

**DEAR PARENTS AND CARERS,**

**Like all schools in Victoria, we are required to comply with the CHILD SAFE STANDARDS. Below is a copy of the School's Child Safe Statement and Policy, as approved by the Buchan Primary School Council in 2016.**

## Buchan Primary School Child Safe Statement & Policy

### Statement of Commitment to Child Safety

#### Our statement

Buchan Primary School affirms its commitment to child safety by:

- having zero tolerance for child abuse
- actively working to listen to and empower children
- having systems to protect children from abuse by taking all allegations and concerns very seriously and responding to them consistently, in line with the school's policies and procedures
- being committed to promoting cultural safety for all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and by providing a safe environment for children with a disability.

### Child Safe Policy

#### Our commitment to child safety

Buchan Primary School is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Buchan Primary School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Buchan Primary School has robust human resources and recruitment practices for all staff and volunteers.

Buchan Primary School is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

## Our children

This policy is intended to empower children who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance at Buchan Primary School, and people from all walks of life and cultural backgrounds are welcome. We promote the cultural safety, participation and empowerment of all children, including Aboriginal children and children from culturally and/or linguistically diverse backgrounds. We ensure children with a disability are safe and can participate equally.

## Our staff and volunteers

This policy guides Buchan Primary School staff and volunteers on how to behave with children in our organisation.

Buchan Primary School staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

## Training and supervision

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Buchan Primary School aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect all children from abuse. New employees and volunteers will be supervised regularly to ensure they understand Buchan Primary School's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to Buchan Primary School's Code of Conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

## Recruitment

Buchan Primary School takes all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Buchan Primary School understands when recruiting staff and volunteers, we have ethical as well as legislative obligations, including encouraging applications from a diverse range of people, including those from Aboriginal, culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au) website <[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)> for further information

Buchan Primary School carries out reference checks and police record checks to ensure we are recruiting appropriate people to work with our students. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

## Fair procedures for personnel

At Buchan Primary School, the safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our Child Safe Incident Reporting Template<sup>1</sup>, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

## Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

## Legislative responsibilities

Our organisation takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.<sup>2</sup>
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.<sup>3</sup>
- Any personnel who are **mandatory reporters** must comply with their duties.<sup>4</sup>

## Risk management

Buchan Primary School is required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments.

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<sup>1</sup> Refer to Buchan Primary School – Child Safe Incident Report Template

<sup>2</sup> A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.

Further information about the failure to disclose offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

<sup>3</sup> Further information about the failure to protect offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.

<sup>4</sup> Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

See the Department of Health and Human Services website for information about [how to make a report to child protection](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first) <www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>.

## Allegations, concerns and complaints

Buchan Primary School takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed<sup>5</sup>
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour

## Further reference

- Ministerial Order 870 – Child Safe Standards
- Victorian Registration & Qualifications Authority: Child Safe Standards
- <http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx>

## Policy review

Buchan Primary School will be review this policy in alignment with the school's triennial review process and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

**This policy was last ratified by the Buchan School Council on 17<sup>th</sup> October 2016.**

**Please do not hesitate to speak with me if you have any questions or concerns.**

**Sincerely, Clare Edwards  
Principal Buchan School**

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<sup>5</sup> For example behaviour, please see [An Overview of the Victorian child safe standards:](http://www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)  
<www.dhs.vic.gov.au/\_\_data/assets/word\_doc/0005/955598/Child-safe-standards\_overview.doc>