

# Boisdale Consolidated School



## Child Safety Standards



## CHILD SAFETY STANDARDS

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# Boisdale Consolidated School

## STANDARD 1-ORGANISATIONAL STRUCTURE

### **Review:**

Boisdale Consolidated School will review the school's child safe practices across each of the Standards and identify priorities.

### **Address:**

Boisdale Consolidated School will address gaps and priorities by developing an Action Plan, including allocating responsibilities to school leaders for completing the actions.

### **Determine:**

Boisdale Consolidated School will determine timeframes for meeting gaps identified. This will include allowing time for new policies or procedures to be considered and approved by School Council.

### **Update:**

Boisdale Consolidated School will update their school statement of philosophy, mission and vision to acknowledge the importance of child safety and protecting children from abuse.

### **Create:**

Boisdale Consolidated School will create a Child Safety Officer/Leader position or role in the school to promote the Action Plan and review and report on its delivery.

### **Conduct:**

Boisdale Consolidated School will conduct briefing sessions for school staff and school council members to ensure a high degree of awareness of the Standards and school strategies.





## CHILD SAFETY OFFICER

### CHILD SAFETY OFFICER

The Principal will take up the duty of the Child Safety Officer.

### RESPONSIBILITIES OF THE CHILD SAFETY OFFICER

#### *Provide Authoritative Advice-*

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with school leaders to maintain the visibility of child safety.
- Lead the development of the school's child safety culture, including being a child safety champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting strategies to embed a culture of child safety.

#### *Raise Awareness-*

- Ensure the school's Child Safe Standards, policies and risk minimisation strategies are available on the school's website and communicated to the community through newsletters that such policies and strategies exist and are accessible.
- Ensure the school's policies are known and used appropriately.
- Ensure the school's child safety policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

#### *Train –*

- Being authoritative in providing advice by:
  - keeping their skills up to date with appropriate training carried out every two years
  - having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff.
- Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance.





# Boisdale Consolidated School

## CHILD SAFE ENVIRONMENTS POLICY

### PURPOSE

The child safe environments policy sets out the school's approach to creating 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.

### SCOPE

All staff, volunteers, contractors and whether or not they work in direct contact with children or young people. This policy will apply across a range of school forums (e.g. camps, online) and outside of school hours.

### STATEMENT OF COMMITMENT TO CHILD SAFETY —

Boisdale Consolidated 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, with particular attention paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Boisdale Consolidated School is 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.

Every person involved in Boisdale Consolidated 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 its planning, decision-making and operations, Boisdale Consolidated 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.
10. Value the input of and communicate regularly with families and carers.





## Boisdale Consolidated School

Policy and Procedures	Policies and procedures outlining Boisdale Consolidated School's approach to the Child Safe Standards are outlined below. For further information, please contact the school's Principal.
A Child-Safe Culture	Boisdale Consolidated School's culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden.
Personnel Understand Their Roles and Responsibilities	School leaders and managers will ensure that each person understands their role, responsibilities and behaviour expected in protecting young children and people from abuse and neglect.
Staff Code of Conduct	Staff will comply with the school's Code of Conduct. The school's Code of Conduct sets out clear awareness of the difference between appropriate and inappropriate behaviour. Refer to the Victorian Institute of Teaching, Victorian Teachers Professional Codes of Conduct and Ethics
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 them. 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 National Criminal History Records check and maintain a valid Working with Children Check.
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 reporting their concerns to the DHHS Child Protection or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.
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 children and young people and will take a risk management approach by undertaking preventative measures.
Listening to Children	The school has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/care givers. We encourage child and parent/care giver involvement and engagement that informs safe school operations and builds the capability of children and parents/care givers to understand their rights and their responsibilities.
Confidentiality and Privacy	Considerable importance is placed on safeguarding the confidentiality and privacy of information about particular children and their families. The collection, use and storage of information is included in school policies.
Breaches	Breaches of Duty of Care and Mandatory Reporting Obligations are identified in the specific policies.
Policy Evaluation and Review	To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework.



# Boisdale Consolidated School

## DEFINITIONS

A full list of definitions for Ministerial Order No. 870 is available at [www.vrqa.vic.gov.au/childsafes](http://www.vrqa.vic.gov.au/childsafes)

*Child abuse* includes

- Any act committed against a child involving –
  - a sexual offence or an offence under section 49B(2) of the *Crimes Act 1958* (grooming)
- The infliction, on a child, of:
  - Physical violence or
  - Serious emotional or psychological harm
- Serious neglect of a child.

*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* 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)
- 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 means:*

In a government school, an individual working in a school environment who is:

- employed under Part 2.4 of the *Education and Training Reform Act 2006 (ETR Act)* in the government teaching service or
- employed under a contract of service by the council of the school under Part 2.3 of the ETR Act or
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)

## LEGISLATIVE RESPONSIBILITIES

This school takes its 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 police.
- **Failure to protect:** A person in a position of authority in an organisation will commit this offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Further information is available at: [Failure to Report](#)

## REVIEW PERIOD

This policy was last updated on 15th October 2019 and is scheduled for review in October 2021.





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## STANDARD 2-CHILD SAFETY POLICY

Boisdale Consolidated School embraces the values of Show Respect, Bounce Back, Work as a Team, Be a Mate and Be your Best with the umbrella statement Think proud, Act proud & Be proud. We aim to have students recognise their fullest potential through the acquisition of knowledge, skills and values in an environment where they learn and grow to enjoy a productive, rewarding and fulfilling life.

**At Boisdale Consolidated School we have a zero tolerance to child abuse!**

### RATIONALE

All Victorian schools are required to have a child safety policy or statement of commitment to child safety that details:

- the principles that will guide the school in developing policies and procedures to create and maintain a child safe school environment.
- the actions the school proposes to take to:
  - demonstrate its commitment to child safety and monitor the school's adherence to its child safety policy.
  - support, encourage and enable school staff, parents, and children to understand, identify, discuss and report child safety matters.
  - support or assist children who disclose child abuse, or are otherwise linked to suspected child abuse.
- Ensure that child safety is considered in the recruitment, selection and management of staff (includes contractors and volunteers).

