

# ST. JOSEPH'S PRIMARY SCHOOL. BENALLA

## Child Safe Policy



### IDENTITY STATEMENT

St Joseph's is a welcoming, Catholic, child safe school community, that nurtures and values each person, knowing God lives in all of us.

### VISION STATEMENT

St Joseph's strives to:

Provide a safe, inclusive environment that fosters hope, respect, responsibility and reconciliation.

Promote shared partnerships between home, school, parish and the wider community.

Educate the whole person - spiritually, socially, emotionally, academically and physically.

Provide a challenging, innovative and comprehensive curriculum that encourages life-long learning.

### GRADUATE OUTCOMES

At St. Joseph's we strive to educate students to:

Be safe, respectful and responsible for themselves, others and the environment

Value the beliefs, rituals and traditions of the Catholic faith

Grow in their personal relationship with God and others

Be engaged and resilient

Be committed to social justice

Achieve curriculum standards reflective of their individual ability

Be life long learners, open to challenges and opportunities

## 1.0 PURPOSE OR RATIONALE

This policy was written to demonstrate the strong commitment of the whole school community of St. Joseph's Primary School, leaders, staff, volunteers, students, their families, to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

## **2.0 COMMITMENT TO CHILD SAFETY**

All students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

## **3.0 CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION**

The staff and volunteers of St. Joseph's Primary School encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe. We listen to and act on any concerns students, or their parents or carers, raise with us.

Our Personal Safety Curriculum includes activities for our children designed to promote:

- Children's right to feel safe at all times;
- Early detection of early warning signs;
- Personal Safety and Problem Solving;
- Identification of safe networks;
- Persistence Expectation;
- Body awareness and ownership;
- Awareness of Personal Space;
- Assertiveness.

## **4.0 VALUING DIVERSITY AND INCLUSION**

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families
- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families
- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of school life

## **5.0 RECRUITING STAFF AND VOLUNTEERS**

St. Joseph's Primary School will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require police checks and Working With Children Checks (WWCC) for all staff and volunteers. Our commitment to Child Safety and our screening requirements are included in all advertisements for staff and volunteer positions.

Refer: St. Joseph's Primary School - Recruitment Policy and Procedures.

## 6.0 SUPPORTING STAFF AND VOLUNTEERS

St Joseph's Primary School provides support and supervision to all staff and volunteers so people feel valued, respected, affirmed in their work and fairly treated. We have a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

Refer: St. Joseph's Primary School - Codes of Conduct for staff, volunteers and contractors.

## 7.0 REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

Our school records any child safety complaints, disclosures or breaches of the Code of Conduct, and store the records in accordance with security and privacy requirements. Our complaints and disclosure processes are outlined and detailed in the following policies and procedures:

- *Child Safe Reporting and Responding Policy*
  - Child Safe Reporting Procedure*
  - Child Safe Responding Procedure*
- *Complaints & Disclosure Policy*
  - Complaints Procedure*
  - Disclosure of Abuse or Harm Procedure*

Our School Pastoral Wellbeing Leader has been appointed as Child Safety Officer with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety.

Complaints may also be made directly to our School Principal and/or Deputy Principal in relation to Child Safety.

## 8.0 RISK MANAGEMENT

Risk management is an approach that minimises the potential for child abuse or harm to occur. Our Risk Management Plan outlines and details all aspects of risk across our whole school environment (on site and off site school activities) with specific activity risk assessments. In addition to our general Occupational Health and Safety (OH&S) risks, we proactively manage risks of abuse and harm to our students.

Refer: St. Joseph's Primary School - Risk Management Plan

## 9.0 RELATED DOCUMENTATION

School:

- Pastoral Wellbeing Policy
  - Child Safe Policy
    - Child Safe - Code of Conduct for Staff
    - Child Safe - Code of Conduct for Volunteers
    - Child Safe - Code of Conduct for Contractors
  - Student Care and Supervision Policy
  - Child Safe - Reporting and Responding Policy
    - Child Safe - Reporting Procedure
    - Child Safe - Responding Procedure
  - Child Safe - Complaints and Disclosure Policy
    - Child Safe - Complaints Procedure
    - Child Safe - Disclosure of Abuse / Harm Procedure
  - Child Protection - Mandatory Reporting Policy
    - Child Protection - Mandatory Reporting Procedure
  - Child Protection - Failure to Protect Policy
  - Child Protection - Failure to Disclose Policy
  - Child Protection - Grooming Policy
  - Child Protection - Working with Children Policy
    - Working With Children Check Procedure
    - Working With Children Check Register
  - Critical Incident Management Policy
    - Critical Incident Management Procedure
  - Anti-Bullying & Pro-resistance Policy
  - Attendance Policy
  - Behaviour Education & Management Policy
  - Excursions Policy
    - Excursions Procedures
  - Enrolment Policy
    - Enrolment Procedure
  - First Aid Policy
    - First Aid Procedures
  - Anaphylaxis Policy
  - Prescription Medication Policy
    - Prescription Medication Procedure
  - Grievance Policy
  - ICT Acceptable Use Policy
  - Employees Social Media Policy
  - Occupational Health & Safety Policy
    - OH&S Issues Resolution Procedures
  - Sunsmart Policy
  - Workplace Anti-Bullying Policy
  - Workplace Equal Opportunity Policy
    - Workplace Equal Opportunity Complaints Handling Procedure
  - Emergency Management Plan
  - Staff Information Handbook
  - Enrolment Information Handbook
- NOTE: These policies will be added to as per Child Safe Standard updates up until Aug 1st.

Diocesan:

- *Charter of Sandhurst School Improvement*
- *Catholic Education Sandhurst Information for Schools – Child Safe Organisations*

- Catholic Education Sandhurst *Guidelines to Schools for Compliance with the Working With Children Act 2005*
- Catholic Education Commission of Victoria Commitment to Child Safety 2016

## **10.0 POLICY REVIEW**

This policy is reviewed every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

Policy Ratified: June 2016

Next Review date: June 2019