

Child Safe Policy



53 Plymouth Road, Croydon Hills, Victoria 3136
Phone: (03) 9725 8255 | Fax: (03) 9725 8256
goodshep@gsllps.vic.edu.au
www.gsllps.vic.edu.au

Objectives

This policy provides the framework for:

- the development of work systems, practices, policies and procedures that promote child protection within the School
- the creation of a positive and robust child protection culture
- the promotion and open discussion of child protection issues within the School
- compliance with all laws, regulations and standards relevant to child protection in Victoria.

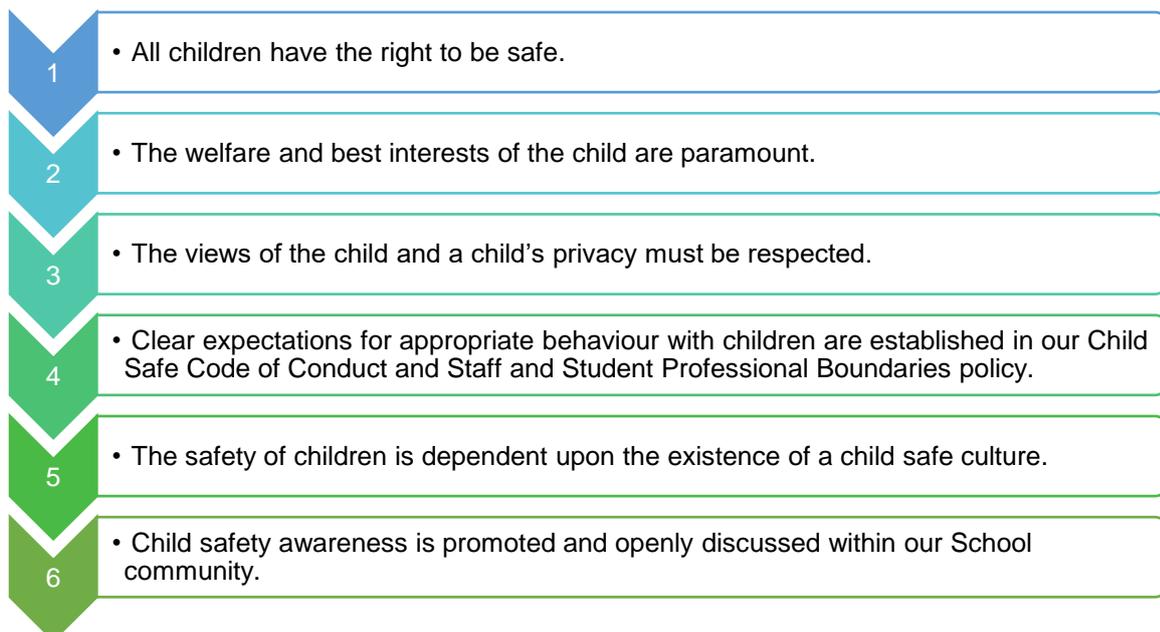
Statement of Commitment to Child Safety

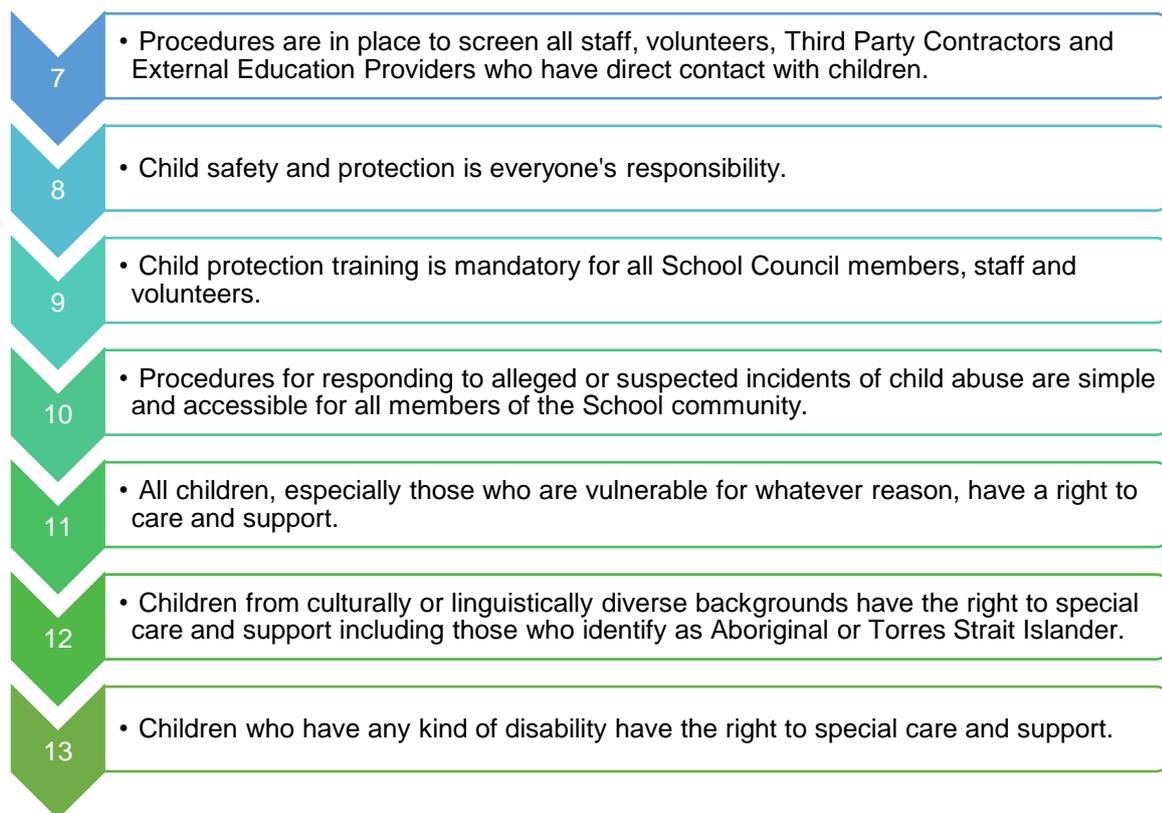
Good Shepherd Lutheran Primary School is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

At Good Shepherd Lutheran Primary School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Child Safe Values and Principles

The School's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse.