Ministerial Order No. 870 (available at [www.vrqa.vic.gov.au/childsafe](http://www.vrqa.vic.gov.au/childsafe)) states that Child abuse Includes:

- Any act committed against a child involving –
  - A sexual offence or
  - An offence under section 49 B (2) of the Crimes Act 1958 (grooming)
- The infliction, on a child, of –
  - Physical violence or
  - Serious emotional or psychological harm
  - Serious neglect of a child.

### ACTIONS

In line with our zero tolerance to child abuse, all staff members at Boisdale Consolidated school will vigilantly monitor and respond to any alleged accounts of child abuse by informing the Child Safety Officer (Principal), making a record of any suspected incidents and will lodge a report to the Department of Health and Human Services (DHHS) Child Protection as soon as practicable.

If the school identifies risks of child abuse occurring in one or more school environments the Child Safety Officer (Principal) will make a record of those risks and specify the action(s) the school will take to reduce or remove the risks. As part of our risk management strategy and practices, the school will monitor and evaluate the effectiveness of the implementation of our risk controls.

On an annual basis, the school will ensure that appropriate guidance and training is provided to the individual members of the school staff and school council about:

- individual and collective obligations and responsibilities for managing the risk of child abuse.
- child abuse risks in the school environment.
- the school's current child safety standards.

The school newsletter and website will regularly be used to communicate Child safety standards and the school's responsibilities to parents and members of the community. Posters will be on display in classrooms and in other areas



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throughout the school. Teachers will also immerse their students in child safety information by instructing them to participate in educational centred on child safety information.

Boisdale Consolidated School will deliver appropriate education about Resilience, Healthy and Respectful Relationships by utilising resources from the DET Protect website:

[https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard7\\_Guidance.pdf](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard7_Guidance.pdf)

- Implementing "Catching on Early" and "Rights, Resilience, Respectful, Relationships" health and sexuality education programs.
- Implementing a comprehensive Health and Physical Education program and scope and sequence which draws on elements from "Catching on Early", "Rights, Resilience, Respectful, Relationships", the "Daniel Morcombe Child Safety Curriculum" and "Child Wise Personal Safety Education Program".
- Promoting mental health and wellbeing through PBS & the Restorative Practice initiative.
- Involving students in decision making through the Voice team & SWPBS.

### EVALUATION

This policy will be reviewed in consultation with the whole school community as part of the school's review cycle.

### REVIEW PERIOD

This policy was last updated on 15th October 2019 and is scheduled for review in October 2021.





# Boisdale Consolidated School

## STANDARD 3-CHILD SAFETY CODE OF CONDUCT

### RATIONALE

To promote child safety in the school environment we acknowledge the following:

#### All students have a right to:

- Take part in learning programs that meet their individual needs.
- Feel secure and to be safe in a caring and supportive environment.
- Work and play without interference in an atmosphere of harmony and cooperation.
- Receive respect, kindness and courtesy and to be treated with fairness.
- Have learning continued without disruption in a supportive environment.
- Be valued for their individuality including; race, gender, cultural, physical or intellectual diversity.
- Expect that the school expectations are developed with core school values that are fair, consistently implemented and respect the rights of all involved.
- To be safe in every aspect of daily life at school, including camps and excursions etc.

#### All students have a responsibility to:

- Care and value themselves, others, teachers and the school community.
- Be safety conscious in relation to themselves and others.
- Treat others with respect and good manners by following school values
- Follow the guidelines of good behaviour, modelling and supporting school expectations
- Be accountable for their own actions.
- Work to achieve their personal best whilst allowing others to do the same.
- Allow for others to learn and to respect the rights of others.
- Explore their full potential in their learning.

School staff adhere to the following standards about the ways in which school staff are expected to behave with children by:

- Providing opportunities for all students to learn.
- Treating their students with respect, courtesy and dignity.
- Actively seeking assistance when working outside the limits of their professional expertise.
- Maintaining objectivity in their relationships with students.

School staff always maintain a professional relationship with the students in their school, whether at school or other situations.

Visitors/volunteers and contractors adhere to the following standards about the ways in which they are expected to behave whilst on site and interacting with children:

- Immediately signing in at the office upon arrival at school and supplying their Working With Children or VIT Registration details.
- Providing opportunities for all students to learn.
- Treating students with respect, courtesy and dignity.
- Actively seeking assistance from a school staff member when working outside the limits of their expertise.
- Maintaining objectivity in their relationships with students.





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## IMPLEMENTATION

Procedures for responding to and reporting allegations of suspected child abuse.

### Forming a belief on reasonable grounds

A person may form a belief on reasonable grounds that a child is in need of protection after becoming aware that a child or young person's health, safety or wellbeing is at risk.

### Reporting a belief

Mandated staff members (Teachers and Principals) must make a report to Child Protection as soon as practicable after forming a belief on reasonable grounds that a child or young person is in need of protection.

Staff members, **whether or not mandated**, need to report to the Principal their belief when the belief is formed in the course of undertaking their professional duties.

A report must be made as soon as practicable after forming the belief and on each occasion on which they become aware of any further reasonable grounds for the belief.

If one staff member has a different view from another staff member about making a report and the staff member continues to hold the belief that a child is in need of protection, that person is obliged to make a report.

Please refer to the *Child Safety Reporting Obligations Policy and Procedures* for protocols in responding to allegations of child abuse.

### These procedures do not:

- prohibit or discourage school staff from reporting an allegation of child abuse to a person external to the school.
- state or imply that it is the victim's responsibility to inform the police or other authorities of the allegation.
- require staff to make a judgment about the truth of the allegation of child abuse.
- prohibit staff from making records in relation to an allegation or disclosure of child abuse.

