

CHILD SAFE POLICY

Aim

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

Rationale

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

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

Definitions

Child abuse

Child abuse includes:

- any act committed against a child involving:
 - a sexual offence; or
 - grooming; and
- the infliction, on a child, of:
 - physical violence; or
 - serious emotional or psychological harm; and
- serious neglect of a child.

Child-connected work

Child-connected work means work authorised by the school, school council, or Secretary of the Department of Education and Training and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child safety

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

School environment

School environment means any physical or virtual place made available or authorised by the school for use by a child during or outside school hours, including:

- a campus of the school;
- online school environments (including email, Compass and intranet systems); and
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, homestays, and other school activities or events)
- Structured Workplace Learning and Work Experience students are supported by Staff meeting employees to prepare for the activity, regular site visits and appropriate DET procedures are followed.

School staff

School staff means an individual working in a school environment who is:

- employed by the Department of Education and Training;
- directly engaged or employed by a school council; or
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).

STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

Melton Specialist 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.

"The school's approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. At Melton Specialist School our vision is 'creating a nurturing environment where students are empowered to achieve their full potential, be that in the academic curriculum, in their social interactions or in the area of independent living skills.'"

We know children can struggle to achieve their personal best if they are not safe from abuse.

At Melton Specialist School our values guide the decisions and behaviours of all members of our school community, including in relation to child safety:

- We act in a safe manner, which means we ensure our own safety and that of others.
- We respect ourselves, our school and each another, and understand that our attitudes and behaviours have an impact on the people around us.
- We model and demonstrate responsibility, which supports our decision making and acceptance of outcomes.

Melton Specialist School has zero tolerance for child abuse.

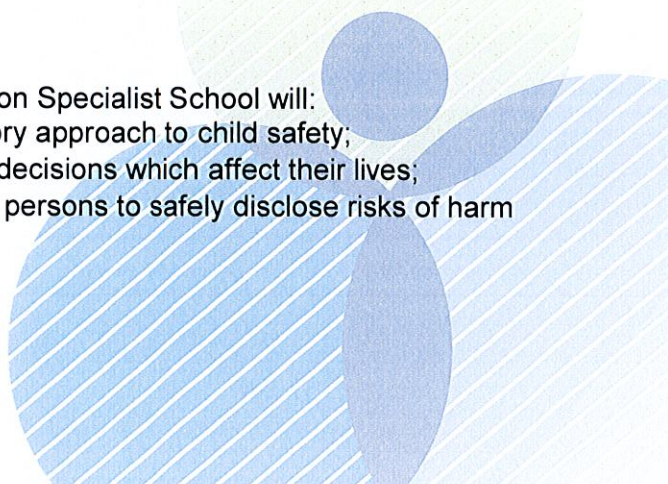
We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children in out of home and kinship care, children who identify as LGBTIQA+ and children who are vulnerable.

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

Child safety principles

In its planning, decision-making and operations, Melton Specialist 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 concerns;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers

Implementation

Strategies to embed a child safe culture

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

All child safety documents, including this policy, the Child Safety Code of Conduct on Compass or <https://meltonss.vic.edu.au/our-school/#childsafecode>, the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on Compass or <https://meltonss.vic.edu.au/our-school/#childsafepolicy>, [*Identifying and Responding to All Forms of Abuse in Victorian Schools*](#) and in hard copy in the Child Safe Information folders in the Administration Office, Staff Room, Leadership Office and Principal's Office and the [*Four Critical Actions for Schools*](#) are readily available in all classrooms rooms and shared spaces for all staff and students to read at any time.

