



## Bundoora Primary School

# Child Safety

Date: January 2025



### Help for non-English speakers.

If you need help to understand this policy, please contact the school office on 9467 2601

## Name

Child Safety Policy

## Purpose

The Bundoora Primary School Child Safety and Wellbeing Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

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 school staff, volunteers and contractors whether they work in direct contact with students or not. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

## Definitions

The following terms in this policy have [specific definitions](#):

- child

- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer.

## Statement of commitment to child safety

Bundoora Primary School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

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, queer and asexual (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.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

## Roles and responsibilities

### School leadership team

Our school leadership team (comprising the **principal, assistant principal**, leading teacher and learning specialist) is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

Principals and assistant principals will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing

- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of, and responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

### **School staff and volunteers**

All staff and volunteers will:

- participate in child safety induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures
- act in accordance with our Child Safety Code of Conduct (on the school website).
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures, which is on our school website, including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

### **School council**

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at school council meetings
- undertake annual training on child safety, using the Child Safe Standards School Council Training slide presentation available on [PROTECT](#).
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members
- when hiring school council employees, ensure that selection, supervision, and management practices are child safe. At our school, school council employment duties are delegated to the principal who is bound by this policy.

### **Specific staff child safety responsibilities**

Bundoora Primary School has nominated a child safety champion to support the principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the child safety champion are outlined at [Guidance for child safety champions](#).

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

- The Principal is responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach the Child Safety Champion if they have any concerns about the school's compliance with the Child Safety Policy.
- The Principal is responsible for informing the school community about this policy, and making it publicly available

- Other specific roles and responsibilities are named in 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 Child Safety Risk Register.

Our school has also established a Child Safety and Wellbeing Team. The Child Safety and Wellbeing Team meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing.

Our Leadership Team monitors the Child Safety Risk Register.

## **Child Safety Code of Conduct**

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct, found on our website, also includes processes to report inappropriate behaviour.

## **Managing risks to child safety and wellbeing**

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

## **Establishing a culturally safe environment**

At Bundoora Primary School, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

- Equip staff, students, volunteers and the school community to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and students.
- Adopt measures to ensure racism is identified, confronted, and not tolerated.
- Address any instances of racism within the school environment with appropriate consequences.
- Actively support participation and inclusion in the school by Aboriginal students and their families.
- Ensure school policies, procedures, systems, and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, students, and their families.
- Develop and endorse a policy or statement detailing the strategies and actions the school will take.

## Student empowerment

To support child safety at Bundoora Primary School, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging implementing our whole school approach to Respectful Relationships, our student Code of Conduct, our school values and our school House Team program.

We inform students of their rights through our BPS student code of conduct and our whole school approach to Respectful Relationships and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns at our school reception desk

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

We will also empower our students by:

- Informing students about their rights, including their rights to safety, information, and participation.
- Recognising the importance of friendships and encourage support from peers, to help students feel safe and be less isolated
- Making sure our staff and volunteers:
  - Are attuned to signs of harm ([Identify child abuse | schools.vic.gov.au](https://www.schools.vic.gov.au/identify-child-abuse))
  - Facilitate child-friendly ways for students to express their views, participate in decision-making and raise their concerns
- Developing a culture that encourages participation and responds to what students say
- Giving students opportunities to participate, and respond to their contributions to strengthen confidence and engagement
- Offer students access to sexual abuse prevention programs and related information in an age-appropriate way.
- Developing curriculum planning documents or other documentation that details how the school will address these requirements.

## Family engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at Bundoora Primary School, we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- Making sure families participate in child safety and wellbeing decisions which affect their child.
- Engaging and openly communicating with families and the school community about its child safe approach.

- Making all child safety policies and procedures available for students and parents on the school website. Parent can also request a hard copy of our policies at the reception desk
- Involving families and the school community in developing and reviewing child safety and wellbeing policies and practices.
- Newsletters and Compass newsfeeds will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters will be displayed across the school in every building.

## Diversity and equity

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

Our Student Wellbeing and Engagement Policy, found on our website, provides more information about the measures we have in place to support diversity and equity.

Our school will:

- develop and endorse a policy statement that details the strategies and actions we will take to uphold diversity and equity, that:
  - makes sure school staff and volunteers understand the diverse circumstances of students, and how to provide support, and respond to vulnerable students.
  - Gives students, staff, volunteers and the school community access to information, support, and the complaints processes in ways that are culturally safe, accessible, and easy to understand.
  - Pays particular attention to the needs of :
    - students with disability
    - students from culturally and linguistically diverse backgrounds
    - students who are unable to live at home
    - international students
    - lesbian, gay, bisexual, trans, and gender diverse, intersex, queer, and asexual students
    - aboriginal students and providers and promotes a culturally safe Environment for them.

