

CHILD SAFETY AND WELLBEING POLICY

RATIONALE

Amsleigh Park 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.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments.

It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.



Help for non-English speakers

If you need help to understand this policy, please contact the school general office on 9544 1553 or via email: amsleigh.park.ps@education.vic.gov.au

GOALS

- ❖ To provide a safe and caring school environment that meet the needs of all children and addresses their safety and wellbeing as a priority for all staff, parents and students.
- ❖ To protect Children from harm.
- ❖ To ensure that our school complies with all the requirements of the Child Safe Standards and Ministerial Order 1359 and apply these requirements to all staff, contractors, volunteers and any other member of the school community involved in child-related work with our students.
- ❖ To raise community awareness about the importance of child safety, discuss and scrutinise concerns making it more difficult for abuse to occur or remain hidden.

SCOPE

This policy:

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

DEFINITIONS

The following terms in this policy have [specific definitions](#):

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer.

STATEMENT OF COMMITMENT TO CHILD SAFETY

- Amsleigh Park PS is a child safe organisation which welcomes all children, young people and their families.
- We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.
- We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.
- We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.
- We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.
- Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTQI+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences and opportunities for new learning.
- Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.
- We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

ROLES AND RESPONSIBILITIES

School leadership team

Our school leadership team comprising the principal, assistant principal, inclusion leader, mental health leader and learning specialist are responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

The School leadership team will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

School staff and volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures
- act in accordance with our Child Safety Code of Conduct
- identify and raise concerns about child safety issues in accordance with our Child Abuse (including grooming) – Identification and Response Policy and Procedures, including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

School council

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at school council meetings
- undertake annual training on child safety
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members
- when hiring school council employees, ensure that selection, supervision, and management practices are child safe. At our school, school council employment duties are delegated to the principal who is bound by this policy.

Specific staff child safety responsibilities

Amsleigh Park Primary School has nominated the assistant principal as child safety champion to support the principal to implement our child safety policies and practices, including staff and volunteer training. The responsibilities of the child safety champion are outlined at [Guidance for child safety champions](#).

Our principal and child safety champion are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- The principal is responsible for monitoring the school's compliance with the Child Safety Policy. Anyone in our school community should approach the principal if they have any concerns about the school's compliance with the Child Safety Policy.
- The principal is responsible for informing the school community about this policy and making it publicly available.
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Abuse (including grooming) – Identification and Response Policy and Procedures, and Child Safety Risk Register.

CHILD SAFETY CODE OF CONDUCT

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct also includes processes to report inappropriate behaviour.

MANAGING RISKS TO CHILD SAFETY AND WELLBEING

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

Each term we have safety week in week 5 and each class undertakes a special child safety lesson from the Daniel Morcombe Curriculum.

ESTABLISHING A CULTURALLY SAFE ENVIRONMENT

At Amsleigh Park Primary School we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

- support staff, students, volunteers and the school community to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and students
- adopt measures to ensure racism is identified, confronted and not tolerated
- address any instances of racism within the school environment with appropriate consequences
- actively support participation and inclusion in the school by Aboriginal children, students and their families
- ensure school policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, students and their families
- develop and endorse a policy or statement detailing the strategies and actions the school will take.

STUDENT EMPOWERMENT

To support child safety and wellbeing at Amsleigh Park Primary School we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging for example, implementing School Wide Positive Behaviour Support (SWPBS) and our whole school approach to Respectful Relationships, school values and the teaching of social-emotional skills.

We inform students of their rights through, our whole school approach to Respectful Relationships and implementing the Daniel Morcombe Curriculum and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns via the general office.

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

FAMILY ENGAGEMENT

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at Amsleigh Park Primary School we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- Seeking input from families and the community – for example, through newsletters, school council, subcommittees of school council, student, staff, and parent meetings etc.
- all of our child safety policies and procedures will be available for students and parents at the general office and also on our website: www.amsleigh.vic.edu.au
- Newsletters will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters will be displayed across the school.

DIVERSITY AND EQUITY

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTQI+.

Our Student Wellbeing and Engagement Policy provides more information about the measures we have in place to support diversity and equity.

