



# CHILD SAFE POLICY

## **Purpose:**

The Child Safe policy sets out the school's approach to creating a child safe organisation where children and young people are safe, feel safe and provides the policy framework for implementing the Child Safe Standards.

## **Scope & Audience**

This policy will apply to all staff, volunteers, contractors, whether or not they work in direct contact with children or young people.

This policy will apply across all learning environments, ie camps, community access and outside of school hours.

## **Statement of Commitment to Child Safety**

Glenallen 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.

Glenallen School has zero tolerance for child abuse.

Glenallen School is committed to providing a child safe environment where children and young people are safe and feel safe, and their rights are considered when decisions are made that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, and most importantly for Glenallen School the safety of children with a disability.

Every person involved at Glenallen 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.

In our planning, decision-making and operations Glenallen 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 are supported with alternative communication methods to express their concerns 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
10. Value the input of and communicate regularly with families and carers.

## **Good Leadership and Governance**

The child safe standards require all organisations that provide services for children to have strategies to embed an organisational culture of child safety, including effective leadership arrangements. Protecting children is everyone's responsibility, and an organisation's leadership is essential to instilling a child safety culture. Leadership must take preventative, proactive and participatory approach to child safety issues.

The school will create a child safety officer / leader position or role in the school to oversee the Action Plan.

..\Roles & Responsibilities\R&R Child Safety Officer.doc

## **Policy & Procedures:**

Policies and procedures outlining Glenallen School's approach to the Child Safe Standards are outlined below:

### **A Child Safe culture**

The school's culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden. Please refer to the following school policies & procedures on the School Public Drive:

- School Philosophy J:\Glenallen School Manual\Glenallen School Philosophy.docx
- School Strategic Plan J:\Supporting Documentation\Strategic Plan & AIP\Strategic Plan Glenallen School Final.docx
- Equal Opportunity J:\Glenallen School Manual\Policies\Equal Opportunity Policy - Review June 2020.pdf
- Engagement & Wellbeing J:\Glenallen School Manual\Policies\Student Engagement and Inclusion Policy.doc
- OH&S Policy J:\Glenallen School Manual\OHS Policies\2015 DET OHS Policy.docx
- Child Safe Code of Conduct Child Safe Code of Conduct.doc

### **Personnel: Roles and responsibilities / Code of Conduct**

The principal and school leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. The staff are required to comply with the following guidelines and policies which can be found on the School Public Drive;

- Duty of Care Policy J:\Glenallen School Manual\Policies\Duty Of Care Policy - Review June 2020.pdf
- Volunteer Policy J:\Glenallen School Manual\Policies\Volunteer Policy.doc
- Staff Information Manual J:\Glenallen School Manual
- Roles and responsibility statements J:\Glenallen School Manual\Roles & Responsibilities
- Camps & Excursions J:\Glenallen School Manual\Policies\Camp Policy - Review May 2019.pdf J:\Glenallen School Manual\Policies\Excursions Policy - Review May 2019.pdf
- Medical policies J:\Glenallen School Manual\Policies\Medical policies

### **Human resources practices and training**

The 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 our children. 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 and neglect. All prospective staff and volunteers are required to undergo and maintain a valid Working with Children Check. Please refer to the following school policies & procedures which can be found on the School intranet:

- VIT & Working with Children Procedures J:\Glenallen School Manual\Policies\VIT and WWC Policy and Procedures.doc
- Professional Development J:\Glenallen School Manual\Policies\PD Policy.doc

### **Reporting a child safety concern or complaint**

The school has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action should include notifying the principal or a member of the school leadership team of their concerns and the reason for those concerns and the reporting of the concern to Child Protection. Any personnel who are mandatory reporters must comply with their duties. Please refer to the following school policies & procedures which can be found on the School intranet

- Mandatory Reporting Policy and Procedure J:\Glenallen School Manual\Policies\Mandatory Reporting Policy.doc

### **Risk reduction and management**

The 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 all children, but that our students are particularly vulnerable, so the school will take a risk management approach by undertaking preventative measures. Team meetings/transdisciplinary model ensures that any student welfare concerns are discussed, addressed and monitored by the team or referred further as required.

Please refer to the following school policies & procedures on the School intranet:

- Incident Reporting Child Safe Incident Report.doc
- Camps & Excursions risk assessments / appendix H
- School visitors & Student Arrivals / Departures – office procedure
- OH & S Policy / risk register
- Manual Handling Policy J:\Glenallen School Manual\OHS Policies\Manual Handling Policy.doc
- Student Information proformas e.g. Meal assistance, lifting, student management, positive behaviour support