### Strategies to identify and reduce or remove risks of child abuse:

- Risk management strategies have been developed within the following school policies:
  - *Child Safety Reporting Obligations Policy and Procedures*
  - *Student Wellbeing and Engagement Policy*
  - *Duty of Care Policy*
- Ensure that all staff are up to date with the Department Mandatory Reporting guidelines and professional development.
- Ensure that we follow the staff selection checklist before any staff member is offered employment.
- Ensure that the Playgroup /Vacation Vic Swim provider has a copy of our school policy.
- Provide a safe environment that staff can come and discuss their child safety concerns with the Principal.
- Provide students regularly with exposure to numbers such as Kids Helpline through the mechanism of our eSmart & Social Skills curriculum.

## REFERENCES

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>

If the school identifies risks of child abuse occurring in one or more school environments the authority must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls).

*Explanatory note: Different risk controls may be necessary for particular groups of children depending on the nature of the risk and the diversity characteristics of children affected by the risk.*

- As part of its risk management strategy and practices, the school must monitor and evaluate



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the effectiveness of the implementation of its risk controls.

- At least annually, the school must ensure that appropriate guidance and training is provided to the individual members of the school staff about:
  - individual and collective obligations and responsibilities for managing the risk of child abuse.
  - child abuse risks in the school environment.
  - the school's current child safety standards.

## Strategies to promote child empowerment and participation

- The school authority must develop strategies to deliver appropriate education about:
  - standards of behaviour for students attending the school
  - healthy and respectful relationships (including sexuality)
  - resilience
  - child abuse awareness and prevention.
- The school must promote the child safety standards in ways that are readily accessible, easy to understand and user-friendly to children.

## EVALUATION

This policy will be reviewed in consultation with the whole school community as part of the school's review cycle.

## REVIEW PERIOD

This policy was last updated on 15th October 2019 and is scheduled for review in October 2021.



## STANDARD 4-HUMAN RESOURCE PRACTICES STAFF SELECTION

### RATIONALE

Strong human resources practices promote child safe school environments and reduce the risk of child abuse. Child Safe Standard 4 requires schools to use policies and procedures for recruitment, supervision, training and managing performance that support a child safe school environment. These must comply with Ministerial Order 870.

### IMPLEMENTATION

Boisdale Consolidated School will:

- Ensure that position descriptions for all new positions advertised include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide.
- Identify the actions the school proposes to take, per Standard 1, to promote and embed the Child Safety Code of Conduct in accordance with Standard 3 [this is to address Requirement 1 for existing staff].and articulate the timeframe for this.
- Determine the timeframes for the School Council to oversee and review Standard 4 as part of the school's Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2].
- Adhere to all DET requirements listed in the table below.

Requirement	Departmental action	School action
1. <i>Each job or category of jobs for school staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant</i>	<ul style="list-style-type: none"> <li>• The 'Recruitment in Schools' Guide has been updated and requires that position descriptions for all new positions advertised from 1 August 2016 include the following standard 'Child safe environments' clause: "Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safety Code of Conduct is available on the school's website."</li> <li>• In the near future, position descriptions generated in Recruitment Online (ROL) will be automated to include a standard clause regarding child safety.</li> <li>• The Principal Class Contract of Employment has been updated to include the text italicised in the below: <ul style="list-style-type: none"> <li>- Preamble: The aims of the Department include: "... the provision of a child safe environment"</li> <li>- Schedule B – Accountabilities of a principal – Student Support: "Pt 2) Plan, implement and monitor arrangements to ensure the care, safety, security and general well-being of all students in attendance at the school including compliance with the Child Safe Standards "This will apply for future contracts.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide.</li> <li>• For existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Standard 3.</li> <li>• Note that the Principal Class Contract of Employment has been updated to include reference to the Standards, and all contracts offered on or after 1 August will include the revised wording.</li> </ul>
2. <i>All applicants for jobs that involve child</i>	<ul style="list-style-type: none"> <li>• As above</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> </ul>





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Requirement	Departmental action	School action
connected work for the school must be informed about the school's child safety practices (including the code of conduct).		
<p>3. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected</p> <p>4. The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous 12 months</p>	<ul style="list-style-type: none"> <li>The 'Recruitment in Schools' Guide has been updated to include that, the Principal, prior to an external applicant person commencing employment, must be satisfied that the person: "meets the Child Safe Standards." (insert link to CSS site"</li> </ul> <p>This can be found <a href="#">here</a>.</p>	<ul style="list-style-type: none"> <li>Principals implement practices to ensure that they are satisfied an external applicant <i>meets the Child Safe Standards</i> prior to the applicant's employment.</li> </ul>
5. The school must ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work	<ul style="list-style-type: none"> <li>Advice on alignment of/ changes to Induction will be developed in 2016.</li> <li>Advice on alignment of/ changes to Performance and Development will be developed in 2016, with changes to be determined for the 2017-18 Performance and Development cycle.</li> </ul>	<ul style="list-style-type: none"> <li>Note that further advice on requirements related to Induction and Performance and Development will be developed in 2016 to ensure schools fully meet this Standard.</li> </ul>
6. The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety	<ul style="list-style-type: none"> <li>As above.</li> </ul>	<ul style="list-style-type: none"> <li>School Councils to oversee and review Standard 4 as part of the school's Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2]</li> </ul>

## REVIEW PERIOD

This policy was last updated on 15th October 2019 and is scheduled for review in October 2021.



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## STANDARD 5-RESPONDING TO AND REPORTING SUSPECTED CHILD ABUSE

### RATIONALE

As professionals who work with children, staff at Boisdale Consolidated School play a vital role in protecting children from abuse by responding and reporting any incidents, disclosures or suspicions. Staff are often best placed to identify signs and behaviours that may indicate that a child has been subject to abuse, or that a school community member or a school staff member may be a perpetrator of abuse.