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

- Act in accordance with the school's Child Safety Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour
- Act in accordance with the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures at all times, including following the [*Four Critical Actions for Schools*](#) where necessary
- Undertake annual guidance and training on child safety
- Act in accordance with their legal obligations, including:
 - Failure to disclose offence (applies to all adults)
 - Duty of care (applies to all school staff)
 - Mandatory reporting obligations (applies to all mandatory reporters, including teachers, principals, registered psychologists, and registered doctors and nurses)
 - Failure to protect offence (applies to a person in a position of authority within the school)
 - Reportable conduct obligations (applies to all school staff in reporting conduct to the principal, and applies to the principal in reporting to Employee Conduct Branch)
 - Organisational duty of care (applies to the school as an organisation)

- For more information on these obligations, see [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

As part of Melton Specialist School's child safe culture, **school leadership** (including the principal and assistant principals) will:

- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children in out of home and kinship care and children who are vulnerable, when implementing the Child Safe Standards
- Ensure that child safety is a regular agenda item at school leadership meetings and staff meetings
- Encourage and enable staff professional learning and training to build deeper understandings of child safety and prevention of abuse
- Ensure that no one is prohibited or discouraged from reporting an allegation of child abuse to a person external to the school or from making records of any allegation.
- Utilise translation services to produce information and attend Student Support Group Meetings in order to communicate appropriately with our linguistically diverse community members.

As part of Melton Specialist School's child safe culture, **school mandatory reporting staff** are required to:

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

As part of Melton Specialist School's child safe culture, in performing the functions and powers given to them under the *Education and Training Reform Act 2006*, **school councils and school council members** will:

- Ensure that child safety is a regular agenda item at school council meetings
- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children in out of home and kinship care, children who identify as LGBTIQ+ and children who are vulnerable, when making decisions regarding the Child Safe Standards
- Undertake annual guidance and training on child safety, such as the [Child Safe Standards School Council Training PowerPoint](#).
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- Approve the Child Safety Code of Conduct to the extent that it applies to school council employees and members, and if updated, note the new document in its school council meeting minutes.
- When hiring employees, ensure that selection, supervision and management practices are child safe (unless delegated to the principal).
- Have available to the school community a designated Community Liaison Officer and Leading Teacher focused on Community Wellbeing and Engagement.
- Employ Allied Health practitioners to form an Allied Health Team which comprises of a Youth Worker, Psychologist, Physiotherapists, Occupational Therapists, Speech Therapists and Allied Health Team Assistant.

School leadership will maintain records of the above processes and teams.

Roles and responsibilities

School leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the school's Child Safety Code of Conduct, which sets out clearly the difference between appropriate and inappropriate behaviour.

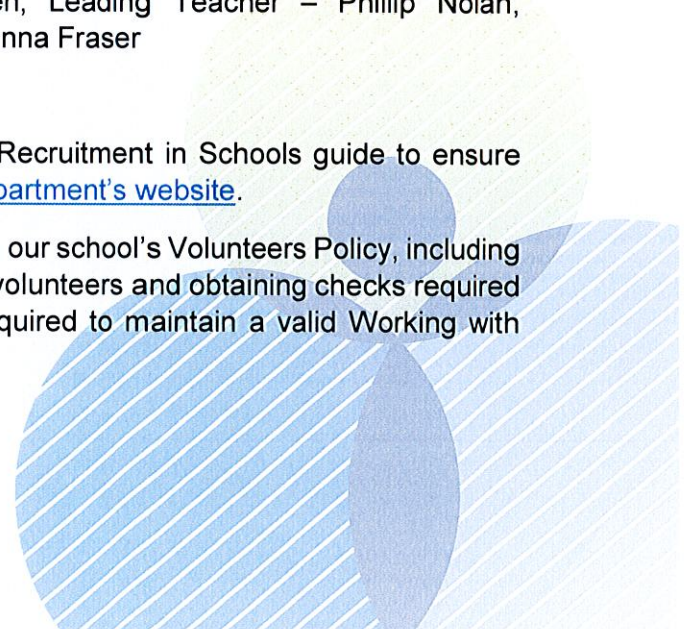
Specific child safety responsibilities:

- The Child Safe Committee is responsible for reviewing and updating the Child Safety Policy every 3 years.
- The Child Safe Committee is responsible for monitoring the school's compliance with the Child Safety Policy. The school community should approach the Assistant Principal - Primary if they have any concerns about the school's compliance with the Child Safety Policy.
- The Child Safe Committee is responsible for informing the school community about this policy, and making it publicly available.
- Other specific roles and responsibilities are named in Melton Specialist School's other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and risk assessment register.
- The members of the Child Safe Committee are: Assistant Principal Primary – Alice Harris, Leading Teacher – Joyce Keirsten, Leading Teacher – Phillip Nolan, Operations and Resources Manager – Breeanna Fraser

Recruitment

Melton Specialist School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the [Department's website](#).