The Working with Children Act 2005 (Vic) defines "direct contact" as any contact between a person and a child (aged under 18) that involves:

- *physical contact;*
- *face to face contact;*
- *contact by post or other written communication;*
- *contact by telephone or other oral communication; or*
- *contact by email or other electronic communication.*

Examples of Direct Contact Volunteer activities may include volunteers involved in School camps and excursions, coaching sporting teams or assisting in learning activities.

Child Safe Program

Good Shepherd Lutheran Primary School is committed to the effective implementation of our Child Safe Program and ensuring that it is appropriately reviewed and updated. We adopt a risk management approach by identifying key risk indicators and assessing child safety risks based on a range of factors including the nature of our School's activities, physical and online environments and the characteristics of the student body.

Our Child Safe Program relates to all aspects of protecting children from abuse and establishes work systems, practices, policies and procedures to protect children from abuse. It includes:

- clear information as to what constitutes child abuse and associated key risk indicators
- clear procedures for responding to and reporting allegations of child abuse

- strategies to support, encourage and enable staff, volunteers, Third Party Contractors, External Education Providers, parents/carers and students to understand, identify, discuss and report child protection matters
- procedures for recruiting and screening School Council members, staff, Direct Contact Volunteers, Third Party Contractors and External Education Providers
- procedures for reporting reportable conduct and/or misconduct
- pastoral care strategies designed to empower students and keep them safe
- policies with respect to cultural diversity and students with disabilities
- a child protection training program
- information regarding the steps to take after a disclosure of abuse to protect, support and assist children
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards)
- a system for continuous review and improvement.

As a part of Good Shepherd Lutheran Primary School's induction process, all staff and Direct Contact Volunteers are required to complete a selection of training modules on the content of our Child Safe Program.

Additional, ongoing child protection training is provided at least annually.

Staff, volunteers, Third Party Contractors and External Education Providers are supported and supervised by the School's Child Safe Officers to ensure that they are compliant with the School's approach to child protection.

Responsibilities

Child protection is everyone's responsibility. At Good Shepherd Lutheran Primary School, the School Council and staff, as well as volunteers, have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities include:

School Council

Each member of the School Council is required to ensure that appropriate resources are made available to allow the School's Child Safe Policy and the Child Safe Program to be effectively implemented within the School and are responsible for holding the Principal and the Executive Team accountable for effective implementation.

The Principal

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that this Child Safe Policy and the School's Child Safe Program are implemented effectively and that a strong and sustainable child protection culture is maintained within the School.

The School's Child Safe Officers

A number of staff members have been nominated as the School's Child Safe Officers. Our Child Safe Officers receive additional specialised training with respect to child protection issues. They are the first point of contact for raising child protection concerns within the School. They are also responsible for championing child protection within the School and assisting in coordinating responses to child protection incidents.

Staff Members

All staff are required to be familiar with the content of our Child Safe Policy and our Child Safe Program and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Safe Officers.

Volunteers

All volunteers, as defined in this policy, are required to be familiar with the content of our Child Safe Program, particularly this Child Safe Policy and our Child Safe Code of Conduct, and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Safe Officers.

Third Party Contractors

All Third Party Contractors engaged by the School are responsible for contributing to the safety and protection of children in the School environment.

Third Party Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and School cleaners.

This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the School, but have an agreement with the School to use the School's facilities.

All Third Party Contractors engaged by the School are required by the School to be familiar with our Child Safe Policy and our Child Safe Code of Conduct.

The School may include this requirement in the written agreement between it and the Third Party Contractor.

External Education Providers

An External Education Provider is any organisation that the School has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the School.

The delivery of such a course may take place on School premises or elsewhere.

All External Education Providers engaged by the School are responsible for contributing to the safety and protection of children in the School environment.

All External Education Providers engaged by the School are required by the School to be familiar with our Child Safe Policy and our Child Safe Code of Conduct.

Good Shepherd Lutheran Primary School may include this requirement in the written agreement between it and the External Education Provider.

Reporting Child Abuse Concerns

Our Child Safe Program provides detailed guidance for the School Council, staff and volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our School's nominated Child Safe Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Students or parents/carers who have concerns that a child may be subject to abuse or grooming are asked to report concerns to one of our School's nominated Child Safe Officers.

Third Party Contractors, External Education Providers, and other community members who have concerns that a child may be subject to abuse or grooming are asked to contact the School's Senior Child Safe Officer, Jacinta Fry, by phoning 03 9726 2900 or emailing jacinta.fry@gsllps.vic.edu.au

Communications will be treated confidentially on a "need to know basis".

Whenever there are concerns that a child is in immediate danger the Police should be called on 000.

Policy and Program Review

Good Shepherd Lutheran Primary School is committed to the continuous improvement of our Child Safe Program. The Program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

This policy will be reviewed every year, or as required by legislation.

Date of Endorsement: April 2021

Document to be Reviewed: April 2022

Endorsed by: School Council