



*“Growing and Learning Together”*

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## **Langley Primary School – Policy and Procedures on Creating a Child Safe Environment.**

(Child Safe Standard 2)

### **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:**

#### **This Policy will apply to-**

- All staff, volunteers, contractors and whether or not they work in direct contact with children or young people
- Across a range of school forums (e.g. camps, online) and outside of school hours
- Part of the school’s underlying philosophy towards the care of children.

### **Statement of Commitment & Principles:**

Langley Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Langley Primary School has zero tolerance for child abuse.

Langley Primary 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. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Langley Primary 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 Langley Primary 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; and
10. Value the input of and communicate regularly with families and carers.”

### **Policy and procedures:**

Policies and procedures outlining school’s approach to the Child Safe Standards are outlined in this document with supporting resources.

#### **1. A child-safe culture-**

The school’s culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden. The school’s documentation and supporting resources for creating a child safe culture can be found on the in the office and on the school server and the following policies –

- Esmart policies
- Student engagement policy
- Code of conduct policy and Langley P.S student wellbeing and Engagement policy
- Langley P.S Policy on values and our philosophy.

#### **2. Personnel understand their roles and responsibilities/ Code of conduct**

School leaders and managers 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 Code of Conduct.

E.g. the school’s Code of Conduct sets out clear awareness of the difference between appropriate and inappropriate behaviour.

#### **3. 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 children. 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.

This can be found at the following policy- Working with Children’s check policy  
As well as on the school server- and the CSS folder in the office area.

#### **4. 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. The school will take action to respond to a complaint.

The school's policy and procedures for reporting a child safety concern or complaint can be found on the school server- and the CSS folder in the office area.

#### **5. Personnel understand their roles and responsibilities/ Code of conduct**

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.

The school's approach to Child Safety risk reduction and management can be found on the school server- and the CSS folder in the office area.

#### **6. Listening to children**

The 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.

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 of things and take them seriously, check understanding and keep the child (or their parents/carers) informed about progress.

#### **7. 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 School Privacy Policy.

Reference- School Privacy Policy

## 8. [Definitions](#)

Ministerial Order [870](#) provides definitions, including:

**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-connected work** means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

**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 being:** an individual working in a school environment who is:

- directly engaged or employed by a school governing authority;
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary); or a minister of religion.

## 9. [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 on a regular basis-e.g. annually and will include input from students, parents/carers and the school community.

Related policies and documents	<a href="#">School Policy &amp; Advisory Guide – Duty of Care</a> <a href="#">School Policy &amp; Advisory Guide – Child Protection Reporting Obligations</a> <a href="#">DET Child Wellbeing and Safety Framework</a> <a href="#">School Privacy Policy</a> (update expected in June 2016)
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