### IMPLEMENTATION

- All staff at Boisdale Consolidated School will be reminded of their obligation to report any suspicion of child abuse to a member of the leadership team on a regular basis.
- All staff at Boisdale Consolidated School will be reminded of their obligation to report any suspicion that a school community member or a school staff member may be a perpetrator of abuse to a member of the leadership team on a regular basis.
- All staff at Boisdale Consolidated School will be required to complete Mandatory Reporting training annually using the DET online module <http://www.elearn.com.au/det/protectingchildren/schools/>
- All staff at Boisdale Consolidated School will be provided with the "Four Critical Actions for School" poster as a reference for reporting incidents, disclosures and suspicions of child abuse.
- All staff at Boisdale Consolidated School will be required to complete an incident report in the case of a suspected child abuse incident or a suspicion that a school community member or a school staff member may be a perpetrator of abuse.
- All new staff at Boisdale Consolidated School will be made aware of their mandatory reporting obligations and Child Safety Standards during their induction at the beginning of the school year (or their contract start date).
- All staff and volunteers (such as parent helpers, Kitchen Garden helpers etc.) must have a current Police Criminal Records Check and/or a Working with Children Check.

### REVIEW PERIOD

This policy was last updated on 15th October 2019 and is scheduled for review in October 2021.





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## CHILD SAFETY REPORTING OBLIGATIONS POLICY AND PROCEDURES

### PURPOSE

The purpose of this policy is to ensure that all staff and members of our school community understand the various legal and other reporting obligations related to child safety that apply to Boisdale Consolidated School. The specific procedures that are applicable at our school are contained at Appendix A.

### SCOPE

This policy applies to all school staff, volunteers and school community members. It also applies to all staff and students engaged in any school and school council-run events, activities and services.

### POLICY

All children and young people have the right to protection in their best interests.

Boisdale Consolidated School understands the important role our school plays in protecting children from abuse including:

- Physical abuse
- Sexual abuse (including sexual exploitation)
- Family violence
- Emotional abuse
- Neglect (including medical neglect)
- Grooming

The staff at Boisdale Consolidated School are required by law to comply with various child safety reporting obligations. For detailed information about each obligation, please refer to [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

At Boisdale Consolidated School we also recognise the diversity of the children and young people at our school and take account of their individual needs and backgrounds when considering child safety.

### Mandatory Reporting

Principals, registered teachers, registered medical practitioners, registered psychologists, nurses and all members of the police force are mandatory reporters under the *Children, Youth and Families Act 2005* (Vic). As a result of changes to mandatory reporter groups, from 21 January 2020, school counsellors will also be mandatory reporters.

All mandatory reporters must make a report to the Department of Health and Human Services (DHHS) Child Protection as soon as practicable if, during the course of carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that:

- a child has suffered, or is likely to suffer, significant harm as a result of physical abuse and/ or sexual abuse, and
- the child's parents have not protected, or are unlikely to protect, the child from harm of that type.

A mandatory reporter who fails to comply with this legal obligation may be committing a criminal offence. It is important for all staff at Boisdale Consolidated School to be aware that they are legally obliged to make a mandatory report on each occasion that they form a reasonable belief that a child is in need of protection and they must make a mandatory report even if the principal does not share their belief that a report is necessary.





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At our school, all mandated school staff must undertake the *Mandatory Reporting and Other Obligations eLearning Module* annually.

For more information about Mandatory Reporting see the Department's *School Policy and Advisory Guide: [Child Protection – Reporting Obligations](#)*.

### Child in need of protection

Any person can make a report to DHHS Child Protection (**1800 020 202** or after School Hours Crisis line **131 278 – 24** hour service) if they believe on reasonable grounds that a child is in need of protection.

The policy of the Department of Education and Training (DET) requires **all staff** who form a reasonable belief that a child is in need of protection to report their concerns to DHHS or Victoria Police, and discuss their concerns with the school leadership team.

For more information about making a report to DHHS Child Protection, see the Department's *School Policy and Advisory Guide: [Child Protection – Making a Report and Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#)*.

At Boisdale Consolidated School we also encourage all staff to make a referral to Child FIRST when they have significant concern for a child's wellbeing. For more information about making a referral to Child FIRST see the School Policy and Advisory Guide: *Child Protection – Reporting Obligations*.

### Reportable Conduct

Our school must notify the Department's Employee Conduct Branch (9637 2594) if we become aware of an allegation of 'reportable conduct'.

There is an allegation of reportable conduct where a person has formed a reasonable belief that there has been:

- a sexual offence (even prior to criminal proceedings commencing), sexual misconduct or physical violence committed against, with or in the presence of a child;
- behaviour causing significant emotional or physical harm to a child;
- significant neglect of a child; or
- misconduct involving any of the above.

The Department, through the Employee Conduct Branch, has a legal obligation to inform the Commission for Children and Young People when an allegation of reportable conduct is made.

Our principal must notify the Department's Employee Conduct Branch of any reportable conduct allegations involving current or former teachers, contractors, volunteers (including parents), allied health staff and school council employees.

If school staff become aware of reportable conduct by any person in the above positions, they should notify the school principal immediately. If the allegation relates to the principal, they should notify the Regional Director.

For more information about Reportable Conduct see the Department's *School Policy and Advisory Guide: [Reportable Conduct Scheme](#)*.

### Failure to disclose offence

Reporting child sexual abuse is a community-wide responsibility. All adults (ie persons aged 18 years and over), not just professionals who work with children, have a legal obligation to report to Victoria Police, as soon as practicable, where they form a 'reasonable belief' that a sexual offence has been committed by an adult against a child under the age of 16 by another person aged 18 years or over.

Failure to disclose information to Victoria Police (by calling 000 or local police station) as soon as practicable may amount to a criminal offence unless a person has a 'reasonable excuse' or exemption from doing so.



## Boisdale Consolidated School

"Reasonable belief" is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a 'reasonable belief' might be formed when:

- a child states that they have been sexually abused
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been sexually abused
- professional observations of the child's behaviour or development leads a mandated professional to form a belief that the child has been sexually abused
- signs of sexual abuse leads to a belief that the child has been sexually abused.

