



School operations

PROTECT

Protecting children & young people
from abuse is our responsibility



Child Safe Standards

Cranbourne South Primary School

Child Safe Standards Information Booklet

**CSPS whole school commitment in keeping
our children safe**

This Information booklet reflects the DET requirements per Child Safe Standards and was produced in consultation with the school community.

This Information booklet forms the basis for all induction processes relative to staff, visitors, volunteers, contractors and any personnel who will be working directly with students.

Table of Contents

Table of Contents	2
Child Safe Standards: Statement of Commitment	3
Purpose	4
Key messages	4
Child Safe Standards: Creating a safe environment	5
Standard 1: Culturally safe environments	6
Standard 2: Leadership, governance and culture	6
Standard 3: Child and student empowerment	6
Standard 4: Family engagement	6
Standard 5: Diversity and equity	7
Standard 6: Suitable staff and volunteers	7
Standard 7: Child-focused complaints processes	7
Standard 8: Child safety knowledge, skills and awareness	7
Documentation	7
Confidentiality and storage	8
Flowchart	9
Standard 9: Physical and online environments	11
Standard 10: Review of child safety practices	11
Procedures for responding to and reporting suspected child abuse	11
Procedures for process improvement	11
Standard 11: Implementation of child safety practices	12
Resources	13

Child Safe Standards: Statement of Commitment

Cranbourne South Primary School (CSPS) is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. CSPS has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in CSPS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations CSPS:

1. Takes a preventative, proactive and participatory approach to child safety, led by a Child Safe Officer, team and Principal class
2. Values and empowers children to participate in decisions which affect their lives
3. Fosters a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respects diversity in cultures and child rearing practices while keeping child safety paramount
5. Provides written guidance on appropriate conduct and behaviour towards children
6. Engages only the most suitable people to work with children, employs high quality staff and volunteer supervision and provides professional development and training
7. Ensures children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise concerning issues
8. Reports suspected abuse, neglect or mistreatment promptly to the appropriate authorities
9. Shares information appropriately and lawfully with other organisations where the safety and wellbeing of a child is at risk
10. Values the input of and communicates regularly with families and carers.

Purpose

The purpose of this information booklet is to ensure CSPA Staff, Volunteers and Visitors are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Staff, Volunteers and Visitors must familiarise themselves with the suite of policies and procedures below before commencing any work where children are likely to be present.

Key messages

- CSPA is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating an inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal class. If this would not be appropriate in the circumstances, you can contact the Regional Office of the Department of Education and Training on 1300 338 691.

Staff, volunteers and visitors must be familiar with and follow our school's:

- [Volunteers Policy](#)
- [Visitors Policy](#)
- [Child Safety Code of Conduct](#)
- [Child Safety and Wellbeing Policy](#)
- [Procedures for responding to incidents, disclosures and suspicions of child abuse](#)

All staff and volunteers will:

- Participate in child safety and wellbeing induction and training provided by the school
- Follow the school's child safety and wellbeing policies and procedures
- Act in accordance with our Child Safety Code of Conduct
- Identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- Implement inclusive practices that respond to the diverse needs of students

Staff, Volunteers and Visitors can support every student to have a positive experience in a safe environment. This includes supporting aboriginal cultural safety and understanding the diverse circumstances of children and students.

Child Safe Standards: Creating a safe environment

- *To create and maintain a child safe organisation, all Victorian schools must comply with Ministerial Order No. 870 - Child Safe Standards, which came into effect 1 August 2016.*
- *Ministerial Order 1359 provides the framework for child safety in schools.*

[CSPS Staff Induction Presentation](#)

Child Safe Standards:

- **Standard 1: Culturally safe environments** – Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- **Standard 2: Leadership, governance and culture** – Ensure that child safety and wellbeing are embedded in school leadership, governance and culture.
- **Standard 3: Child and student empowerment** – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- **Standard 4: Family engagement** – Families and communities are informed and involved in promoting child safety and wellbeing.
- **Standard 5: Diversity and equity** – Equity is upheld and diverse needs are respected in policy and practice.
- **Standard 6: Suitable staff and volunteers** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Standard 7: Child-focused complaints processes** – Ensure that processes for complaints and concerns are child focused.
- **Standard 8: Child safety knowledge, skills and awareness** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Standard 9: Physical and online environments** – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- **Standard 10: Review of child safety practices** – Implementation of the Child Safe Standards is regularly reviewed and improved.
- **Standard 11: Implementation of child safety practices** – Policies and procedures that document how schools are safe for children, young people and students.

