



CHILD SAFETY POLICY

PURPOSE

Keysborough Gardens Primary School Child Safety Policy sets out the school's commitment and approach to creating and maintaining a child safe organisation where children and young people are safe and feel safe and provides the policy framework for the school's approach to the Child Safe Standards.

Keysborough Gardens 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.

Keysborough Gardens Primary School has a commitment to zero tolerance of child abuse.

SCOPE

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

This policy focuses on establishing mechanisms to:

- ensure all children feel safe and supported at school
- prevent child abuse by identifying risks early and removing and reducing these risks
- ensure the processes and procedures are in place to protect children from child abuse
- value and empower children in decision making processes
- ensure all staff (including contractors) volunteers, visitors to the school and parents/carers understand the school's safety guidelines and how to behave appropriately with and towards children
- comply with Ministerial Order No. 870 and the Child Safety Standards
- comply with reporting obligations under child protection law and criminal law

The policy will apply to the school environment (see Definitions section). The policy covers both school hours and outside of school hours.

Definitions

Child abuse

Child abuse includes any act committed against a child involving:

a sexual offence; or

grooming; and

the infliction, on a child, of physical violence; or serious emotional or psychological harm; and serious neglect of a child.

Child-connected work

Child-connected work means work authorised by the school 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); and
- 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:

- employed by the Department of Education and Training in the government teaching service;
- 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); or
- a minister of religion.

STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

Keysborough Gardens 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.

The school is in a multicultural area of South East Melbourne with many of the residents born Overseas, consequently many students have a background where English is a second language (EAL). The School has considered our diverse community in the strategies to embed a culture of child safety.

We are committed to the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability

Keysborough Gardens Primary School's approach to creating and maintaining a child safe school environment is guided by our school philosophy and values.

Keysborough Gardens Primary School's vision is to **ensure that every student is equipped with the knowledge, skills and capabilities necessary to thrive in a rapidly changing and globally connected world.**

Keysborough Gardens Primary School's values are:

Kindness Empathy Gratitude Respect and Excellence.

- We model and demonstrate **Kindness**, and take every opportunity to help others who may be in need.



- We show **Empathy** by considering and understanding how someone else is feeling, by “putting ourselves in someone else’s shoes.”
- We demonstrate **Gratitude** by appreciating and valuing the people and things we have in our life.
- We **Respect** ourselves, our school and each other, and understand that our attitudes and behaviours have an impact on the people around us.
- We strive for **Excellence**, by trying our hardest and doing our personal best.
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These values guide how we teach, learn and interact at our school and within our Keysborough Gardens school community.

Keysborough Gardens Primary School has zero tolerance for child abuse.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly students who are vulnerable due to age, family circumstances, abilities, or indigenous, cultural, or linguistic background.

Every person involved in Keysborough Gardens Primary School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

We support and respect all children as well as our staff and volunteers. Keysborough gardens Primary School is committed to providing a child safe environment where children and young people feel safe, and their voices are heard when decisions are made that affect their lives..

We want all children at this school to be safe, happy and empowered. Every person involved in Keysborough Gardens 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.

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

CHILD SAFETY PRINCIPLES

In its planning, decision-making and Keysborough Gardens Primary School will:

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



8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.

POLICY

A child safe culture

Keysborough Gardens Primary School culture encourages staff, students, parents and the school community to raise, discuss and scrutinise child safety concerns. This makes it more difficult for abuse to occur and remain hidden.

All child safety documents, including this policy, the school's 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 at the school's reception for all staff and students to read at any time.

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

- Act in accordance with the school's Child Safety Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour.
- Act in accordance with the Child Safety 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, including:
 - Failure to disclose offence (applies to all adults);
 - Duty of care (applies to all school staff);
 - Mandatory reporting obligations (applies to all mandatory reporters, including teachers, principals, registered psychologists, and registered doctors and nurses);
 - Failure to protect offence (applies to a person in a position of authority within the school);
 - Reportable conduct obligations (applies to school leadership roles);
 - Organisational duty of care (applies to the school as an organisation);
 - For more information on these obligations, see:
https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf.

As part of Keysborough Gardens Primary School 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 Keysborough Gardens Primary School child safe culture, **school mandatory reporting staff** are required to:

- Complete the [Protecting Children – Mandatory reporting and other obligations](#) online module every year.
- Read the school's Child Safety Code of Conduct on induction, and maintain familiarity with that document.



- Read the school's Child Safety Reporting Obligations Policy and Procedures on induction, and maintain familiarity with that document.
- Read the school's Child Safety Policy (this document) on induction, and maintain familiarity with that document.

Principal will maintain records of the above processes.

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

Specific child safety responsibilities:

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

Recruitment

Keysborough Gardens Primary School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the Department's website at the following link: <https://www.education.vic.gov.au/hrweb/careers/Pages/recruitinsch.aspx>

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

Training and supervision

Training and education is important to ensure that everyone in the school understands that child safety is everyone's responsibility.

Our school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in coming forward with any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse. This training occurs annually or more often as required.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse, to promote the cultural safety of Aboriginal and Torres Strait Islander children and children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

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 reviews to ensure their continuing suitability for child-connected work. Any inappropriate behaviour will be reported to the Principal or Assistant Principal and will be managed



in accordance with Keysborough Gardens Primary School Child Safety Responding and Reporting Policy and Procedures where required.

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 Responding and 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 DHHS Child Protection/Victoria Police or another appropriate agency
- notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.
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Keysborough Gardens Primary School will never prohibit or discourage school staff from reporting an allegation of child abuse.

The school will always take action to respond to a complaint in accordance with the school's Child Safety Responding and Reporting Obligations Policy and Procedures. In accordance with Action 4 of the Four Critical Actions for Schools, Keysborough Gardens Primary School will provide ongoing support for students affected by child abuse.

The Child Safety Responding and Reporting Obligations Policy and Procedures can be found on the Keysborough Gardens Primary School website.

Risk reduction and management

Keysborough Gardens Primary School believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes, found in the risk assessment register.

The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.

We will identify and mitigate the risks of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment and the characteristics and needs of all children expected to be present in that environment.

Keysborough Gardens 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.

Listening to, communicating with and empowering children

Keysborough Gardens Primary 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.

Students can access information on how to report abuse at school reception or via a trusted member of staff.



Keysborough Gardens Primary School

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 available for the students at Keysborough Gardens Primary School to read
- 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 to deliver appropriate education to its students about:

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

Keysborough Gardens Primary School will deliver

- Esmart curriculum (including iparent information) [eSmart Schools](#)
- [Bully Stoppers](#)
- [Respectful Relationships](#)
- sexuality education [Sexuality teaching programs](#)

Communications

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

- Ensuring that the Child Safety Policy (this document), Code of Conduct, and the Child Safety Responding and Reporting Obligations Policy and Procedure are available on the school website
- Once per term reminders in the school newsletter of our school's commitment to child safety
- Ensuring that child safety is a regular agenda item at school council meetings and staff meetings for discussion
- Ensuring out of school hours programs are aware of our Child Safety commitment, policies and procedures.
- Parent information sessions and through digital communications including the Compass communications portal.

Confidentiality and privacy

This school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. The principles regulating the collection, use and storage of information is included in the Department of Education and Training's Schools' Privacy Policy available at the following link: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>



RELATED POLICIES AND DOCUMENTS

Related policies and documents include:

- School's Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedures [Child Safety Policy](#)
- Schools risk assessment register
- [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.](#)

POLICY EVALUATION AND REVIEW

Policy last reviewed	Dec 2019
Approved by	School Council
Next scheduled review date	Dec 2023