

CHILD SAFE POLICY

Our commitment to child safety

Aspendale Gardens Primary School is committed to child safety.

It is our aim to provide an environment where children will be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We will create a child safe and child friendly environment where children feel safe and have fun.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse. All allegations and safety concerns will be treated seriously and when addressing the concerns the school will follow the guidelines outlined in our policies and procedures.

We have legal and moral obligations to contact authorities when we have concerns about a child's safety, which we follow rigorously.

Aspendale Gardens Primary School is committed to preventing child abuse by identifying risks early, and removing and reducing these risks.

Aspendale Gardens Primary School has robust human resources and recruitment practices for all staff and volunteers.

Aspendale Gardens Primary School is committed to regularly training and educating our staff and volunteers on child abuse risks.

We are committed to providing a safe environment for Aboriginal children, children from culturally and/or linguistically diverse backgrounds and to provide a safe environment for children with disabilities.

We have specific policies, procedures and training in place to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

Our children

This policy is intended to empower children who are vital and active participants at Aspendale Gardens Primary School. 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.

We promote diversity and tolerance at Aspendale Gardens Primary School, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are welcome, safe and can participate equally.

Our staff and volunteers

This policy guides our staff and volunteers on how to behave with children at Aspendale Gardens Primary School.

Our staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

Training and supervision

Training and education is important to ensure that everyone at Aspendale Gardens Primary School understands that child safety is everyone's responsibility.

At Aspendale Gardens Primary School it is our aim that all staff and volunteers (in addition to parents/carers and children) feel confident and comfortable when 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.

We support our staff and volunteers to develop their skills to protect children from abuse, 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 updated regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels which may include the Department of Health and Human Services and the Victoria Police.

Recruitment

We employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Aspendale Gardens Primary School understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au) website <www.workingwithchildren.vic.gov.au> for further information

We carry out reference checks to ensure that we are recruiting people of good character. We ensure all teachers are VIT registered when employing which ensures all police checks have been completed.

Fair procedures for personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form¹, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be 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. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative responsibilities

Aspendale Gardens Primary School takes our legal responsibilities seriously, including:

Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.²

Failure to protect: People of authority at Aspendale Gardens Primary School will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.³

Any personnel who are **mandatory reporters** must comply with their duties⁴ and their identity is to remain confidential.

Risk management

In Victoria, organisations are required to protect children when a risk is identified. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments for example, any doors that can lock, and online environments for example, no staff or volunteer is to have contact with a child on private social media sites.

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. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Allegations, concerns and complaints

Aspendale Gardens Primary School takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

- If an adult has a **reasonable belief** that an incident has occurred 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.

Ratified by School Council

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² A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.

Further information about the failure to disclose offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

³ Further information about the failure to protect offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.

⁴ Mandatory reporters (doctors, nurses, midwives, teachers including early childhood teachers, principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

See the Department of Health and Human Services website for information about [how to make a report to child protection](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first) <www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>.