Standard 1: Culturally safe environments

Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

- [Aboriginal Learning, Wellbeing and Safety](#)
- [Child Safety and Wellbeing Policy](#)
- [Student Wellbeing and Engagement Policy](#)

Standard 2: Leadership, governance and culture

Ensure that child safety and wellbeing are embedded in school leadership, governance and culture.

- [Child Safety and Wellbeing Policy](#)
- [PROTECT](#)
- [Child Safety Code of Conduct](#)
- [Child Safety Risk Register](#)
- [Volunteers Policy](#)
- [School Record Management Policy](#)

Standard 3: Child and student empowerment

Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

- [Child Safety and Wellbeing Policy](#)
- [Bullying Prevention Policy](#)

Signs of child abuse to look out for: there are a range of common physical and behavioural indicators that a child may be being abused.

- [Acceptable and unacceptable behaviours](#)
- Video: [Identifying sign of child abuse](#)
- [Child Safe Types of Abuse & Signs](#)

If you form a reasonable suspicion that a child is being abused, or is at risk of abuse, or an adult is perpetrating abuse, even if you are unsure, you must follow the [Four Critical Actions](#)

Standard 4: Family engagement

Families and communities are informed and involved in promoting child safety and wellbeing.

- [Child Safety and Wellbeing Policy](#)
- [Child Safety Code of Conduct](#)
- [Complaints Policy](#)
- [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [Volunteers Policy](#)

- [Visitors Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Bullying Prevention Policy](#)
- [Digital Learning Policy](#)

Standard 5: Diversity and equity

Equity is upheld and diverse needs are respected in policy and practice.

- [Child Safety and Wellbeing Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Complaints Policy](#)
- [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [PROTECT](#)

Standard 6: Suitable staff and volunteers

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

- [MASTER Recruitment Procedures Booklet \(teacher\)](#)
- [MASTER Recruitment Procedures Booklet \(ES\)](#)

Standard 7: Child-focused complaints processes

Ensure that processes for complaints and concerns are child focused.

- [Complaints Policy](#)
- [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [PROTECT](#)

Standard 8: Child safety knowledge, skills and awareness

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

- [Child Safety and Wellbeing Policy](#)
- [Volunteers Policy](#)
- [Visitors Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Child Safe Induction](#)

Screening, supervision, training and other human resource practices that reduce the risk of child abuse include the following:

Term 1	Term 2	Term 3	Term 4
Fortnightly iNewsletter entries re- communication of Child Safe - Child Safe iNewsletter			
Classroom visits (Social worker) to present Child Safe information for students Wk 6) Child safe student presentation	Staff training Slides Child Safe staff training incl. flow chart for procedures for responding to and reporting suspected child abuse	Classroom visits (Social worker) to present Child Safe information for students Wk 5) Child Safe student presentation	Child Safe Register annual monitoring and evaluation <i>CSPS monitors and evaluates the effectiveness of the implementation of the risk controls outlined in the Child Safety Risk Register</i>
		School Council training - School Council Slides	Child Safe Register School Council accountability - <i>The role of School Council is to evaluate the effectiveness and implementation of risk controls have been considered</i>
As required <ul style="list-style-type: none"> • Volunteer training slides • Completion of the Mandatory Reporting module by all staff. See Learn Ed - Protecting Children - Reporting and Other Legal Obligations (Mandatory Reporting) • Update of schools website - Child Safe information - CSPS website 			

Documentation

As a school staff member, you must keep clear and comprehensive notes relating to incidents, disclosures and allegations of child abuse.

Types of documentation include:

- Records of conversations from students, staff and parents (including phone calls).
- Compass entries.

Please note that entries of an extremely personal nature eg. involving DFFH, sexual or physical abuse should be carefully entered on Compass, with a HIGHLY CONFIDENTIAL notification warning.

The following documentation is kept in the Principal office, in clearly marked folders.

