting Obligations Policy and Procedures, and risk assessment register.

### Human resources recruitment practices

Gunbower Primary 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, including:

- 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
- All prospective staff and volunteers are required to maintain a valid Working with Children Check (a file of staff and volunteers' WWCC are kept on file). Parents are encouraged to have a WWCC through the newsletter and all activities involving parent volunteers requires a current WWCC.
- All position descriptions for jobs that involve child-connected work with our school include the job's requirements, duties and responsibilities with respect to child safety and the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety
- We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety. Job advertisements for child-connected work include a link to the school's Code of Conduct, which is publicly available on our website
- We carry out verbal reference checks with at least two referees to verify job applicants' history of and suitability for working with children. Our school also requires applicants for child-connected jobs to provide proof of personal identity and any professional or other qualifications.

### 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 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. This is done annually.

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 children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be inducted into the school and 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 through the Principal or directly to DHHS Child Protection and/or Victoria Police, depending on the severity and urgency of the matter.

### **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 must follow the school's Child Safety Reporting Obligations 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 the DHHS Child Protection/Victoria Police 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.

Gunbower 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 Reporting Obligations Policy and Procedures. In accordance with Action 4 of the Four Critical Actions for Schools, Gunbower Primary School will provide ongoing support for students affected by child abuse.

The Child Safety Reporting Obligations Policy and Procedures can be found on the school's website [www.gunbowerps.vic.gov.au](http://www.gunbowerps.vic.gov.au) or from the school office. A master copy is available on the Policy Wall in the Staffroom.

### **Risk reduction and management**

Gunbower Primary 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.

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.

Gunbower Primary School will ensure that it keeps, reviews and continually updates a risk assessment register, including the actions the school will take to reduce or remove the identified risks. The risk assessment register is included within this document.

### **Listening to, communicating with and empowering 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. 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. The "Trusty 5" activity is done annually with all students at the school (refer to appendix).

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, where 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 shared with the students at Gunbower Primary School annually
- 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 (including Respectful Relationships) to deliver appropriate education to its students about:

- standards of behaviour for students attending the school (including our 4 whole school expectations);
- healthy and respectful relationships (including sexuality);
- resilience; and
- child abuse awareness and prevention.

### 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 (available on our school's website or from the school office).

### Policy evaluation and review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed 2 years. The review will include input from students, parents/carers and the school community.

Judith Martin (Principal) is responsible for reviewing and updating the Child Safety Policy every 2 years.

### Related policies and documents

Related policies and documents include:

- Code of Conduct (included within this document)
- Procedures for responding to and reporting allegations of suspected child abuse (included within this document)
- Risk assessment register: (included within this document)
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [School Policy and Advisory Guide – Duty of Care](#)
- [School Policy and Advisory Guide – Child Protection Reporting Obligations](#)

## STANDARD 3: Code of Conduct

### Rationale/Overview

Gunbower Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and

enriching environment that respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal of Gunbower Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal of Gunbower Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

The Code of Conduct will be reviewed by staff annually and published annually in the school newsletter. The Principal will ensure that all unacceptable behaviours are dealt with in an appropriate and timely manner.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

#### Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, **we are responsible for supporting and promoting the safety of children by:**

- upholding the school's statement of commitment to child safety at all times (as outlined in Standard 2)
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's Principal
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

#### Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we **must not:**

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate

- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter.
- photograph or video a child in a school environment except in accordance with school policy <sup>1</sup> or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy <sup>2</sup> or take illicit drugs under any circumstances.

1: From SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> The policy says the school should get consent before taking and publishing photos of a student.

2: From SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx> The policy says the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members should not consume alcohol during camps and excursions.

## **STANDARD 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel**

### **Rationale/Overview**

Gunbower Primary School fosters a culture of openness and inclusiveness. Robust human resources practices are in place to include the recruitment, training and supervision of all personnel.

### **Implementation**

#### **Human Resource Practices at Gunbower Primary School will include:**

- All staff to have clearly stated roles and to be fully informed about Child Safe Practices.
- The school principal as an on-going Child Safety Officer.
- Induction and ongoing training for all staff including support and information for new staff when they begin their role, and training updates as required for existing staff.

#### **Recruitment Guidelines:**

Gunbower Primary School will follow Department of Education and Training guidelines when employing any staff. Merit and equity will be adhered to at all levels of the employment process at all times. These guidelines include specific information on:

- Selection criteria in job descriptions
- Advertising
- Face-to-face interviews including behavioural-based questions and questions about motives for wanting to work with children
- Working with Children Checks
- Reference checks over the telephone with recent line managers
- Probation periods.

