

# Camberwell High School

## Child Safety Policy

### 1. Background

The Victorian Parliamentary Inquiry's *Betrayal of Trust* report (2013) made fifteen recommendations aimed at protecting children from all forms of abuse and neglect. In order to provide a higher level of guidance for schools, the Victorian Education Minister issued the Ministerial Order 870 which explains the seven child safe standards and what they mean in a school environment. The standards came into operation on 1 August 2016.

The Ministerial Order places responsibility for compliance with the School Council.

The child safe strategies are:

1. *Strategies to embed an organisational culture of child safety, including through effective leadership arrangements*
2. *A child safe policy or statement of commitment to child safety*
3. *A code of conduct that establishes clear expectations for appropriate behaviour with children*
4. *Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel*
5. *Processes for responding to and reporting suspected child abuse*
6. *Strategies to identify and reduce or remove risks of child abuse*
7. *Strategies to promote the participation and empowerment of children*

*[Definitions used in the implementation of this policy are contained in the **APPENDIX A**]*

### 2. Principles

Camberwell High School is committed to:

**2.1** The safety, participation, inclusion and empowerment of all children, including those:

- with Aboriginal background
- from culturally and/or linguistically diverse backgrounds including International students
- with LGBTQI gender identification
- of all abilities

**2.2** The prevention of child abuse and identifying risks early, and removing and reducing these risks

**2.3** Providing systems to protect children from abuse, and will take all allegations and concerns seriously and respond to them consistently

### 3. Implementation

**3.1** Camberwell High School will ensure staff:

- 3.1.1 Abide by relevant codes of conduct which expect and require staff and visitors to ensure the protection of children, and the Principal Team are vigilant in ensuring this
- 3.1.2 Are provided with appropriate training and support to identify, assess, and minimise risks of child abuse and to detect signs of potential student abuse
- 3.1.3 Report inappropriate behaviour through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter

3.1.4 Mentor Graduate teachers and new staff in regard to child safety practices

**3.2** The school will ensure that child safety practices and standards are incorporated in the induction for contractors and volunteers as outlined in the Camberwell High School volunteers and visitors to the school guidelines (**APPENDIX D**)

Staff, parents, volunteers and visitors are required to comply with the Camberwell High School staff, parents, visitors and volunteer child safety code of conduct (**APPENDIX C**)

**3.3** All school staff have responsibilities in regard to child safety and understand the school's expectations and process for mandatory reporting. Any staff member who has a concern about a child must notify the principal or student wellbeing coordinator (SWC) without delay. The school will take action to respond.

The following roles have specific responsibilities regarding child safety:

3.3.1 Student Wellbeing Coordinator

3.3.2 Sub-school Leader

3.3.3 House Leader/Student Learning Leader

3.3.4 Principal and Assistant Principals – overall responsibility for compliance in regard to child safety standards (Schedule B)

3.3.5 Homestay Coordinator

**3.4** Students and parents are informed about child safe strategies, policy and roles and responsibilities

**3.5** Students are encouraged to express their views and opinion through forums, SRC, Learning Mentor sessions, School Council representation, student leadership and International homework club

**3.6** The human resources and recruitment practices for all staff and volunteers will:

3.6.1 Implement DET recruitment process

3.6.2 Ensure all people engaged in student-related work, including volunteers, have a Working with Children Check or VIT registration.

**3.7** The Privacy policy will be adhered to in implementing the child safety policy

#### **4. Review**

This policy will be reviewed every three years and following significant incidents if they occur.

#### **5. References**

**5.1** Ministerial order 870,

<https://www.vrqa.vic.gov.au/Documents/ChSafMINOrder8702.pdf>

**5.2** DET human resources and recruitment practices,

<http://www.education.vic.gov.au/hrweb/careers/Pages/recruitinsch.aspx>

**5.3** DET risk management strategy and procedures

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/risk.aspx>

**5.4** Child Protection – Reporting obligations

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotection.aspx>

**5.5** Victorian Teaching Profession Codes of Conduct and Ethics

<http://www.vit.vic.edu.au/professional-responsibilities/conduct-and-ethics>

**5.6** Victorian Agreement – Roles and Responsibilities, dimensions of work

<http://www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx>

**5.7** Camberwell High School documents on Compass / School Documentation

- 5.7.1 Child Safe Strategies (**APPENDIX B**)
- 5.7.2 Student Engagement Policy
- 5.7.3 Anti-harassment policy
- 5.7.4 Curriculum Policy
- 5.7.5 Complaints Policy
- 5.7.6 Roles and Responsibilities
- 5.7.7 Student Code of Conduct
- 5.7.8 Student Internet and Computer Acceptable Use agreement
- 5.7.9 Staff, parents , visitors and volunteers code of conduct
- 5.7.10 Wellbeing Framework
- 5.7.11 Student Leadership Manual
- 5.7.12 Homestay Policy
- 5.7.13 Privacy Policy