Folders titled “Child Safe - All Abuse”

CSPS Procedure for Identifying and Responding to All forms Abuse

1. Refer to PROTECT Identifying and Responding to All forms of Abuse in Victorian Schools
2. Refer to Four Critical Actions for Schools; Responding to Incidents, Disclosures and Suspicions of Child Abuse.
3. Complete the PROTECT Responding to Incidents, Disclosures and Suspicions of Child Abuse Principal Checklist
4. Complete, review and monitor the PROTECT Recording your actions; Responding to suspected Child Abuse. All documentation relating to DET Edusafe Plus reports, record keeping information relating to CISS and FVISS, student notes/drawings, SSS documentation etc... to be recorded/filed.
5. All documentation will be stored in a RED satchel, in a locked filing cabinet in the Principal's office

Folders titled “Child Safe - Sexual Abuse”

CSPS Procedure for Identifying and Responding to Student Sexual Offending

1. Refer to PROTECT Identifying and Responding to Student Sexual Offending
2. Refer to CSPS Emergency Response Procedures for Sexualised Behaviour
3. Refer to Four Critical Actions for Schools; Responding to Student Sexual Offending
4. Complete, review and monitor
5. Complete PROTECT Responding to Student Sexual Offending (Template for all Victorian Schools). All documentation relating to DET Edusafe Plus reports, record keeping information relating to CISS and FVISS, student notes/drawings, SSS documentation etc... to be recorded/filed.
6. All documentation will be stored in a RED satchel, in a locked filing cabinet in the Principal's office

The above information may be sought at a later date if the matter is the subject of court proceedings. This documentation may also later assist if you are required to provide evidence to support decisions.

Confidentiality and storage

All documentation must be kept private and confidential. Principal class will keep both a paper copy and electronic copy of all documentation. Paper copies will be kept in a locked filing cabinet located in the Principal's office. Electronic copies will be stored in a locked file on the school's central database accessible only by the Principal class.

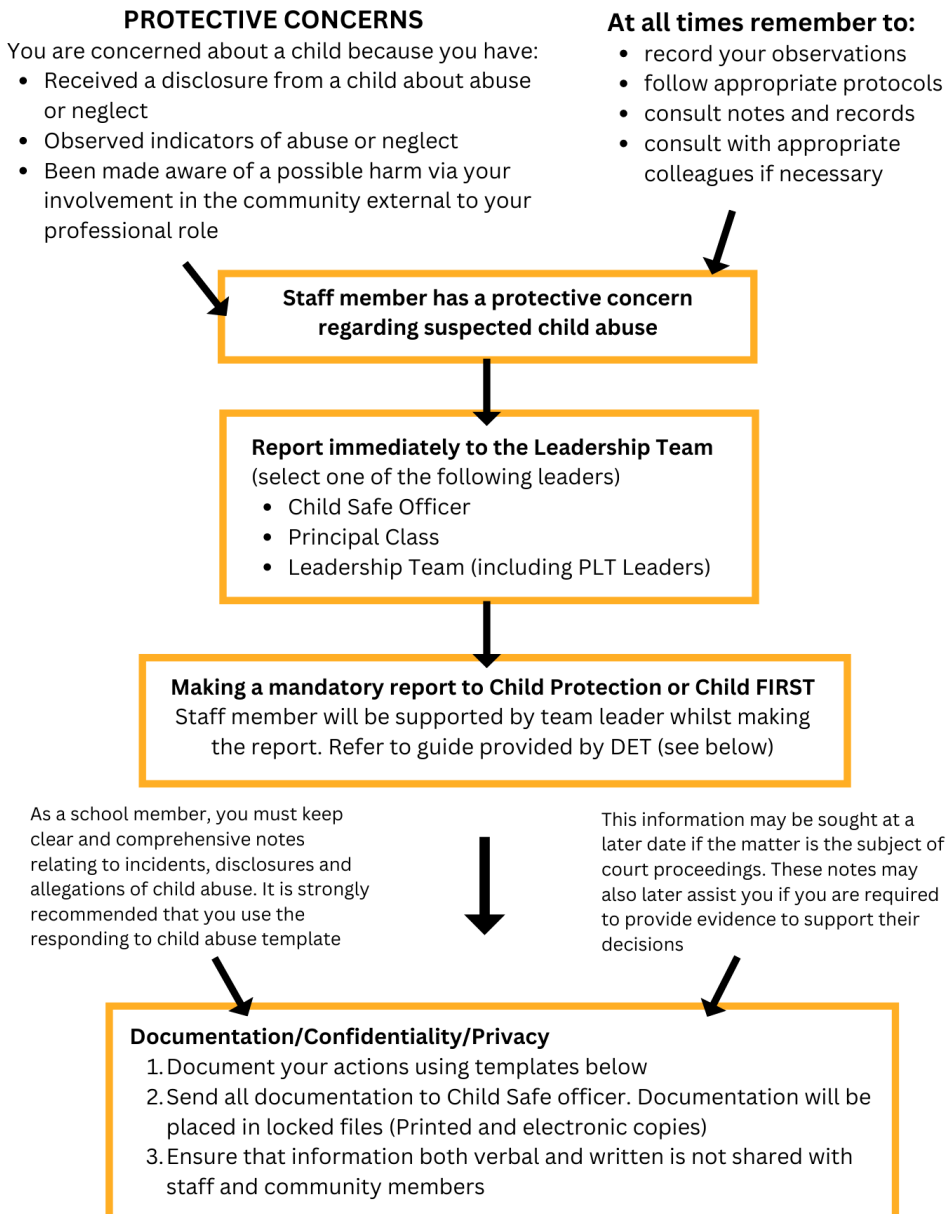
Standard 9: Physical and online environments

