



# Elwood Primary School No 3942

Scott Street, Elwood 3184 Telephone 9531 2762 Fax 9531 5497

## Child Safe Environment Policy

### PURPOSE

The Child Safe Environment Policy sets out our school's approach to creating a child safe organisation where children and young people are safe and feel safe; and provides the policy framework for the school's approach to the Child Safe Standards.

### BROAD GUIDELINES

This policy applies to all staff, volunteers, contractors and whether or not they work in direct contact with children or young people across a range of school forums (e.g. camps, online) and outside of school hours.

### IMPLEMENTATION

1. The school's culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden.
2. The school's plan for creating a child safe culture can be found on the school's website and in the school policies listed in Resources.
3. School leaders and managers will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect.
4. Elwood Primary School applies best practice standards in the recruitment and screening of staff and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect.
5. The school has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action should include notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns which may include reporting their concerns to the DHHS Child Protection or another appropriate agency. Our school will take action to respond to a complaint.
6. Elwood Primary School believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes. The school recognises there

are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.

7. The school has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/carers to understand their rights and their responsibilities.
8. When the school is gathering information in relation to a complaint about alleged misconduct with, or abuse of a child, the school will listen to the complainant's account and take them seriously, check understanding and keep the child (or their parents/carers) informed about progress in accordance with the Guidelines (and any relevant instructions) issued by the Department of Health and Human Services.
9. Elwood Primary School collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. The principles regulating the collection, use and storage of information is included in the School Privacy Policy.

## RESOURCES

1. Child Safe Statement
2. Elwood Primary School Website: <http://www.elwoodprimary.vic.edu.au/>
3. Victorian Institute of Teaching Website: <http://www.vit.vic.edu.au/>
4. Community Volunteer participation and Security Policy
5. Mandatory Reporting Policy
6. DHHS Guidelines: <https://providers.dhhs.vic.gov.au/mandatory-reporting>

## POLICY HISTORY

Version Approval Date:	Summary of changes:	Next Review:
September 2016	Policy created, Council approved	3 year cycle or as needed
June 2019	Statement reviewed, revised, Council approved	June 2020