"Reasonable excuse" is defined by law and includes:

- fear for the safety of any person including yourself or the potential victim (but not including the alleged perpetrator or an organisation)
- where the information has already been disclosed, for example, through a mandatory report to DHHS Child Protection.

For more information about this reporting obligation, see the Department's *School Policy and Advisory Guide: [Failure to disclose offence](#)*.

### Failure to protect offence

This reporting obligation applies to school staff in a position of authority. This can include principals, assistant principals and campus principals. Any staff member in a position of authority who becomes aware that an adult associated with their school (such as an employee, contractor, volunteer or visitor) poses a risk of sexual abuse to a child under the age of 16 under their care, authority or supervision, must take all reasonable steps to remove or reduce that risk.

This may include removing the adult (ie persons aged 18 years and over) from working with children pending an investigation and reporting your concerns to Victoria Police.

If a school staff member in a position of authority fails to take reasonable steps in these circumstances, this may amount to a criminal offence.

For more information about this reporting obligation, see the Department's *School Policy and Advisory Guide: [Failure to protect offence](#)*.

### Grooming

Grooming is a criminal offence under the *Crimes Act 1958* (Vic). This offence targets predatory conduct undertaken by an adult to prepare a child, under the age of 16, to engage in sexual activity at a later time. Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer.

For more information about this offence and reporting obligations see: [Child Exploitation and Grooming](#).

### REVIEW PERIOD

This policy was last updated on 15th October 2019 and is scheduled for review in October 2021.





# Boisdale Consolidated School

## APPENDIX A

### CHILD SAFETY REPORTING PROCEDURES AT BOISDALE CONSOLIDATED SCHOOL

#### For students

- All students should feel safe to speak to any staff member to raise any concerns about their safety or any other concerns that they have.
- If a student does not know who to approach at Boisdale Consolidated School they should start with their classroom teacher or the Principal.

#### Managing disclosures made by students

*When managing a disclosure you should:*

- listen to the student and allow them to speak
- stay calm and use a neutral tone with no urgency and where possible use the child's language and vocabulary (you do not want to frighten the child or interrupt the child)
- be gentle, patient and non-judgmental throughout
- highlight to the student it was important for them to tell you about what has happened
- assure them that they are not to blame for what has occurred
- do not ask leading questions, for example gently ask, "What happened next?" rather than "Why?"
- be patient and allow the child to talk at their own pace and in their own words
- do not pressure the child into telling you more than they want to, they will be asked a lot of questions by other professionals and it is important not to force them to retell what has occurred multiple times
- reassure the child that you believe them and that disclosing the matter was important for them to do
- use verbal facilitators such as, "I see", restate the child's previous statement, and use non-suggestive words of encouragement, designed to keep the child talking in an open-ended way ("what happened next?")
- tell the child in age appropriate language you are required to report to the relevant authority to help stop the abuse, and explain the role of these authorities if appropriate (for a young child this may be as simple as saying "I will need to talk to people to work out what to do next to help you").

*When managing a disclosure you should AVOID:*

- displaying expressions of panic or shock
- asking questions that are investigative and potentially invasive (this may make the child feel uncomfortable and may cause the child to withdraw)
- going over the information repeatedly (you are only gathering information to help you form a belief on reasonable grounds that you need to make a report to the relevant authority)
- making any comments that would lead the student to believe that what has happened is their fault
- making promises to the child about what will occur next or that things will be different given the process can be unpredictable and different for each child depending on their circumstances (instead reassure them that you and others will do your best to help).

#### General procedures

Our school will follow the Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse (Four Critical Actions) when responding to incidents, disclosures and suspicions of child abuse.

All staff at our school who believe that a child is in need of protection, even if it doesn't meet the threshold required for mandatory reporting or the staff member is not a mandatory reporter, should in the first instance, speak to the Principal or should make the required reports to DHHS Child Protection and/or Victoria Police as necessary.





# Boisdale Consolidated School

At our school the Principal will be responsible for monitoring overall school compliance with this procedure.

Nothing in this procedure prevents a staff member or any other person from reporting to the relevant authorities if they form a reasonable belief that a child is at risk of abuse.

## Reporting suspicions, disclosures or incidents of child abuse

### *Responsibilities of all school staff*

If a school staff member reasonably suspects or witnesses an incident of child abuse or receives a disclosure of child abuse, they must:

- If a child is at immediate risk of harm, separate alleged victims and others involved, administer first aid and call 000.
- Speak to the Principal/Wellbeing Leader/member of the leadership team as soon as possible, who will follow the Four Critical Actions.
- Make detailed notes of the incident or disclosure and ensure that those notes are kept and stored securely.
- If the staff member is a mandatory reporter and reasonably believes that a student has suffered physical and/or sexual abuse from which the child's parents have not protected the child, they must make a report to DHHS Child Protection.
- If the staff member has formed a 'reasonable belief' that a sexual offence has been against a child, they must make a report to Victoria Police.

In circumstances where a member of the leadership team disagrees that a report needs to be made, but the staff member has formed a 'reasonable belief' that the child is in need of protection and/or has been the victim of sexual abuse, the staff member must still contact DHHS Child Protection and/or Victoria Police to make the report.

The Principal is responsible for promptly managing the school's response to an incident, suspicion or disclosure of child abuse, and ensuring that the incident, suspicion or disclosure is taken seriously. The Principal is also responsible for responding appropriately to a child who makes or is affected by an allegation of child abuse.

If the Principal receives a report from a school staff member or member of the school community of a suspicion, disclosure or incident of child abuse, they must:

- Follow the Four Critical Actions as soon as possible, including:
  - Responding to an emergency
  - Reporting to authorities/referring to services
  - Contacting parents/carers and
  - Providing ongoing support.
- Make detailed notes of the incident or disclosure, including actions taken and ensure that those notes are kept and stored securely. They are also responsible for ensuring that any staff member who reported the incident, disclosure or suspicion to them also makes and keeps notes of the incident.
- At Boisdale Consolidated School, the Principal will be responsible for ensuring that there is a prompt response to the disclosure and that the child is appropriately supported.