**5.8** Working with Children Act 2005:

<https://www.workingwithchildren.vic.gov.au>

**5.9** Child Safe Standards:

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/chilsafestandards.aspx>

- 5.9.1 Child Safety and Wellbeing Act 2005  
<http://www.legislation.vic.gov.au>
- 5.9.2 Mandatory reporting to child protection:  
<https://providers.dhhs.vic.gov.au/mandatory-reporting>



Ngaire Burn  
**School Council President**



Jill Laughlin  
**Principal**

**Child** – means all students in the school

**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 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 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** means:

- an individual working in a school environment who is:
  - employed under Part 2.4 of the *Education and Training Reform Act 2006* (ETR Act) in the government teaching service or
  - employed under a contract of service by the council of the school under Part 2.3 of the ETR Act or
  - a contracted service provider

## Appendix B

## CHILD SAFE STRATEGIES

### Principal

- The Principal communicates that the school has **zero tolerance of child abuse** (in any form)
- The Principal oversees compliance with child safety standards
- The Principal communicates with the school community about the school's child safety strategies and their implementation
- The Principal ensures that child safety strategies are developed and enhanced through ongoing review of the effectiveness of practice
- The Principal ensures that an appropriate reporting process is in place for child abuse that includes overseeing outcomes.

### School staff

- Child safety standards are included in staff induction and child safety briefings are undertaken annually including mandatory reporting requirements
- Staff complete required on line modules on child safety
- Staff will foster a culture of openness in regard to child safety
- Staff are encouraged to report inappropriate behaviour
- Relevant staff have designated roles and responsibilities that incorporate child safety standards
- The school has nominated contact persons that students can approach in relation to child safety
- New staff will be required to provide identification when recruited
- All staff are required to confirm currency of working with children check/Victorian Institute of teaching registration.
- The school provides counselling and other resources to support staff

### Contractors and volunteers

- All contractors and volunteers are required to confirm currency of working with children check
- All contractors and volunteers are inducted in child safety – including the child safety policy and who to report concerns to.

### Students

- Students are made aware of :
  - how to detect child safety concerns
  - how to report inappropriate behaviour
  - who to report concerns to
- The school provides counselling and other resources to support students

### Parents

- Parents are made aware of how to detect and report inappropriate behaviour
- The school has nominated staff who parents can approach in relation to child safety
- The school provides advice regarding counselling and other resources for parents

### Environment

- The school has child safety strategies in place for all physical school environments, that include:
  - regularly reviewing the physical environment to ensure risks are identified and managed
  - assessing new or changed physical environments for child safety risks
  - supervising or monitoring activities
- The school has child safety strategies for its online environments accessed at school (e.g. intranets, online learning systems) including:
  - student Internet acceptable use agreement
  - restricted access to online resources
  - monitoring strategies to detect inappropriate behaviour
- Visitors are appropriately screened, supervised and made aware of the school's child safety strategies

**APPENDIX C**

**CAMBERWELL HIGH SCHOOL  
STAFF, PARENTS, VISITORS AND VOLUNTEERS CHILD SAFETY CODE OF CONDUCT**

**All staff, parents and visitors are required to comply with the expectations for child safe behaviour as detailed below by:**

- adhering to Camberwell High School’s child safe policy at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of students, particularly if they are saying that they or another student has been abused and/or are worried about their safety or the safety of another
- promoting a zero tolerance of discrimination
- promoting the safety, participation and empowerment of any child with a disability (for example, during personal care activities)
- ensuring that adults are not supervising a student in an isolated location
- ensuring no visitor to the school is left alone with students
- reporting any allegations of child abuse to student wellbeing coordinator (SWC) or a principal class member
- reporting any student safety concerns to student wellbeing coordinator or a principal class member
- ensuring that as quickly as possible if an allegation of child abuse is made, that the student/s are safe