SUITABLE STAFF AND VOLUNTEERS

At Amsleigh Park Primary School we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Staff recruitment

When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- [Recruitment in Schools](#)
- [Suitability for Employment Checks](#)
- [School Council Employment](#)
- [Contractor OHS Management.](#)

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration
- collect and record:
 - proof of the person's identity and any professional or other qualifications
 - the person's history of working with children
 - references that address suitability for the job and working with children.
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Staff induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and

- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

Ongoing supervision and management of staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by the principal through the annual performance and development process.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

Suitability of volunteers

All volunteers are required to comply with our Volunteers Policy, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

CHILD SAFETY KNOWLEDGE, SKILLS AND AWARENESS

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters. In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

School council training and education

To ensure our school council is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- Amsleigh Park Primary School child safety policies, procedures, codes and practices.

COMPLAINTS AND REPORTING PROCESS

Amsleigh Park Primary School fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy can be found at www.amsleigh.vic.edu.au.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees must follow our Child Safety Responding and Reporting Obligations Policy and

Procedures. Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions for Schools](#) for complaints and concerns relating to adult behavior towards a child
- the [Four Critical Actions for Schools: Responding to Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our Student Wellbeing and Engagement Policy and Bullying Prevention Policy cover complaints and concerns relating to student physical violence or other harmful behaviours.

COMMUNICATIONS

Amsleigh Park Primary School is committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters around the school
- updates in our school newsletter
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school council meetings.

PRIVACY AND INFORMATION SHARING

Amsleigh Park Primary School collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: [Schools' Privacy Policy](#).

RECORDS MANAGEMENT

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: [Records Management – School Records](#)

REVIEW OF CHILD SAFE PRACTICES

At Amsleigh Park Primary School, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

RELATED POLICES AND PROCEDURES

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Bullying Prevention Policy
- Child Abuse (including grooming) – Identification and Response Policy and Procedures
- Child Safety Code of Conduct
- Complaints Policy
- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteers Policy

Related Department of Education policies

- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)
- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Child Abuse \(including grooming\) – Identification and Response](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

Other related documents

- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

Policy status and review

- The principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/carers and the school community.

Approval

Created date	21-5-26
Consultation	Staff – 21-5-26 to 12-6-26 School Council 21-5-26 to 15-6-26 – Approved by School Council 15-6-26
Endorsed by	This policy was endorsed by the principal
Endorsed on	20-05-2026
Next review date	20-05-2028

Appendix A:

All staff should be aware of these actions and refer to them as needed. Copies will also be displayed in the staff room, teacher offices, main entry foyer and on the school website.

FOUR CRITICAL ACTIONS FOR SCHOOLS
Responding to Student Sexual Offending

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 4 critical actions as soon as you witness an incident, receive a disclosure or form a suspicion that a student is a victim of a student sexual offending and/or a student has engaged in sexual offending
- You **must act** even if you are unsure and have not directly observed student sexual offending (e.g. if a victim, or another person tells you about the offence)
- You **must use** the *Responding to Student Sexual Offending template* to keep clear and comprehensive notes.