## Duty of care and ongoing support for students

Fulfilling the requirements in this procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of abuse.

All staff have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students. All staff must ensure that the Principal or other appropriate staff member is aware of any incidents, suspicions or disclosures of child abuse as soon as possible after they occur. This will allow appropriate supports to be put in place for the student affected.





# Boisdale Consolidated School

For school visitors, volunteers and school community members

All community members aged 18 years or over should be aware of their legal obligations – see *Failure to disclose offence* above, in this Policy.

Any person can make a report to DHHS Child Protection if they believe on reasonable grounds that a child is in need of protection. For contact details see the Four Critical Actions -

[https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions\\_ChildAbuse.pdf](https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf)

There is no requirement for community members to inform the school if they are making a disclosure to DHHS Child Protection or the Victoria Police. However, where a community member is concerned about the safety of a child or children at the school, and where disclosure of that concern will not compromise any potential police investigation, the community member should report this concern to the principal so that appropriate steps to support the student can be taken.

# Boisdale Consolidated School

## APPENDIX B

### FOUR CRITICAL ACTIONS FOR SCHOOLS



#### YOU MUST TAKE ACTION

As a school staff member, you play a critical role in protecting children in your care.

- You must act by following the Four Critical Actions, as soon as you witness an incident, receive a disclosure or form a reasonable belief that a child has, or is at risk of being abused.
- It is strongly recommended that you use the *Responding to Suspected Child Abuse* template to keep clear and comprehensive notes, even if you make a decision not to report.

*\*A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action.*

#### 4 PROVIDING ONGOING SUPPORT

Your school must provide support for children impacted by abuse. This should include the development of a *Student Support Plan* in consultation with wellbeing professionals. This is an essential part of your duty of care requirements.

Strategies may include development of a safety plan, direct support and referral to wellbeing professionals and support.

You must follow the Four Critical Actions every time you become aware of a further instance or risk of abuse. This includes reporting new information to authorities.

#### 3 CONTACTING PARENTS/CARERS

Your principal must consult with DHS Child Protection or Victoria Police to determine what information can be shared with parents/carers. They may advise:

- not to contact the parent/carer if circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parent/carer to be contacted;
- to contact the parent/carer and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion);
- how to communicate with relevant parties with consideration for their safety.

#### 2 REPORTING TO AUTHORITIES / REFERRING TO SERVICES

For suspected student sexual assault, please follow the Four Critical Actions Student Sexual Offending.

#### OTHER CONCERNS

If you believe that a child is not subject to abuse, but you still hold significant concerns for their wellbeing, you must still act. This may include making a referral or seeking advice from:

- Child FIRST/The Orange Door (in circumstances where the family are open to receiving support);
- DHSC Child Protection;
- Victoria Police.

#### 1 RESPONDING TO AN EMERGENCY

As soon as immediate health and safety concerns are addressed, you must report all incidents, suspicions and disclosures of child abuse as soon as possible. Failure to report physical and sexual child abuse may amount to a criminal offence.

*Q: Where does the source of suspected abuse come from?*

#### WITHIN THE FAMILY OR COMMUNITY

**DHSC CHILD PROTECTION**  
You must report to DHSC Child Protection if a child is considered to be:

- in need of protection from child abuse;
- at risk of being harmed (or has been harmed) and the harm has had, or is likely to have, a serious impact on the child's safety, stability or development.

**VICTORIA POLICE**  
You must also report all instances of suspected sexual abuse (including grooming) to Victoria Police.

You must also report internally to:

- GOVERNMENT SCHOOLS**
  - School principal and/or leadership team
  - Employee Conduct Branch
- CATHOLIC SCHOOLS**
  - DET Incident Support and Operations Centre
  - School principal and/or leadership team
  - Diocesan education office.
- INDEPENDENT SCHOOLS**
  - School principal and/or leadership team
  - Diocesan education office.

#### CONTACT

**DHSC CHILD PROTECTION AREA**

North Division: 1300 664 977  
South Division: 1300 655 795  
East Division: 1300 360 391  
West Division (Rural): 1800 075 599  
West Division (Metro): 1300 664 977

**AFTER HOURS**  
After hours, weekends, public holidays: 13 12 78

**CHILD FIRST**  
https://services.dhhs.vic.gov.au/referral-and-support-teams

**ORANGE DOOR**  
https://www.vic.gov.au/familyviolence/the-orange-door.html

**VICTORIA POLICE**  
000 or your local police station

**DET INCIDENT SUPPORT AND OPERATIONS CENTRE**  
1300 126 126

**INCIDENT MANAGEMENT AND SUPPORT UNIT**  
1300 126 126

**EMPLOYEE CONDUCT BRANCH**  
(03) 9637 2595

**DIOCESAN OFFICE**  
Melbourne: (03) 9287 0228  
Ballarat: (03) 5337 7335  
Sale: (03) 5622 6600  
Sandhurst: (03) 5443 2377

**INDEPENDENT SCHOOLS VICTORIA**  
(03) 9825 7200

**THE LOOKOUT**  
The LOOKOUT has a service directory, information and evidence based guidance to help you respond to family violence: <http://www.lookout.org.au>

Family violence victims/survivors can be referred to 1800 Respect for counselling, information and a referral service: 1800 737 732.