#### **Training and Induction:**

Employees and volunteers working with children need to receive training in the following areas:

- Identifying, assessing and reducing or removing child abuse risks
- Gunbower Primary School's policies and procedures (including the Code of Conduct and Statement of commitment to child safety)

- Legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks where required
- How to handle a disclosure or suspicion of abuse
- Cultural awareness training.

### **Supervision**

The supervision of all employees and volunteers is to ensure children are protected from abuse and improves accountability and performance. To help ensure correct practice:

- No staff member or volunteer is to be in a room alone with a child
- Two staff members are recommended when assisting a child with a disability
- New employees and volunteers will be supervised regularly to ensure they are implementing their role effectively, are improving skills, as well as to ensure their behaviour towards children is 'Child Safe' appropriate. Any warning signs should be reported through appropriate channels.
- Staff or volunteers who breach any element of the Child Safe Standards Code of Conduct could face disciplinary procedures.

## **STANDARD 5: Processes for responding to and reporting suspected child abuse**

### **Rationale/Overview**

Gunbower Primary School is committed to embedding practices to ensure a child safe culture.

### **Implementation**

Responding to and reporting suspected child abuse should follow the **Child Safety Reporting Obligations Policy and Procedures**. This document includes agreed processes for staff responding to and reporting allegations of child abuse. All staff are given a copy of this document annually and a refresher of its contents is also done annually.

## **STANDARD 6: Strategies to identify and reduce or remove risks of child abuse**

### **Rationale/Overview:**

The school is required to develop, implement, monitor and evaluate risk management strategies to ensure child safety in all school environments.

### **Implementation:**

#### **Strategies to identify and reduce or remove risks of child abuse:**

The Gunbower Primary School, School Council will develop and implement risk management strategies regarding child safety in all school environments. Some of these strategies will include:

- Embedding an organisational culture of child safety, through effective leadership arrangements
- Developing a Child Safe Policy including a Statement of Commitment to Child Safety
- Developing a Code of Conduct that establishes clear expectations for appropriate behaviour with children
- Implementing human resource practices that reduce the risk of child abuse by new and existing personnel
- Developing processes for responding to and reporting suspected child abuse
- Implementing the use of the risk assessment below to identify and reduce or remove risks of child abuse
- Implementing strategies to promote the participation and empowerment of children.

**CHILD SAFE STANDARD 6: Risk Assessment**

<b>Risk Event or Environment</b>	<b>Existing risk management strategies or existing controls</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Current risk rating</b>	<b>New risk management strategies or treatments</b>	<b>Who is responsible?</b>	<b>Target risk rating</b>
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 Statement of commitment to child safety is publicly available (on School website)	Possible	Severe	Extreme	• Strategies to embed organisational culture of child safety are reviewed	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 Refresher training for staff – eLearning mandatory reporting module	Unlikely	Severe	High	• Strategies to embed organisational culture of child safety are reviewed	Principal, School Council Chair	Low
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety	Possible	Major	High		Principal, School Council Chair	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
	Clear child safety reporting procedures Annual refresher training for staff – eLearning mandatory reporting module						
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> <li>• Criminal history search</li> <li>• Pre-employment reference check includes asking about child safety</li> </ul>	Principal, School Council Chair	Low
Engagement with children online	Child safety Code of Conduct Strategies developed to embed culture of child safety Train students and staff to detect inappropriate behaviour (annual cyber safety focus across school)	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>• Ensure appropriate settings on all student technologies</li> </ul>	Principal, School Council Chair	Low
Unknown people and environments at	Child safety Code of Conduct	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>• Assessment of new or changed</li> </ul>	Principal, School	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
excursions and camps	Strategies developed to embed culture of child safety Clear child safety reporting procedures Risk assessment done for all camps			Medium	environments for child safety risks <ul style="list-style-type: none"> <li>Ensure Code and strategies apply in all school contexts</li> </ul>	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"> <li>Refresher training for frequent contractors</li> </ul>	Principal, School Council Chair	Low

## **STANDARD 7: Strategies to promote the participation and empowerment of children**

### **Rationale/Overview:**

Gunbower Primary School has a whole school approach to the empowerment and participation of students. Child Safe Standard 7 requires schools to develop strategies to deliver appropriate education about the following:

1. standards of behaviour for students attending the school;
2. healthy and respectful relationships (including sexuality);
3. resilience; and
4. child abuse awareness and prevention.

