



## **STANDARD 2**

### **Child Safe Policy**

#### **Rationale**

- The child safe standards require organisations including schools that provide services for children to have a child safe policy or a statement of commitment to child safety.
- A child safe policy is an overarching document that provides an overview of the key elements of an organisation's approach to child safety. It should:
  - clearly state the organisation's zero tolerance of child abuse
  - detail the organisation's child safe processes and procedures, or link to existing documents that include child safety considerations - for example, its reporting procedures (including leadership responsibilities), how to respond to an allegation of child abuse, human resources and recruitment practices, and risk management strategy and procedures
  - clearly state the organisation's commitment to cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability
  - detail expectations and requirements of staff, CRT and volunteers to ensure the protection of children, and the training and support staff receive
  - include contact details for people to access information in relation to child safety, such as the Child Safety Officer. A Child Safety Officer or Student Welfare Officer is a person in the organisation who has knowledge of child safety issues, and could be a point of contact for others who have questions or concerns or want to report an allegation of child abuse. The organisation may consider including child safety officer/champion duties in the person's job description
  - include how and when the policy and other child safety tools are reviewed to help the organisation improve.
- The school recognises that this policy is one of seven standards relating to the school's child safe culture.
- The school further recognises that a child safe culture will not develop in the short term.

#### **Purpose**

- To ensure Northern School for Autism complies with the legislative requirements of MO 870.
- To ensure the school demonstrates its commitment to creating a child safe culture.
- To raise awareness within the school community of the importance of child safety.
- To empower children who are key stakeholders within our organisation.
- To ensure the school develops and publishes a child safe policy that is compliant with the Child Safe Standard 2.
- To ensure the school adheres to its duty of care towards children.

#### **Implementation**

- The safety and wellbeing of children at this school is our highest priority.
- The school is committed to acting in children's best interests.

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3072  
Phone: (03) 9462 5990  
Fax: (03) 9460 8058

**Lalor Campus**  
2-4 Lyndon Street  
LALOR VIC 3075  
Phone: (03) 9464 3480  
Fax: (03) 9464 4713

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)  
<http://www.northernautism.vic.edu.au/web/>



## Northern School for Autism

*"Learning for Life"*

- We want children to be safe, happy and empowered. We support and respect all children, as well as our staff, volunteers and the parent community.
- We are committed to the cultural safety of Aboriginal children if applicable, to the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We have **zero tolerance of child abuse**, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Any staff member who believes that a child is at immediate risk of abuse must phone 000.
- Our school is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Our school has robust human resources and recruitment practices for all staff and volunteers.
- Our school is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
- The school's Child Safe Policy will be publicly available to help raise awareness about the importance of child safety in our organisation and demonstrate our commitment to protecting children from abuse.
- It will be published on the school's website and provided to new families on enrolment.
- New staff will be provided with a copy and briefed on the school's attitude to child safety as part of the induction process.
- We will ensure that families and children have the opportunity to contribute to the development and review of this policy. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.
- The school will ensure that procedures for raising and managing complaints and consequences for breaching of the Child Safe Code of Conduct, are known and understood by everyone. For specific procedures, please refer to the school's *Complaints & Concerns, Parents Policy*.

### Our Children

This policy is intended to empower and protect our children who are vital and active participants in the school by involving them when making decisions, especially about matters that directly affect them. We will listen to their views and respect what they have to say.

We will promote diversity and tolerance, and people from all walks of life and cultural backgrounds are welcome. In particular we will:

- promote the cultural safety, participation and empowerment of Aboriginal children (if applicable)
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally in all aspects of school life

### Our Staff and Volunteers

- This policy guides our staff and volunteers on how to behave with the children in our school.

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3072  
Phone: (03) 9462 5990  
Fax: (03) 9460 8058

**Lalor Campus**  
2-4 Lyndon Street  
LALOR VIC 3075  
Phone: (03) 9464 3480  
Fax: (03) 9464 4713

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)

<http://www.northernautism.vic.edu.au/web/>



## Northern School for Autism

*"Learning for Life"*

- All of our staff and volunteers must agree to abide by the school's Child Safe Code of Conduct which specifies the standards of conduct required when working with children.
- The signature of the staff members, volunteers and families attesting to having read, understood and agreeing to abide by will formalise the Code of Conduct and raise its profile within the school and the community.
- All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the Child Safe Code of Conduct.