You must also report internally to:

- GOVERNMENT SCHOOLS**
  - School principal and/or leadership team
  - DET Incident Support and Operations Centre
- CATHOLIC SCHOOLS**
  - School principal and/or leadership team
  - Diocesan education office.
- INDEPENDENT SCHOOLS**
  - School principal and/or chairperson

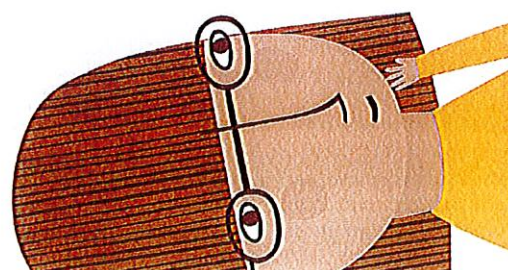
All allegations of 'reportable conduct' must be reported as soon as possible to:

- GOVERNMENT SCHOOLS**
  - Employee Conduct Branch
- CATHOLIC SCHOOLS**
  - Diocesan education office
- INDEPENDENT SCHOOLS**
  - Commission for Children and Young People on 1300 782 978.

**PROTECT** THE EDUCATION STATE

**CECV** Child Education Community of Victoria Inc.

**VICTORIA** Education and Training







# Boisdale Consolidated School

## STANDARD 6-RISK MANAGEMENT

### RATIONALE

Victorian Government schools have an important responsibility for keeping children safe. They need to **Assess, identify** and **document** the school's risks in relation to child safety, and plan and document risk management strategies where necessary.

### SCHOOL CONTEXT

Boisdale Consolidated School is located just outside of the township of Boisdale on the Newry Road, 10km from Maffra and 25km from Sale in a rural setting which is predominantly used for farming. The school is situated on the main road that connects Boisdale to Newry. It caters for children from Boisdale and the surrounding districts of Llowalong, Coongulla, Maffra, Newry, Valencia Creek and Tinamba. The vast majority of students travel to school via bus, with a smaller number of students driven to school.

### IMPLEMENTATION

Boisdale Consolidated School will adopt the following process for identifying and reducing or removing risks of child abuse;

1. Identify the school's child safety risks across the range of school environments (including excursions, camps, online) using the DET risk assessment template.
2. Identify any existing risk mitigation measures or internal controls.
3. Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.
4. If the risk rating is more than the 'acceptable level', identify further risk management strategies through additional controls or other prevention, detection or mitigation strategies and then re-assess the risk.

The risk management process will be documented, recorded and reviewed periodically. Effective risk management strategies are dynamic and change over time as new risks arise and others may no longer be relevant.

Effective risk management strategies need to be transparent, well understood and diverse, to take account of the increased level of risk associated with the specific nature of some activities and the vulnerability of particular groups.

### RESOURCES AND REFERENCES

- A step-by-step guide to making a report to Child Protection or Child FIRST
- Department of Education and Training (2016) School Policy Advisory Guide: Risk Management Policy, and associated tools:
  - School risk register which can be edited and has automatic tools embedded is available, see: Risk Management in Schools – Risk Register.
  - Subordinate risk registers for specific activities such as overseas travel/excursions or projects, see: Risk Management in Outdoor Education – Education Outdoor tools.
  - Online risk management module: Risk Management - Online Risk Module
- Protecting the safety and wellbeing of children and young people
- Protecting Children - Mandatory Reporting and Other Obligations - eLearning module.

### REVIEW PERIOD

This policy was last updated on 15th October 2019 and is scheduled for review in October 2021.





# Boisdale Consolidated School

## RISK MANAGEMENT STRATEGY

### RATIONALE

Victorian Government schools have an important responsibility for keeping children safe. They need to Assess, identify and document the school's risks in relation to child safety, and plan and document risk management strategies where necessary.

### SCHOOL CONTEXT

Boisdale Consolidated School is located just outside of the township of Boisdale on the Newry Road, 10km from Maffra and 25km from Sale in a rural setting which is predominantly used for farming. The school is situated on the main road that connects Boisdale to Newry. It caters for children from Boisdale and the surrounding districts of Llowalong, Coongulla, Maffra, Newry, Valencia Creek and Tinamba. The vast majority of students travel to school via bus, with a smaller number of students driven to school.

### MONITOR & REVIEW

The Risk Management document is to be reviewed and ratified by staff and school council annually, to ensure that it remains up to date and is reflective of the current school staff, students, community and environment. Considerations are to be made towards individual students with complex needs, changing environment, programs and staff / volunteers or in response to an incident.

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
Boisdale Consolidated School is located in a small farming community and there is heightened familiarity between school community members, staff and students.	Child Safe Policy and procedures established in school and school community. Students and School community becoming increasingly aware of reporting procedures and policies	Unlikely	Major	Medium	Child Safe Code of Conduct has been established. School community becoming increasingly aware of Code of Conduct and expectations of behaviour.  Students are to be educated about Standard 7 through the Victorian Curriculum, Respectful Relationships and SWPBS. Student Voice Team provides a voice for the student body.	Principal School Council	Low



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Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
At Boisdale Consolidated School there is no clear entry point from the car park to the main office. Multiple car entry points and car parks which are situated away from the main office makes knowing exactly who is on site at all times, problematic.	Visitors/Volunteers and contractors are asked to sign in at the main office upon arrival at school. Submitting WWC/VIT credentials is an aspect of the signing in process.	Possible	Major	High	Child Safe Code of Conduct has been established. School community becoming increasingly aware of Code of Conduct and expectations of behaviour through website/newsletter communication and being informed by school staff.  The school will invest in signage, fencing and gate infrastructure to ensure that any visitors who come on site, will first report to the officer before entering the rest of the school.	Principal School Council	Low
Contractors on the premises (eg. maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors  Adequate monitoring.	Unlikely	Moderate	High	Child Safe Code of Conduct has been established. School community becoming increasingly aware of Code of Conduct and expectations of behaviour through being informed by school staff.	Principal School Council	Low
Boisdale Consolidated School is located on a main rural road where cars, trucks and other vehicles can travel 100km/h.	On site supervision policy	Unlikely	Severe	High	Clear and direct supervision of students. Clear expectations of student behaviours including SWPBS matrix. Clear expectations for out of bounds areas.	Principal School Council	
Events are held at the school with invited guests from the community and some events are held off site at the local hall.	Child safety code of conduct. Strategies developed to embed culture of child safety. Clear child safety reporting procedures.	Possible	Moderate	High	Assessment of new or changed environments for child safety risks. Ensure Code of conduct and strategies apply in all school contexts.	Principal School Council	Low



