

# CHILD SAFE STANDARD 1

## INFORMING THE SCHOOL COMMUNITY



*Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)***

### RATIONALE

The school council is required to inform the school community of the college's Commitment to Child Safety as well as the Code of Conduct which applies to all members of Charles La Trobe P-12 college community.

Charles La Trobe P-12 College's procedures for responding to and reporting allegations of suspected child abuse must be made available to the school community.

The school community includes members of the school governing authority, the principal, staff, students, parents and families, volunteers, external providers, and all visitors to the school.

### Key messages to communicate

- Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse.
- Keeping students safe is the responsibility of everyone in the college community and the new Child Safety Standards apply to us all.
- Policies and processes which comply with the new Child Safety Standards are in place at Charles La Trobe P-12 College to protect the care, safety and welfare of students.
- There are clear guidelines in place about how adults in our school community may interact with students.
- Matters which all members of the school community need to be informed of are what 'zero tolerance' means to us, the roles and responsibilities which adults have for child safety, and Charles La Trobe P-12 College's procedures to respond to and report complaints relating to any form of child abuse.
- Staff and volunteers at Charles La Trobe P-12 College receive ongoing training and support in order to properly carry out their responsibilities under the Child Safety Standards.
- External Providers and others who may be working here at the college with children will be advised of policies and processes which must be followed.

### Staff

- School councils that consult with staff about strategies, policies, procedures and practices for the Child Safety Standards will generally have better child safety outcomes and better informed teams.

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- Child safety will be a standing agenda item at staff/team meetings to consult on and to reinforce the college's commitment to child safety, to identify any potential risks, and to clarify continuing roles and responsibilities for staff members.
- Posting child safety information on notice boards and on school websites and newsletters will help to reinforce the commitment of all staff members to protect children.
- Reflective practices among staff in relation to child safety matters and communicating these to the wider school community is of the utmost importance.

### Volunteers, external providers, and visitors to the school

- Information on the college website and/or in written agreements about the requirement to adhere to Charles La Trobe P-12 College's 'Commitment to Child Safety' and 'Code of Conduct' policies will be provided.
- All visitors to the College will be required to read the Child Safe Code of Conduct and sign to declare they understand and will act in accordance with the Code.
- Relevant child safety information will be included in enrolment, parent, contractor and volunteer induction packs.
- College staff in regular contact with volunteers, external providers, and visitors to the school will be expected to brief them about their child safety responsibilities.
- Clear and friendly notices about Child Safety will be displayed around the college.

### Families

All schools are now expected to have measures in place to communicate Child Safety Standards information with families including information on the college website, newsletter, and email databases for individual and class group messages.

Making communications as relevant as possible to families' own children and using a range of communication methods will maximise the chance of families receiving and responding to this important information. This may be achieved by:

- Sending a personal email from the Principal to each family
- Distributing all relevant documentation
- Requesting that families acknowledge that they have received information sent to them with either a simple reply email or a tear-and-return slip on a printed letter
- Hosting a meeting with the college's parent organisation to give families the opportunity to hear first-hand about the Child Safety Standards and to ask questions
- Consult with appropriate community members on whether the Child Safety strategies, policies, procedures and practices are inclusive of families of Aboriginal and Torres

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Strait Islander children, children with disabilities, children from culturally and linguistically diverse (CALD) backgrounds, and vulnerable children.

### Further Information

*The Victorian Institute of Teaching*, for Victorian Teaching Profession Codes of Conduct and Ethics and information about employer responsibilities to report action taken against registered teachers in response to allegations and concerns about registered teachers.  
[www.vit.edu.au](http://www.vit.edu.au)

*Victorian Registration and Qualifications Authority*. Child safe standards website (all schools):  
[www.vrqa.vic.gov.au/childsafes](http://www.vrqa.vic.gov.au/childsafes)

### *Duty of Care*

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

### *Child Protection – Reporting Obligations*

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

### *Student Health and Safety*

<http://www.education.vic.gov.au/school/principals/health/Pages/default.aspx>

### *Information Privacy*

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

### REVIEW

This policy will be reviewed every three years or if guidelines change.

### RATIFICATION

This policy was ratified by the College School Council on August 23rd, 2016

This policy was reviewed and re-ratified on December 12th, 2017

This policy was reviewed and re-ratified on February 15<sup>th</sup>, 2018

This policy was re-ratified on 15<sup>th</sup> August 2019

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## References:

Commission for Children and Young People Website <http://www.cyp.vic.gov.au/>

DET Website

<http://www.education.vic.gov.au/childhood/providers/regulation/Pages/childsafestandards.aspx>

VRQA Website <http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>