1 IMMEDIATE RESPONSE TO AN INCIDENT	2 REPORTING TO AUTHORITIES	3 CONTACTING PARENTS/CARERS	4 PROVIDING ONGOING SUPPORT			
<p>If there is no risk of immediate harm go to Action 2.</p> <p>If a child is at immediate risk of harm you must ensure their safety by:</p> <ul style="list-style-type: none"> separating alleged victims and others involved administering first aid calling 000 for urgent medical and/or police assistance to respond to immediate health or safety concerns identifying a contact person at the school for future liaison with Police. <p>Where necessary you may also need to maintain the integrity of the potential crime scene and preserve evidence.</p>	<p>As soon as immediate health and safety concerns are addressed you must report incidents, suspicions and disclosures of student sexual offending as soon as possible:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #e0f2f1; padding: 5px;"> <p>VICTORIA POLICE All instances on 000</p> </div> <div style="width: 30%; background-color: #e0f2f1; padding: 5px;"> <p>DHHS CHILD PROTECTION If you believe that:</p> <ul style="list-style-type: none"> the victim's parent/carers are unable or unwilling to protect the child the student who is alleged to have engaged in the student sexual offending is: <ul style="list-style-type: none"> aged over 10 and under 15 years and may be in need of therapeutic treatment to address these behaviours may be displaying physical and behavioural indicators of being the victim of child abuse*. </div> <div style="width: 30%; background-color: #e0f2f1; padding: 5px;"> <p>INTERNALLY ALSO report internally to:</p> <ul style="list-style-type: none"> School Principal and/or leadership team (all instances) Government Schools: DET Security Services Unit Catholic Schools: Diocesan education office </div> </div> <p>You must identify a contact person at the school for future liaison with Victoria Police and/or Child Protection and seek advice about contacting parents/carers (see Action 3).</p> <p><small>*See the <i>Four Critical Steps for Schools: Responding Incidents, Disclosures and Suspicions of Child Abuse</i> for further guidance in these circumstances.</small></p>		<p>Your Principal must consult with Victoria Police or DHHS Child Protection to determine what information can be shared with parents/carers of all impacted students. They may advise:</p> <ul style="list-style-type: none"> not to contact the parents/carers (e.g. in circumstances where contacting the parents/carers is likely to adversely affect a Victoria Police investigation or where the student is a mature minor and has requested that their parent/carer not be notified) to contact the parents/carers and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion). 	<p>Your school must provide support for students who are victim to a student sexual offence AND students who have engaged in a sexual offence. This is an essential part of your duty of care requirements.</p> <p>This support should include the development of a Student Support Plan in consultation with wellbeing professionals, outlining support strategies. Strategies may include the development of a safety plan, direct support and referral to wellbeing professionals.</p>		
<p>CONTACT</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>DHHS CHILD PROTECTION AREA</p> <p>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</p> <p>AFTER HOURS After hours, weekends, public holidays 13 12 78</p> </td> <td style="width: 33%; vertical-align: top;"> <p>CHILD FIRST www.dhs.vic.gov.au</p> <p>VICTORIA POLICE 000 or contact your local police station</p> <p>DET SECURITY SERVICES UNIT (03) 9589 6266</p> <p>STUDENT INCIDENT AND RECOVERY UNIT (03) 9651 3622</p> </td> <td style="width: 33%; vertical-align: top;"> <p>EMPLOYEE CONDUCT BRANCH (03) 9637 2595</p> <p>DIOCESAN OFFICE Melbourne (03) 9267 0228 Ballarat (03) 5337 7135 Sale (03) 5622 6600 Sandhurst (03) 5443 2377</p> <p>INDEPENDENT SCHOOLS VICTORIA (03) 9825 7200</p> </td> </tr> </table>				<p>DHHS CHILD PROTECTION AREA</p> <p>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</p> <p>AFTER HOURS After hours, weekends, public holidays 13 12 78</p>	<p>CHILD FIRST www.dhs.vic.gov.au</p> <p>VICTORIA POLICE 000 or contact your local police station</p> <p>DET SECURITY SERVICES UNIT (03) 9589 6266</p> <p>STUDENT INCIDENT AND RECOVERY UNIT (03) 9651 3622</p>	<p>EMPLOYEE CONDUCT BRANCH (03) 9637 2595</p> <p>DIOCESAN OFFICE Melbourne (03) 9267 0228 Ballarat (03) 5337 7135 Sale (03) 5622 6600 Sandhurst (03) 5443 2377</p> <p>INDEPENDENT SCHOOLS VICTORIA (03) 9825 7200</p>
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Appendix B:

Safety week is conducted in Week 5 of each Term. The following checklist outlines the requirements that must be undertaken during Safety Week in order to meet the Child Safe Standards.

Child Safety Week Checklist - Year:

Specific Action to be undertaken each term during Safety Week	Person Responsible	Term 1	Term 2	Term 3	Term 4
1. Assembly reminder – Safety Week - Reinforce message about a child’s right to feel safe and secure both at school and outside school - Reinforce to students the importance of talking to a trusted teacher if they are not feeling safe and secure - Share Protect poster	Principal / Child Safety Officer				
2. Social Emotional Learning – Child Safe Environments in Focus - All classes to plan a minimum of one (1) session to teach children about protective behaviours. (Daniel Morcombe Curriculum)	PLC Leaders / Teachers				
3. Staff Meeting Briefing / Discussion - Child Safety Policy in focus - Child Safe Standards – Code of Conduct in focus - Four Critical Actions in focus - Templates for staff to record any suspicions of abuse – E.g. Warning Signs of child abuse - <u>Addressing confidentiality</u> : in this instance it cannot be maintained and this needs to be appropriately communicated to the child e.g. I cannot keep this a secret... - Protect handbooks & Resources in focus Term 4: Annual Child Safety Policy Review / Code of conduct / Risk Management matrix (November SC Meeting)	Child Safety Officer				
4. Newsletter – Child Safety and Wellbeing in focus - Communicate Child Safe Environments Policy - Communicate and reinforce expectations of the Code of Conduct - Build community and staff awareness	Principal / Child Safe Environments Safety Officer				
5. Review of Risk Register - Review and amend as required.	Principal / Child Safe Environments Safety Officer				
6. Review of Child Safety and wellbeing Environments Safety Week checklist	Child Safe Environments Safety Officer				