**Staff and visitors must not:**

- develop any ‘special’ relationships with students that could be seen as displaying favouritism
- exhibit behaviours with students which may be construed as unnecessarily physical
- put students at risk of abuse (for example, by locking doors)
- do things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of students
- use inappropriate language in the presence of students
- express personal views on cultures, race, gender identification or sexuality in the presence of students
- discriminate against any student, including because of culture, race, ethnicity, ability or gender identification
- have contact with a student outside of school without parent knowledge
- have any unofficial online contact with a student or their family
- ignore or disregard any suspected or disclosed child abuse.

**I have read and agree to adhere to this Code of Conduct:**

Name: ..... ( staff / parent / visitor/ volunteer)

Signature: .....

Date: .....

## APPENDIX D

# CAMBERWELL HIGH SCHOOL VOLUNTEERS AND VISITORS TO THE SCHOOL GUIDELINES

## 1. BACKGROUND

Interaction between schools and their communities inevitably leads to the presence of a range of people working with the school. It is acknowledged that there are potential risks involved in working with a range of people and these risks need to be managed in a manner which balances opportunities for enhancing the school's program with student wellbeing. All visitors must respect people of different ability, race, sexuality, gender identification, religion, and cultural background.

A *visitor* is described as any person not enrolled or employed at the school. Visitors to school will include, but not be limited to, parents, community volunteers, invited speakers, sessional instructors (e.g. specialist sport teachers), representatives of community, business and service groups, local members of the State and Commonwealth Parliaments, employees of relevant children's services agencies, trades people, official school photographers, people from various sporting and arts organisations, commercial sales and delivery people, health professionals, as well as prospective and past parents, students and employees. A *volunteer* is described as a person who is not in the paid employment of the school or DET and is providing a service to the school.

## 2. PURPOSE

- 2.1 To provide guidelines for all visitors to the school
- 2.2 To ensure the school environment is safe for all students and supports child safe standards and policies
- 2.3 To comply with DET directives and guidelines

## 3. GUIDING PRINCIPLES

Camberwell High School seeks to provide an open and friendly learning environment which values and encourages visitors to the school. Concurrently we recognise our duty of care to provide a safe environment for the students, staff and parents of the school. Camberwell High School also seeks to ensure parents/guardians partner in their children's development, and create strong partnerships with community services, schools, businesses and the wider community.

## 4. IMPLEMENTATION

- 4.1 Visitors are required to report to the administration office prior to undertaking any activity within the school. Any visitor wishing to speak to a student must do so through a school staff member
- 4.2 Visitors are required to sign in using the visitor book and sign the code of conduct. Visitors will be assigned a Visitor badge which they must wear at all times within the school
- 4.3 Any visitor on site who is not appropriately badged will be politely approached and accompanied to the administration office for registration
- 4.4 At the end of their visit, visitors need to return their badge and to sign out in the visitor book
- 4.5 Visitors should drive with extra caution on school premises, taking particular care when reversing
- 4.6 Visitors such as tradespeople and consultants or anyone who may work independently of school personnel will be asked to present their working with children check in accordance with the Working with Children Act 2005
- 4.7 In accordance with the working with children Act 2005, visitors who do not have their working with children check will need to be directly supervised by staff throughout their visit.
- 4.8 Visitors delivering goods will be directed appropriately by the school administration staff.
- 4.9 Visitors are to observe the school's occupational health and safety procedures while on site.
- 4.10 Contractors working within the school must be checked for appropriate qualifications and requirements by the school administration before commencing work on site.
- 4.11 Contractors must be made aware of the school's asbestos record before work starts.
- 4.12 Contractors need to store all equipment safely and according to the agreed arrangements.

- 4.13 The school reserves the right to refuse entry or terminate a visit at any time.
- 4.14 In case of fire or any other emergency situations, the visitors should follow the emergency procedures, including instructions to evacuate.
- 4.15 Visitors may be requested to undergo a criminal records check in circumstances where honesty is essential, such as handling money. The cost of the criminal records check will be covered by the school.

## **5. EVALUATION**

These guidelines will be reviewed as part of the child safe policy