



School and Kindergarten's Response to Standard 1: Strategies to embed an organisational culture of child safety

Our strategies to embed a child safe culture:-	Individual or team responsible:
<p>1. The School Strategic Plan highlights our commitment to child safety, as it states we will provide inclusive, safe, orderly and stimulating learning environments in the primary school and kindergarten contexts.</p>	<p>Principal, Kindergarten Director and School Review Team</p>
<p>2. We have documented, communicated and implemented a Child Safe Policy and a Child Safe Code of Conduct, which focus on our commitment and approach to the safety of all children in our education and care, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.</p>	<p>Principal, Kindergarten Director, Child Safety Officer and School Council</p>
<p>3. Our Child Safe Policy and Code of Conduct have been shared with the school community through the school newsletter and school website.</p>	<p>Principal, Kindergarten Director, Child Safety Officer and Website co- ordinator</p>
<p>4. Bullying surveys have been given to students in each level for completion, to identify potential cases, and to uphold a zero-tolerance culture of bullying.</p>	<p>Principal</p> <p>Child Safety Officer to remind staff to complete survey each term.</p> <p>Class teachers responsible for administering the survey and following up on any reports of bullying or safety concerns.</p>
<p>5. All Middle and Senior School students complete a Student Opinion Survey, which asks students if they feel safe at school, and whether they have a trusted adult they feel they can confide in. Prep and Junior School students complete 'Helping hand' activity where they identify five trusted adults they can confide in.</p> <p>Whole staff data session each year to look at the results where staff will evaluate and diagnose, prioritise and set goals, develop and plan and implement and monitor.</p>	<p>Principal</p> <p>Assistant Principal responsible for providing the student opinion survey and collating results and leading the data session with the staff.</p>

	<p>Middle and Senior School Class teachers responsible for administering the survey and assisting with collating results.</p> <p>Prep and Junior School teachers responsible for completing 'Helping hand' activity.</p>
<p>6. Students are empowered to "self-protect" by participating in personal safety learning that encourages them to report abuse or unsafe incidents to trusted adults, if they feel their personal safety is under threat, or if they have been victims of adults or older students. Daniel Morcombe Child Safety Curriculum is taught in all year levels.</p>	<p>Principal</p> <p>Child Safety Officer to ensure personal safety lessons are included in planning for all levels.</p> <p>Personal safety lessons taught by class teachers in all levels as well as teaching the Daniel Morcombe Child Safety Curriculum.</p>
<p>7. 'PROTECT - FEELING SAFE: FOR PRIMARY SCHOOL STUDENTS' displayed and discussed in all classrooms to promote children's rights and reporting procedures for unsafe incidents.</p>	<p>Principal and Co-ordinators to ensure it is in planners.</p> <p>Teachers responsible for ensuring it is displayed in their classroom and discussed with their class.</p>
<p>8. We have provided parents and guardians with information, tips and resources via the school newsletter on bullying, personal safety and cyber-safety, to support them in upholding a strong culture of child safety, in partnership with the school.</p>	<p>Principal to regularly provide tips and resources in the school newsletter.</p>
<p>9. We continually provide ongoing professional development sessions for all staff and volunteers to inform and support them in protecting all students, and maintaining safe physical and online learning environments for all students. This training has included understanding the risk of harm to children, the different types of</p>	<p>Principal</p> <p>Staff to attend Professional Development</p>

<p>harm, how to identify the different types of child abuse and relevant legislation, such as mandatory reporting and duty of care requirements.</p>	<p>session each year run by Child Safety Officer. Additional reminders provided in staff meetings by Principal and Child Safety Officer.</p> <p>Volunteers to attend a yearly induction run by Business Manager or Administration Staff.</p>
<p>10. All staff have been issued with copies of the handbook 'PROTECT-IDENTIFYING AND RESPONDING TO ALL FORMS OF ABUSE IN VICTORIAN SCHOOLS' and the '4 CRITICAL ACTIONS FLOW CHART' in their 2018 staff policies manual for their reference.</p>	<p>Principal to ensure all staff have been issued with required documents</p> <p>Child Safety Officer to ensure documents are prepared for staff manuals.</p> <p>Principals Assistant to update documents in staff manuals at the start of each year.</p>
<p>11. All staff and volunteers have a clear understanding of their Duty of Care obligations to all students including reporting to Victoria Police and the Department of Health and Human Services - Child Protection, and seeking help from leading staff in the provision of ongoing counselling and appropriate welfare support for children, as required.</p>	<p>Staff to attend Professional Development session each year run by Child Safety Officer.</p> <p>Principal and Child Safety Officer to also provide reminders in staff meetings and update resources on the Child Safety display.</p> <p>Volunteers to attend a yearly induction run by Business Manager</p>

	or Administration Staff.
12. All staff have been briefed on how to follow the '4 CRITICAL ACTIONS FLOW CHART' in responding to incidents, disclosures and/or suspicions of child abuse.	Staff to attend Professional Development session each year run by Child Safety Officer. Additional reminders provided in staff meetings by Principal and Child Safety Officer.
13. VIT registered teachers understand their obligations as MANDATORY REPORTERS of child abuse.	Staff to attend Professional Development session each year run by Child Safety Officer. Additional reminders provided in staff meetings by Principal and Child Safety Officer.
14. All staff have completed the DEECD online training in Protecting Children - Mandatory Reporting and Other Obligations in 2017/2018.	Principal to ensure staff are aware they must complete the DEECD online training in Protecting Children - Mandatory Reporting and Other Obligations each year. Child Safety Officer to keep a record of who has completed the online training and remind staff when they are due to complete it again.
15. The school's e-learning policies include protocols for safe downloads from the internet and restricting staff and student access to inappropriate materials and/or information. The school	Principal to ensure e-learning policy is current.

<p>technical support personnel ensure processes that block student access to inappropriate on line materials. Students and parents sign the DEECD safe and responsible use of the internet policy.</p>	<p>School Technician to block student access to inappropriate materials.</p> <p>Teachers to collect signed copies of the internet policy and follow up with students/parents who have not yet signed and returned the policy.</p> <p>All staff when working with students on computers ensure they follow the schools internet policy.</p>
<p>16. All contractors and other supporting specialists required to support the students, undertake an induction which includes Child Safety information, and must provide their Working with Children Card that is then checked online.</p>	<p>Principal</p> <p>Business Manager or Administration Staff to complete Induction with contractors and supporting specialists and check Working With Children Card number online.</p>