Appendix C:

PROTECT

4 CRITICAL ACTIONS

● Identify | ▲ Report | ● Support | ■ Refer

Identify and respond to child abuse by an adult engaged by a government school, including grooming

Provide the right support at the right time

At all times, you must:

- **Respond to an emergency** – Call 000. Preserve evidence. Keep students safe.
- **Adapt to changing circumstances** – Be flexible. Repeat/take different actions.
- **Document your actions.**

● Identify child abuse

All staff

You can identify abuse by:

- witnessing grooming behaviours or an incident
- receiving a disclosure
- observing:
 - physical or behavioural signs
 - something concerning online or on a device.

Notify your school's nominated contact person if you become aware of any allegation, complaint, disclosure or concern that:

- an adult engaged by the school may be abusing a child, or
- a child is at risk of being abused.

▲ Report abuse to authorities

Nominated contact person manages reports.

If you believe a crime has been committed against a child, report to:

- Victoria Police.
- All allegations, complaints, disclosures and concerns, report to:
- DE Conduct and Integrity Division
 - DE Incident Support and Operations Centre.

Engage parents/carers

- Obtain clearance from Victoria Police (if involved) or DE Conduct and Integrity Division before contacting parents/carers on what can be shared.
- Contact parents/carers as soon as possible (same day preferred).

Sexual offences

- DE Conduct and Integrity Division will engage the DE Sexual Harm Response Unit to ● **Support** and ■ **Refer**.

Other matters

- Your school's nominated contact person or wellbeing team may lead ● **Support** and ■ **Refer**.

● Support students through your school

- Support impacted student/s.
- Arrange support for impacted students and staff through regional/centralised services.
- Engage students and parents/carers to find the best support.
- Tailor to diverse needs.
- Use information sharing.
- Continue as long as necessary.

■ Refer to community services

- Engage student/s and parents/carers to find and connect with suitable services.
- Use information sharing.

Key contacts

DE Conduct and Integrity Division

- 03 7034 6788
- employee.conduct@education.vic.gov.au

DE Incident Support and Operations Centre

- 1800 126 126
- eduSafe Plus

Victoria Police

- 000 (emergencies)
- 131 444 or local police station (non-emergencies)

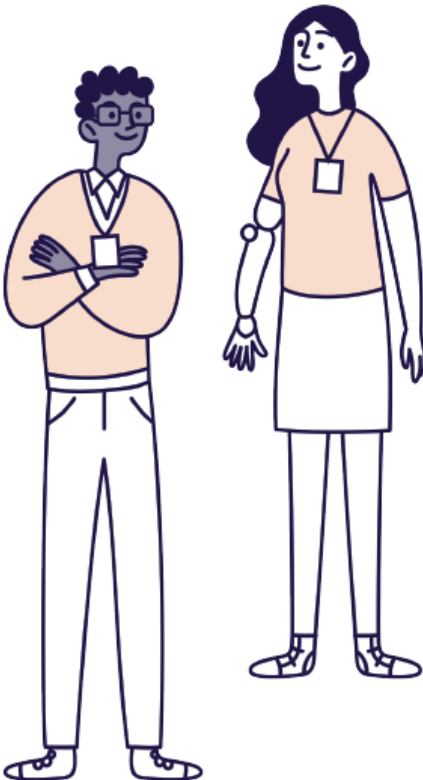
Local sexual assault service



.....



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vic.gov.au/identify-abuse-adult-government-school

Appendix D:



4 CRITICAL ACTIONS

Identify | Report | Support | Refer

Identify and respond to child abuse in the community

Provide the right support at the right time

At all times, you must:

- **Respond to an emergency** – Call 000. Preserve evidence. Keep students safe.
- **Adapt to changing circumstances** – Be flexible. Repeat/take different actions.
- **Document your actions.**

Identify child abuse

All staff

You can identify abuse by:

- witnessing an incident
- receiving a disclosure
- observing:
 - physical or behavioural signs
 - something concerning online or on a device.

If you form a reasonable belief that a child has been abused, or is at risk of abuse, inform school leadership.

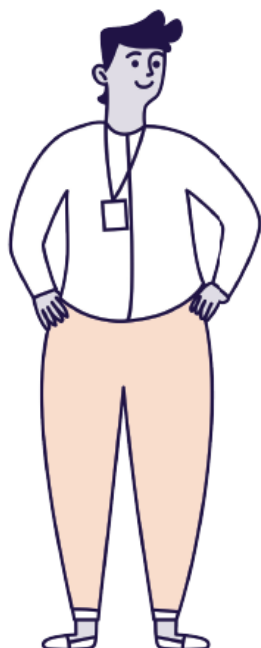
Information Sharing staff/Child Link users

- Request information from Information Sharing Entities or check Child Link.