## Suitable staff and volunteers

At Bundoora Primary school, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

### Staff recruitment

When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- [Recruitment in Schools](#)

- [Suitability for Employment Checks](#)
- [School Council Employment](#)
- [Contractor OHS Management.](#)

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.
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### Staff induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

### Ongoing supervision and management of staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by:

- Making sure job advertisements have clear statements about:
  - the job's requirements, duties and responsibilities regarding child safety and wellbeing.
  - The job occupant's essential or relevant qualifications, experience, and attributes in relation to child safety and wellbeing
- Advising job applicants about the child safety practices of the school, including the Code of Conduct
- Making volunteers aware of the school's Child Safety Policy and Child Safety Code of Conduct.
- Screening volunteers:
  - Sighting, verifying and recording a Working with Children clearance if they verify the person is required to have one of any equivalent background check
  - Considering the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record proof of identity, qualifications, history of working with children, and references.
- Providing an induction to staff, volunteers and contractors engaged in child-related work, regarding child safety and wellbeing that is appropriate to the nature of the role.
- Ensuring that induction addresses the school's:
  - Child Safety Code of Conduct
  - Child Safety Policy
  - Procedures for managing complaints and concerns related to child abuse.
- Making sure staff, governing body members (School Council) and volunteer engaged in child connected work, are aware of their responsibilities for:
  - Children
  - Information sharing and reporting obligations
  - Record keeping obligations

- Providing supervision and people management of staff and volunteers that focuses on child safety and wellbeing.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

We will manage supervision and people management focused on child safety by:

- Conducting a risk assessment (refer to [Standard 9](#)) to determine what level of ongoing supervision and management is necessary, considering the physical layout of your school, any concerns that may have been raised previously and other relevant risk factors
- School leaders regularly walking around classrooms and the school yard.
- Setting out standards for child safety performance in staff contracts and state how performance will be assessed. Include child safety and wellbeing goals in staff professional development plans.
- Including child safety and wellbeing as a regular agenda item for staff meetings at all levels. These items could focus on elements of the school's child safety framework, such as:
  - identifying grooming and other behaviour that could cause harm to a student. Government schools can use the [staff conduct case study](#) (login required) to help staff identify potential grooming behaviours
  - understanding what types of behaviour should be reported to school leaders
  - how to respond to an incident, disclosure or suspicions of child abuse
  - identifying risks in the school's physical and online environment and who to report them to.
- Communicating regularly with staff and volunteers about the child safety and wellbeing, including promoting the school's Child Safety and Wellbeing Policy and Code of Conduct in newsletters and staff updates.
- Conducting formal and informal observations of staff working with children. Provide feedback to staff on how to support student's safety and wellbeing through regular check-ins or as appropriate.
- Assigning a [child safety champion](#) or allocate a staff member responsibility to support the school's implementation of a particular Standard (such as [Child Safe Standard 1](#))
- Ensuring all school leaders know how to manage a staff member whose behaviour raises child safety concerns. This includes:
  - when to escalate concerns
  - what records of conversations to keep
  - how to follow up and monitor staff behaviour after immediate concerns have been addressed.
- Taking early action to provide feedback to staff and correct any concerning or unsafe conduct to prevent harm before it occurs.
- Ensuring systems are in place for recording information on staff conduct and any concerns raised.
- Ensuring staff and volunteers who are nominated to be Child Link Users meet the [pre-requisites to be a Child Link User](#) and that they are complying with the [Child Link Secretary's Guidelines](#), the [Terms of Use of Child Link](#) and any associated user practice guidance.
- Notifying the Department of Education when the User should have their access investigated for a restriction by emailing [ChildLink@education.vic.gov.au](mailto:ChildLink@education.vic.gov.au)



## Suitability of volunteers

All volunteers are required to comply with our Volunteers Policy, found on our website, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

## Child safety knowledge, skills and awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

## School council training and education

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
- Bundoora Primary School child safety and wellbeing policies, procedures, codes and practices

## Complaints and reporting processes

Bundoora Primary School fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy can be found on our school website.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees and homestay providers) must follow our Child Safety Responding and Reporting Obligations Policy and Procedures, found on our website. Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child

or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our Student Wellbeing and Engagement Policy and Bullying Prevention Policy, both found on our website, cover complaints and concerns relating to student physical violence or other harmful behaviours.

## Communications

Bundoora Primary School is committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters around the school
- updates in our school newsletter or on Compass
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school council meetings.

## Privacy and information sharing

Bundoora Primary School collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: [Schools' Privacy Policy](#).

## Records management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: [Records Management – School Records](#)

## Review of child safety practices

At Bundoora Primary School, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

## Related policies and procedures

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Bullying Prevention Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- Complaints Policy

- Digital Learning Policy
- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteers Policy

### Related Department of Education and Training policies

- [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](#)

### Other related documents

- [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](#)

## Policy status and review

The principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/carers and the school community.

## Approval

<b>Created date</b>	<b>January 2025</b>
<b>Consultation</b>	Parent, School Council
<b>Endorsed by</b>	
<b>Endorsed on</b>	January 2025
<b>Next review date</b>	January 2027