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Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
The school yard has a number of areas without a clear line of sight for yard duty teachers.	On site supervision policy, roaming staff whilst on yard duty.	Unlikely	Major	Medium	Teachers to be roaming and visible to students. Doors to be locked at recess and lunchtimes. Clear expectations of student behaviours including SWPBS matrix.	Principal School Council All staff members	Low
	Outside staff working with students for school sports and swimming programs. Sporting events held at public facilities in town.	Possible	Moderate	Medium	Assessment of new or changed environments for child safety risks. Ensure Code and strategies apply in all school contexts. School to give Provider copies of school's Child Safety Policy and Code of Conduct and reporting procedures.	Principal School Council	Low
The vast majority of students who attend Boisdale Consolidated School, travel to school via bus. 5 buses remain on site for the school day prior to being used again in the afternoon. There is the potential for accidents to occur in the morning or afternoon with buses coming and going.	Staff are scheduled on duty in the morning and afternoon to supervise students entering and exiting buses. Designated areas where the buses are parked are out of bounds and students are monitored by staff during recess and lunchtimes. Appropriate bus behaviour expectations are communicated and agreed upon by students and their families.	Possible	Major	High			
	No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	Possible	Severe	Medium	Strategies to embed organisational culture of child safety are reviewed. Statement of commitment to child safety is publicly available and communicated to the school community.	Principal School Council	Low





# Boisdale Consolidated School

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
Specialist groups are invited into the school to work with the students in specific areas, ie: music, art, other incursions etc.	Child safety code of conduct. Strategies developed to embed culture of child safety. Clear child safety reporting procedures.	Unlikely	Major	Medium	Processes updated to require: Criminal history search. Pre-employment reference check includes asking about child safety. School to give Provider copies of school's Child Safety Policy and Code of Conduct and the Provider to share their Child Safety Policy and reporting procedures.	Principal School Council	Low
Inappropriate behaviour is not reported and addressed	Child safety code of conduct, Clear child safety reporting procedures. Performance management procedures.	Unlikely	Severe	High	Strategies to embed organisational culture of child safety are reviewed. Refresher training for staff – see eLearning mandatory reporting module.	Principal School Council All Staff	Low
Unquestioning trust of long term employees and contractors or norms	Strategies developed to embed culture of child safety and clear child safety reporting procedures.	Possible	Major	High	Refresher training for staff – see eLearning mandatory reporting module.	Principal School Council	Low
Recruitment of an inappropriate person including volunteers.	WWCC or Victorian Institute of Teaching registration.	Unlikely	Major	Medium	Processes updated to require: Criminal history search and pre-employment reference checks includes asking about child safety.	Principal School Council	Low
Engagement with children and others online (ie: others defined as peers, known and unknown people who students may encounter online.)	Child safety code of conduct. Strategies developed to embed culture of child safety.	Possible	Moderate	Medium	Train students and staff to detect inappropriate behaviour. Ensure appropriate settings on all student technologies.	Principal School Council	Low



# Boisdale Consolidated School

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
Unknown people and environments at excursions, sports events and camps	Child safety code of conduct. Strategies developed to embed culture of child safety. Clear child safety reporting procedures.	Possible	Moderate	Medium	Assessment of new/changed environments for child safety risks. Ensure Code and strategies apply in all school contexts. School to give Provider copies of school's Child Safety Policy and Code of Conduct and the Provider to share Child Safety Policy and reporting procedures.	Principal School Council Staff in charge of camps/excursions.	Low

## REVIEW PERIOD

This policy was last updated on 14<sup>th</sup> January 2020 and is scheduled for review in January 2023.





# Boisdale Consolidated School

## STANDARD 7-EMPOWERMENT OF CHILDREN

### RATIONALE

Children have the right to give their views and opinions about decisions that affect them and to be listened to. Empowerment is about helping children to have their say. Children are more likely to speak up about their concerns about feeling unsafe, or make a complaint, if they feel their views are valued and welcomed.

### IMPLEMENTATION

Boisdale Consolidated School will develop strategies to deliver appropriate education about:

- Standards of behaviour for students attending the school.
- Healthy and respectful relationships (including sexuality).
- Resilience;
- Child abuse awareness and prevention.

Boisdale Consolidated School will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children.

Boisdale Consolidated School delivers appropriate education about Standards of Behaviour by:

- Ensuring through the school's core values, clear expectations for appropriate and inappropriate behaviour are monitored using the school's Class, Yard, Bus, and Canteen matrices.
- Having a Student Wellbeing and Engagement Policy.
- Involving students in decision making through the Student Voice Team & other leadership opportunities.

Boisdale Consolidated School delivers appropriate education about Resilience, Healthy and Respectful Relationships by utilising resources from the DET Protect website:

[https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard7\\_Guidance.pdf](https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard7_Guidance.pdf)

- Implementing "Catching on Early" and "Rights, Resilience, Respectful, Relationships" health and sexuality education programs.
- Implementing a comprehensive Health and Physical Education program and scope and sequence which draws on elements from "Catching on Early", "Rights, Resilience, Respectful, Relationships", the "Daniel Morcombe Child Safety Curriculum" and "Child Wise Personal Safety Education Program".
- Promoting mental health and wellbeing through PBS & the Restorative Practice initiative.
- Involving students in decision making through the Voice team & SWPBS.

Boisdale Consolidated School delivers appropriate education about Child Abuse Awareness and Prevention by

- Implementing "Catching on Early" and "Rights, Resilience, Respectful, Relationships" health and sexuality education programs.
- Providing relevant information for parents and community published in the school newsletter
- Holding parent information sessions on a needs basis when appropriate.

### REVIEW PERIOD

This policy was last updated on 15th October 2019 and is scheduled for review in October 2021.