



## Child Safe Policy

### Rationale

#### **Child Safe Standard Two: Statement of Commitment to Child Safety**

*Rosanna Golf Links is committed to child safety and wellbeing of all children and young people.*

*We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are concerned about a child's safety, which we follow rigorously.*

- Rosanna Golf Links Primary School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Rosanna Golf Links Primary School has robust human resources and recruitment practices for all staff and volunteers.
- Rosanna Golf Links Primary School is committed to training and educating our staff and volunteers on child abuse risks.

We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

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

### Definitions

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 abuse, and responding to incidents or allegations of child abuse.

Child Abuse includes:

- (a) any act committed against a child involving
  - (i) a sexual offence; or
  - (ii) an offence under section 49B(2) of the Crimes Act 1958 (grooming); and
- (b) the infliction, on a child, of-
  - (i) physical violence; or
  - (ii) serious emotional or psychological harm; and
- (c) serious neglect of a child.

### Purpose

#### **Rosanna Golf Links Primary School's Principles for Child Safety**

This policy is intended to empower children who are vital and active participants. 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 in our organisation, 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 safe and can participate equally.

## **Our Staff and Volunteers**

This policy guides our staff and volunteers on how to behave with children in our organisation.

All of our staff and volunteers must agree to abide by our **RGLPS Child Safe Code of Conduct** which specifies the standards of conduct required when working with children.

This is further supported through a range school policies and documents which include:

- RGLPS Volunteers Policy
- RGLPS Child Safe Incident Report Form
- RGLPS Student Engagement and Wellbeing Policy
- RGLPS Mandatory Reporting Policy (for teaching staff)
- RGLPS On site Supervision and Duty of Care Policy (for teaching staff)

## **Training and Supervision**

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

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in 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 also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and 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 supervised regularly to ensure they understand Rosanna Golf Links Primary School'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, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

## **Recruitment**

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. ROSANNA GOLF LINKS PRIMARY SCHOOL understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively 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.

Working with Children Check **website** <[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)> **for further information.**

We carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

### **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 from 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**

Rosanna Golf Links 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.

- **Failure to protect:** People of authority in our organisation 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.

- Any personnel who are **mandatory reporters** must comply with their duties.

Relevant staff may refer to the RGLPS Mandatory Reporting Policy for more information.

### **Risk Management**

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). 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 and online environments such as our Student ICT agreement and Code of Conduct booklets.

### **Allegations, Concerns and Complaints**

Rosanna Golf Links 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 then 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.

1. 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  [<www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence).
2. Further information about the failure to protect offence is available on the Department of Justice and Regulation website  [<www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence).
3. 3 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  [<www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>](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).
4. For example behaviour, please see An Overview of the Victorian child safe standards:  [<www.dhs.vic.gov.au/\\_\\_data/assets/word\\_doc/0005/955598/Child-safe-standards\\_overview.doc>](http://www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)

### **To Report an Incident you May:**

1. Phone 000 if you believe a child is at immediate risk of abuse.
2. Contact the school Principal or Assistant Principal.
3. Complete a RGLPS Child Safe Incident Report Form (APPENDIX 2) available on the school website and submit it to the school Principal or Assistant Principal.
4. Contact the Department of Human Services (find relevant phone numbers from their website <http://www.dhs.vic.gov.au/>)

### **Support for Students who Disclose**

Providing holistic support to address the trauma and wellbeing issues associated with child abuse (including exposure to family violence) is best achieved through careful planning and working in partnership with wellbeing professionals, parents/carers and educators. If a student is impacted by suspected abuse, and it is deemed appropriate, school staff must:

- establish regular communication between staff and the child's parent/guardian/carer (if this is safe and appropriate) to discuss the child's progress, wellbeing and the effectiveness of planned strategies
- develop and implement a Student Support Plan, which documents the planned support strategies and includes timeframes for review

Where appropriate, school staff should engage allied health and wellbeing supports and services to meet the wellbeing needs of the child impacted by abuse, including exposure to family violence. For example schools can engage with:

- Student Support Services (government schools only)
- School wellbeing staff members
- Respectful Relationships Liaison Officers (in instances of family violence)
- Allied health and wellbeing professionals engaged by the student and families.

Allied health and wellbeing professionals can provide:

- intensive support to children and their families
  - critical input into Student Support Plans
  - advice to school staff members on how to appropriately support the student.
- Government.

### 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.

#### **POLICY STATEMENT:**

PREPARED BY

APPROVED BY COUNCIL:

REVIEWED:

#### **CHILD SAFE PREPARED BY:**

Kelly Morrow

As part of the schools review cycle