All prospective volunteers are required to comply with our school's Volunteers Policy, including in relation to assessing the suitability of prospective volunteers and obtaining checks required under this policy. All prospective volunteers are required to maintain a valid Working with Children Check.



Training and supervision

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

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

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse, to promote the cultural safety of Aboriginal and Torres Strait Islander children and children from linguistically and/or diverse backgrounds, and the safety of children with a disability, children in out of home and kinship care, children who identify as LGBTIQA+ and vulnerable children.

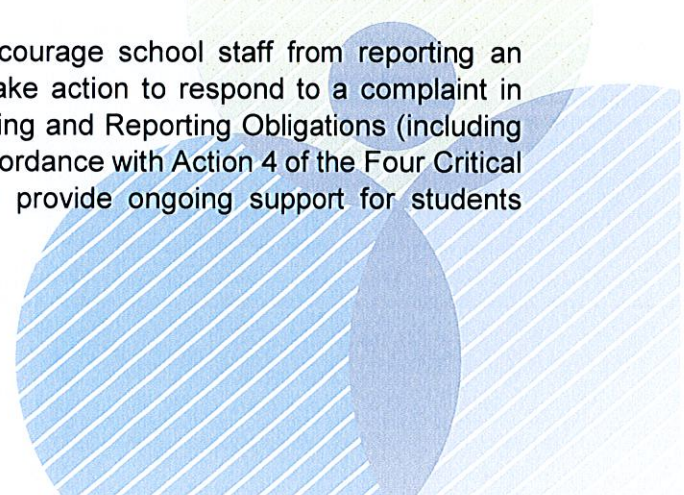
New employees and volunteers will be inducted into the school, including by being referred to the Child Safety Policy (this document), the Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures by providing them with hard copies and referral to them on Compass or the school website.

They will also be supervised regularly to ensure they understand our school's commitment to child safety, and that their behaviour towards children is safe and appropriate. All employees of our school will be monitored and assessed via regular performance review to ensure their continuing suitability for child-connected work. Any inappropriate behaviour will be reported by school staff to the Principal Class Team and will be managed in accordance with Melton Specialist School's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on Compass or <https://meltonss.vic.edu.au/our-school/#childsafes> where required.

Reporting a child safety concern or complaint

The school has clear expectations for all staff and volunteers (including Out of Home Care and Kinship care providers) in making a report about a child or young person who may be in need of protection. All staff (including school council employees) must follow the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, including following the [Four Critical Actions for Schools](#) if there is an incident, disclosure or suspicion of child abuse. Immediate actions should include reporting their concerns to DHHS Child Protection, Victoria Police and/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.

Melton Specialist School will never prohibit or discourage school staff from reporting an allegation of child abuse. The school will always take action to respond to a complaint in accordance with the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures. In accordance with Action 4 of the Four Critical Actions for Schools, Melton Specialist School will provide ongoing support for students affected by child abuse.

A large, stylized graphic in the bottom right corner, consisting of overlapping circles and a human figure shape, rendered in shades of blue and light blue.

The Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures can be found at Compass or <https://meltonss.vic.edu.au/our-school/#childsafes>

Risk reduction and management

Melton Specialist School believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes, found in the school's risk assessment register and Child Safe Risk Register. The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.

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

Melton Specialist School monitors and evaluates the effectiveness of the actions it takes to reduce or remove risks to child safety, more information can be found in the school's risk assessment register and Child Safe Risk Register.

Listening to, communicating with and empowering children

Melton Specialist School has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/carers to understand their rights and their responsibilities. Our school is committed to supporting and encouraging students to use their voice to raise and share their concerns with a trusted adult at any time of need. Students can access information on how to report abuse by asking for support from their classroom team, or via a referral system to the Youth Worker, Psychologist or/and the Community Liaison Officer. Posters and pathway support have been shared with staff and student's via posters displayed throughout the school and school wide briefings.