### 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 discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse, to promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be inducted into the school and supervised regularly to ensure they understand our philosophy and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate. Any inappropriate behaviour will be reported through the Principal or Assistant Principal or directly to the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

### Recruitment

The school takes all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our school understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check.

The following will be included in our school profile when recruiting new staff to work at NSA.

*"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"*

### Fair Procedures for Personnel

Whilst the safety and wellbeing of children is our primary concern, we also are fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3072  
Phone: (03) 9462 5990  
Fax: (03) 9460 8058

**Lalor Campus**  
2-4 Lyndon Street  
LALOR VIC 3075  
Phone: (03) 9464 3480  
Fax: (03) 9464 4713

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)

<http://www.northernautism.vic.edu.au/web/>



We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to families (as appropriate) on progress and any actions we take.

### Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they are staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

### Legislative Responsibilities

The 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 the police.

**Failure to protect:** People of authority will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so. All teachers are **mandatory reporters** and must comply with their responsibilities.

Non-teaching staff have an obligation to report if they form a reasonable belief that a child is at risk of harm.

### Risk Management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child in our school on social media).

Risk analysis always forms part of our preparation for school camps and some excursions. The analysis will now include possible potential for child abuse. The school's Incursions (*Safety of Children Working with External Providers*) Policy already has strategies to minimise the risk of abuse.

- The school will know it has successfully implemented Standard 2 when:
  - the school has a child safe policy approved by the School Council
  - the school has made public their commitment to child safety
  - all School Council members, staff and volunteers are aware of the school's commitment to child safety and their duty of care requirements
  - all staff and volunteers can easily access and understand the school's commitment to child safety
  - the school's commitment to child safety includes a commitment to the safety of Aboriginal children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3072  
Phone: (03) 9462 5990  
Fax: (03) 9460 8058

**Lalor Campus**  
2-4 Lyndon Street  
LALOR VIC 3075  
Phone: (03) 9464 3480  
Fax: (03) 9464 4713

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)  
<http://www.northernautism.vic.edu.au/web/>



## Northern School for Autism

*“Learning for Life”*

- Please refer also to the school’s existing policies all of which are designed to create a safe environment for children:

*Anti-Discrimination*

*Contractor Management*

*Duty of Care*

*Emergency & Incident Reporting*

*Incursions (Safety of Children Working with External Providers)*

*Internet & Social Media*

*Mobile Phones, Student Use*

*Police & DHHS Interviews*

*Staff Code of Conduct*

*Visitors to the School*

*Working with Children Checks –*

*Volunteers*

*Yard Duty/ On-Site Supervision*

*Bullying & Harassment*

*Discipline, Student (Overview)*

*Emergency & Critical Incidents*

*Employment Policy*

*Information Privacy*

*Mandatory Reporting*

*Photographing & Filming Students*

*Risk Management*

*Student Engagement*

*Volunteer Workers*

*Working with Children Checks – Staff*

### **Evaluation**

- This policy will be reviewed as part of the school’s three-year review cycle, if an incident occurs or if guidelines change (latest information July 2016).

This policy originally was ratified by School Council on 1st September 2016

This document, (Standard 2), was ratified on 1st September 2016

#### References:

VRQA Child Safe Standards Toolkit  
Creating a Child Safe Organisation Guide p.22  
An Overview of the Victorian Child Safe Standards State of Victoria, DHHS November 2015  
and  
Protect – Identifying All Forms of Child Abuse in Victorian Schools 2016

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3072  
Phone: (03) 9462 5990  
Fax: (03) 9460 8058

**Lalor Campus**  
2-4 Lyndon Street  
LALOR VIC 3075  
Phone: (03) 9464 3480  
Fax: (03) 9464 4713

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)

<http://www.northernautism.vic.edu.au/web/>