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

- [Child Safety Code of Conduct](#)
- [Digital Learning Policy](#)
- [Child Safety Risk Register](#)

Standard 10: Review of child safety practices

Implementation of the Child Safe Standards is regularly reviewed and improved.



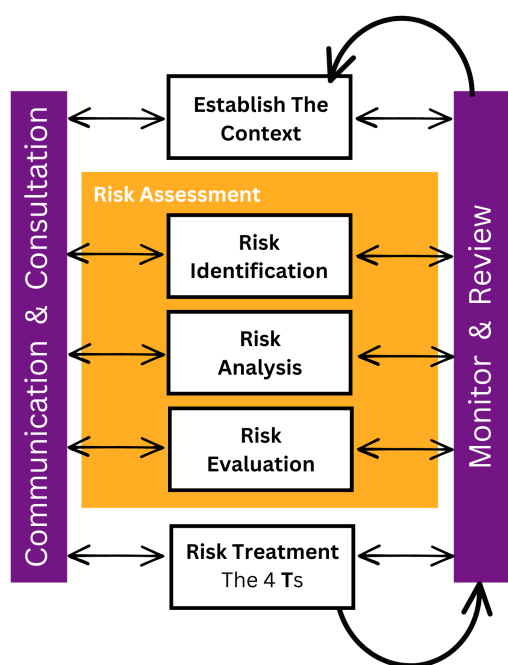
Procedures for responding to and reporting suspected child abuse

Individuals must not ignore or disregard any concerns, suspicions or disclosures of child abuse or harm. Individuals must report any concerns to a teacher or the [school leadership](#) team as quickly as possible. Staff and volunteers should follow the [Four Critical Actions](#) when responding to incidents.

1. **Responding to the emergency:** if a child is at immediate risk of harm you must ensure their safety
2. **Report to authorities:** as soon as immediate health and safety concerns are addressed you must report your concerns to the [principal or school leadership](#)
3. **Contact parents/carers:** The principal and school will determine who needs to be contacted
4. **Provide support (child):** The school will determine the support for children impacted by abuse.
5. **Provide support (staff):** All staff directly involved in the incident, participate in a debrief session with a member of the Principal class and social worker

Procedures for process improvement

1. **Review Child Safe processes:** The Child Safe team, led by the Principal class, will review and evaluate the Child Safety and Wellbeing policies, procedures and practices.
2. **Review Complaints processes:** The Wellbeing team, led by the Assistant Principal, will review:
 - complaints, concerns and safety incidents
 - analyse and identify causes and systemic failures, including Compass functionalities and school usage
 - contribute to the review of child safety and wellbeing policies, procedures and practices.



Document actions

- [Responding to suspected child abuse: template](#)
- [Responding to student sexual offending: template](#)

Standard 11: Implementation of child safety practices

Policies and procedures that document how schools are safe for children, young people and students.

- [Child Safety and Wellbeing Policy](#)
- [Staff training slides](#)
- [School Council slides](#)
- [Volunteer training slides](#)
- [Parent Information](#)

Resources

- [A Guide to Support Victorian Schools to Meet Child Safe Standard 7 Strategies to Promote Child Empowerment and Participation](#)
- [DET Child Safe Standards Resources](#)
- [PROTECT](#)
- [Ministerial Order 870](#)
- [DHHS](#)
- [VRQA Resources](#)
- [Working with Children's Check](#)