### **Implementation**

Gunbower Primary School provides strategies and explicit teaching to promote empowerment and participation in the following ways:

#### **1. Standards of behaviour for students attending the school**

- Our Student Wellbeing and Engagement Policy/Attendance Policy/Digital Technologies Policy articulates the expectations and aspirations of our school community including strategies to address attendance, bullying, cyberbullying and behaviour expectations.
- Our school wide expectations of Be Responsible, Be Respectful, Be Safe and Be a Learner are clearly displayed throughout the school and are a focus of our everyday interactions and whole school assemblies.
- Restorative practice is used to support relationships across the school community.
- Classroom agreements are negotiated and established within each classroom at the start of the school year. They include classroom rules, expectations and consequences.

#### **2. Healthy and respectful relationships (including sexuality)**

- Health and Wellbeing is both explicitly taught and fully integrated into our curriculum across the whole school.
- The Respectful Relationships program is explicitly taught each week across the school.
- Grade 4-6 students are taught sex education by a fully qualified nurse who visits bi-annually.
- All students participate in activities run by the Life Education Van that visits bi-annually.
- Gunbower Primary has an active Junior School Council that promotes inclusion, engagement and student voice.
- The school operates a rolling program of student leadership where every Grade 6 students has the opportunity to lead throughout the year.
- All students are actively involved in buddy activities and these are organised regularly throughout the year. These events include but are not limited to activities that are led by Grade 6 students.

#### **3. Resilience**

- Weekly Wellbeing sessions are taught across the school, and building resilience is an integral part of this. Resources used to implement this include, but are not limited to the use of the Respectful Relationships program.

#### **4. Child abuse awareness and prevention**

- Regular training, retraining, induction of people who work with students at Gunbower Primary to ensure they understand and meet the requirements of the Child Safe Standards.
- Resources used to support child abuse awareness and prevention through our Health Education program include, but are not limited to The Daniel Morcombe Child Safety Curriculum and the Child Wise Personal Safety Education Program.
- Students are explicitly taught about cyber safety through our eSmart curriculum which is a whole school major focus in Term 1 and is addressed in an ongoing manner throughout the year.
- All students and parents sign an Acceptable User Agreement each year as part of our Digital Technologies Policy.

## LINKS

Child Safe Standards: Creating a Child Safe Environment:

<http://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/safeenviro.aspx>

PROTECT Children Website:

<http://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx>

## EVALUATION

This policy was last updated on Monday 9<sup>th</sup> September 2019 and is scheduled for review **September 2021**.

## SCHOOL CONTACT INFORMATION

Address:	PO Box 64 GUNBOWER Vic 3566
Principal:	Judith Martin
School Council President:	Sally Fletcher
Telephone:	54871323
Approved by School Council:	
Email:	gunbower.ps@edumail.vic.gov.au
Web site:	<a href="http://www.gunbowerps.vic.edu.au">http://www.gunbowerps.vic.edu.au</a>

## APPENDIX A

Student-friendly Child Safe Standards information



*Learning for Life*

### The 7 Child Safe Standards



*Learning for Life*

#### **At Gunbower Primary School:**

- 1) All adults work together to make sure children are safe and protected from harm.
- 2) Our Child Safe Policy lets everyone know how much we care about the safety of all children, and what we do to protect them.
- 3) Our Child Safe Code of Conduct lets all adults know how to behave safely with children.
- 4) The adults are carefully chosen, and do special training, to make sure they know how to keep all children safe.
- 5) When children do not feel safe, they tell a trusted adult, and the adult must always help them.
- 6) The adults try to fix or get rid of anything that might hurt children, so that all children are safe.
- 7) All children are taught how to have respectful relationships with others, and how to stay safe.

Trusty 5 Activity

## Keeping Safe: THE TRUSTY 5

Who are your TRUSTY 5?

Your TRUSTY 5 is a list of **5** people different people who you could talk to if you feel unsafe or have a concern.

1. An adult at home
2. A family friend or relative who does not live at home
3. An adult at school
4. A friend
5. Another adult (it could be someone from an after school club you belong to)





## How to use the Department of Education and Training's *Protecting Children – Mandatory and other Reporting Obligations* eLearning module

Protecting the safety and wellbeing of children and young people is everyone's responsibility.

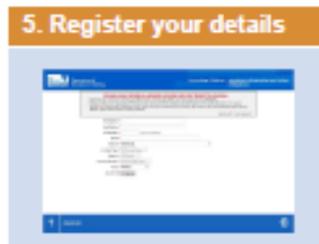
You can access the eLearning module at:

[www.elearn.com.au/det/protectingchildren](http://www.elearn.com.au/det/protectingchildren)

Enter the login details below (not your eduMail login details):

Username: **education**

Password: **employee**



For assistance please contact Department of Education and Training, Wellbeing, Health and Engagement Division on (03) 9637 2481.