School leadership/nominated staff

- **Report**
- **Support** and **Refer**

You may need to take actions in support and refer at the same time.



Report abuse to authorities

If you believe a crime has been committed against a child, report to:

- Victoria Police
- DE Incident Support and Operations Centre.

If you form a reasonable belief that the parents/carers have not, or are unlikely to, protect the student from significant harm. You must report physical and sexual abuse. Report to:

- Child Protection
- DE Incident Support and Operations Centre.

Engage parents/carers

- If Victoria Police/Child Protection are involved, seek their clearance on what can be shared before you contact parents/carers.
- Contact parents/carers as soon as possible (same day preferred).

Support students through your school

- Support impacted student/s.
- Engage students and parents/carers to find the best support.
- Tailor to diverse needs.
- Use information sharing.
- Continue for as long as necessary.

Refer to community services

- Engage students and parent/carers to find and connect with suitable services.
- Use information sharing.

Key contacts

Child Protection

8:45am to 5pm, Mon-Fri

North **1300 598 521**
 South **1300 555 526**
 East **1300 360 452**
 West **1300 360 462**
 After hours **13 12 78**

DE Incident Support and Operations Centre

- **1800 126 126**
- eduSafe Plus

Victoria Police

- **000** (emergencies)
- **131 444** or local police station (non-emergencies)

The Orange Door



Local sexual assault service



vic.gov.au/identify-child-abuse-community

Appendix E:



4 CRITICAL ACTIONS

Identify | Support | Refer | Report

Identify and respond to child abuse in the family

Provide the right support at the right time

Identify child abuse

All staff

You can identify abuse by:

- witnessing an incident
- receiving a disclosure
- observing:
 - physical or behavioural signs
 - signs of family violence trauma in students
 - family violence risk factors
 - narratives and behaviours that may indicate an adult is using family violence
 - something concerning online or on a device.

You only need to collect enough information to form a reasonable belief or inform your next steps. If you form a reasonable belief:

- go to **Determine your pathway**
- inform school leadership.

If you have a concern that a student is experiencing, or at risk of, child abuse in the family, and need more information:

- complete Family Violence Identification Tool
- provide to MARAM-nominated staff.

MARAM nominated staff

- complete Family Violence Screening Tool

If you form a reasonable belief that there is current family violence:

- inform school leadership
- go to **Determine your pathway**
- complete Basic Safety Plan.

Information Sharing staff/Child Link users

- Request information from Information Sharing Entities or check Child Link.

At all times, you must:

- **Respond to an emergency** – Call 000. Preserve evidence. Keep students safe.
- **Adapt to changing circumstances** – Be flexible. Repeat/take different actions.
- **Document your actions.**

Determine your pathway

Report to Child Protection (including mandatory report)

- **Report**
- **Support** and **Refer**

Crime

- **Report**
- **Support** and **Refer**

Family violence

(not a mandatory report or crime)

- **Refer** then **Support**

Family struggling with the care, wellbeing or development of a child

- **Support** and **Refer**

You may need to take actions in support and refer at the same time.

If you are unsure which pathway to take, contact The Orange Door for advice.

Support students through your school

- Engage students and parents/carers to find the best support.
- Tailor to diverse needs.
- Use information sharing.
- Continue for as long as necessary.

Refer to community services

- Engage the student and parents/carers, and connect them to services:
 - the Orange Door for family violence or families struggling with care, wellbeing to development of a child. First Nations people can be supported by an Aboriginal Community Controlled Organisation.
 - local sexual assault services for sexual offences or harmful sexual behaviour.
- Use information sharing.

Report abuse to authorities

Report to Child Protection (including mandatory report)

If you form a reasonable belief that the parents/carers have not, or are unlikely to, protect the student from significant harm. You must report physical and sexual abuse. Report to:

- Child Protection
- DE Incident Support and Operations Centre.

Crime

If you believe a crime has been committed against a child, report to:

- Victoria Police
- DE Incident Support and Operations Centre.

Engage parents/carers

- If Child Protection/Victoria Police are involved, seek their clearance on what can be shared before you contact parents/carers.
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Local sexual assault service



vic.gov.au/identify-child-abuse-family