When the school is gathering information in relation to a complaint about alleged misconduct with or abuse of a child, the school will listen to the complainant's account and take them seriously, check understanding and keep the child (and/or their parents/carers, as appropriate) informed about progress.

The school will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children, including:

- All of our child safety policies and procedures will be available for the students and parents at Melton Specialist School to read at the Administration Office or the school website <https://meltonss.vic.edu.au/our-school/#childsafes>
- PROTECT Child Safety posters will be displayed across the school
- School newsletters will inform students and the school community about the school's commitment to child safety, and strategies or initiatives that the school is taking to ensure student safety
- Child safe Standards and Melton Specialists School approaches and policies to creating a Child Safe environment will be shared with classroom teams via whole school professional development, relevant policies and procedures will be highlighted

to the all staff, Compass will contain all relevant policies, procedures and resources and staff will be shown where they specifically are kept, newsletter information will be shared regularly with the school community and the website will be continually updated and referred to.

- Child Safety parent booklets are placed into each classroom and are referred to and highlighted during term SSG's. The Community Liaison Officer will also be available for any translation needs- linking families with the relevant information via the school website.
- The Four Critical Actions will be actively taught during whole school professional learning and all staff will complete the Mandatory eModule each year.
- Child friendly posters will be placed into every classroom and in common areas and discussed and linked with accessing support pathways- where relevant.

The school will use its health and wellbeing programs to deliver appropriate education to its students about:

- standards of behaviour for students attending the school using the School Wide Positive Framework- our school values are Be Safe, Be Responsible, Be Respectful. These values will be taught throughout the school and using SWPBS procedures to reward students, Response to Behaviours Flowchart adhered to and whole school consistent management of behaviour expected. Relevant Professional Learning will be provided to the whole school community, including families.
- Zones of Regulation will also be taught in conjunction with SWPBS- this program will also be shared with families.
- Resilience, Rights and Respectful Relationships. (R4R) healthy and respectful relationships (including sexuality); included in Year Level Curriculum maps, age appropriate program such as Catching On Early and Family Planning Victoria Programs will be used (Disability Resource)
- Whole School Days of Action will be celebrated- Harmony Day, e-safety week, Bully Stopper Day
- Awareness of support pathways will regularly be discussed via Briefings and section assemblies, term SSG's, Care Team Meetings.

Communications

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

- Ensuring that the Child Safety Policy (this document), Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure are available on Compass and the school website
- Once per term reminders in the school newsletter of our school's commitment to child safety
- Ensuring that child safety is a regular agenda item at school leadership meetings and staff meetings for discussion
- Child Safety will be highlighted at term SSG's, a Child safety Folder will be present in each classroom, posters are displayed throughout the school and in classrooms, new

- staff /school visitors will be inducted on all school procedures including our Child Safe ones.

Confidentiality and privacy

This school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. The principles regulating the collection, use and storage of information is included in the Department of Education and Training's [Schools' Privacy Policy](#).

Related Documents

Related policies and documents include:

- Code of Conduct on Compass and <https://meltonss.vic.edu.au/our-school/#childsafes>
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on Compass and <https://meltonss.vic.edu.au/our-school/#childsafes>
- Risk Assessment Register and Child Safe Risk Register
- Statement of Values and School Philosophy
- Student Engagement and Wellbeing Policy
- Duty of Care Policy
- Yard Duty and Supervision Policy
- Camps and Excursions Policy
- Visitors Policy
- Volunteers Policy
- Inclusion and Diversity Policy
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [School Policy and Advisory Guide – Duty of Care](#)
- [School Policy and Advisory Guide – Child Protection Reporting Obligations](#)

Evaluation

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years. This policy was last updated on 26th June 2020 and is scheduled for review in June 2023.

The review will include input from students, parents/carers and the school community.

Certification

This policy was endorsed by the School Council on 26th June 2020.


Principal
BROOKE BRIODY
School Council President
GLEN GLANVILL