

Kalinda Primary School Child Safe Standards Action List




[Ministerial Order 1359](#) (PDF 363KB) provides a framework for how Kalinda Primary School (Kalinda PS) will action the new Child Safe Standards.


This Action List identifies what Kalinda PS will do to address Ministerial Order 1359.

NOTE: The new Standards include some new requirements. These new requirements include, but are not limited to:

- new policies
- additional training for staff and volunteers
- engagement with the school community to develop policies for child safety and wellbeing where needed.




The Action List is supported by guidance on [PROTECT](#), the [Policy and Advisory Library](#) and the [School Policy Templates Portal](#) (login required .

Actions	Action by	Guidance and resources	My school's actions
Child Safe Standard 1: Culturally Safe Environments			
✓ Develop a policy or statement that describes what the school will do to create a culturally safe environment for Aboriginal children, students, and their families. This document should ensure that: <ul style="list-style-type: none"> • a child or student's ability to express their culture and enjoy their cultural rights is encouraged and actively supported • staff, students, volunteers, and the school community are equipped to acknowledge and appreciate the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal students • measures are in place to ensure racism is identified, confronted and not tolerated, and any instances of racism are addressed with appropriate consequences • active support for the participation and inclusion of Aboriginal children and students and their families 	Principal	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 1 provides example actions for schools on this standard Templates <ul style="list-style-type: none"> • Schools can include their actions in the Child Safety and Wellbeing Policy or create another document such as an action plan Other templates can also be used to meet these requirements such as: <ul style="list-style-type: none"> • Student Wellbeing and Engagement Policy  • Bullying Prevention Policy  • Inclusion and Diversity Policy  	Kalinda PS has developed: <ul style="list-style-type: none"> • a Child Safe and Wellbeing Policy • an Aboriginal Education Plan • an Inclusion and Diversity Policy • a Child Safe Policy and Child Safe Code of Conduct • a Child Safe Responding and Reporting Obligations Policy • a Bullying, Cyberbullying and Harassment Prevention Policy
✓ Ensure the strategies and actions outlined in the policy, plan or statement are implemented	Principal		
✓ Approve the policy, plan or statement	Principal		


Actions	Action by	Guidance and resources	My school's actions
<ul style="list-style-type: none"> ✓ Ensure all school policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children and students and their families 	Principal		
Child Safe Standard 2: Child safety and wellbeing is embedded in leadership, governance and culture			
<ul style="list-style-type: none"> ✓ Revise or develop a Child Safety and Wellbeing Policy that details: <ul style="list-style-type: none"> • a commitment to child safety • actions the school will take to ensure a child safe culture is championed and modelled across the school • governance arrangements the school uses to implement the policy • processes that the school will use to review its child safe practices 	Principal	<p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 2 provides example actions for schools on this standard • Guidance is also available to help schools develop a Child Safety and Wellbeing Policy, Code of Conduct and complete the Child Safety Risk Register • Guidance for child safety champions • Records Management - School Records <p>Templates</p> <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy • Child Safety Code of Conduct • Child Safety Risk Register • Volunteers Policy  	<p>Kalinda PS has developed:</p> <ul style="list-style-type: none"> • a Child Safe and Wellbeing Policy • an Aboriginal Education Plan • an Inclusion and Diversity Policy • a Child Safe Policy and Child Safe Code of Conduct <p>These policies outline the actions that Kalinda PS will undertake to ensure a Child Safe environment.</p>
<ul style="list-style-type: none"> ✓ Approve the Child Safety and Wellbeing Policy 	Principal		
<ul style="list-style-type: none"> ✓ Revise or develop a Child Safety Code of Conduct 	Principal		
<ul style="list-style-type: none"> ✓ Approve the Child Safety Code of Conduct 	Principal & school council		
<ul style="list-style-type: none"> ✓ School Council approves the Code of Conduct to the extent that it applies to school council employees 	Principal & school council		
<ul style="list-style-type: none"> ✓ Make the Child Safety and Wellbeing Policy and Child Safety Code of Conduct publicly available 	Principal		
<ul style="list-style-type: none"> ✓ Develop and implement risk management strategies that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in both the physical and online school environment ✓ Record identified risks relating to child abuse in the Child Safety Risk Register (or other document), including risk controls and treatments to reduce or remove the risks ✓ The risk register (or another document) is approved by the principal 	Principal		
<ul style="list-style-type: none"> ✓ Establish a process to monitor and annually review the risks related to child safety and wellbeing and the effectiveness of the implementation of the risk controls 	Principal		
<ul style="list-style-type: none"> ✓ Follow the Records Management - School Records Policy 	Principal		
<ul style="list-style-type: none"> ✓ Create, maintain and dispose of child safety and wellbeing records in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods 	Principal		
<ul style="list-style-type: none"> ✓ Ensure staff and volunteers understand their obligations on information sharing and recordkeeping 	Principal		




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Child Safe Standard 3: Child and student empowerment			
<ul style="list-style-type: none"> ✓ Develop curriculum planning documents (or other documentation) that describe what the school will do to support child and student empowerment. This document should include strategies that: <ul style="list-style-type: none"> • inform children and students about all their rights, including to safety, information, and participation • recognise the importance of friendships and encourage support from peers to help students feel safe and be less isolated • attune staff and volunteers to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns • develop a culture that facilitates participation and is responsive to the input of children and students • provide opportunities for children and students to participate and for the school to be responsive to their contributions to strengthen confidence and engagement 	Principal	<p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 3 provides example actions for schools on this standard • Guidance is also available to help schools develop a Child Safety and Wellbeing Policy • Guidance for child safety champions • PROTECT: Identify child abuse <p>Templates</p> <ul style="list-style-type: none"> • The Child Safety and Wellbeing Policy can be used to detail how the school addresses these requirements 	<p>Kalinda PS has developed:</p> <ul style="list-style-type: none"> • a Child Safe and Wellbeing Policy • an Aboriginal Education Plan • an Inclusion and Diversity Policy • a Child Safe Policy and Child Safe Code of Conduct • a Student Engagement and Wellbeing Policy • Complaints and Grievances Policy • extensive curriculum documentation to support child and student empowerment
<ul style="list-style-type: none"> ✓ Approve the documentation that describes the strategies and actions for student empowerment 	Principal	<ul style="list-style-type: none"> • Complaints Policy 	
<ul style="list-style-type: none"> ✓ Ensure the strategies and actions for student empowerment are implemented 	Principal	<ul style="list-style-type: none"> • Student Wellbeing and Engagement Policy 	
<ul style="list-style-type: none"> ✓ Ensure students have access to age-appropriate sexual abuse prevention programs and relevant related information. <p>NOTE: School boarding premises must consider whether sexual abuse prevention programs and related information are relevant to their setting or context</p>	Principal	<p>Other Resources</p> <ul style="list-style-type: none"> • Resilience, Rights and Respectful Relationships and Building Respectful Relationships teaching and learning materials • Respectful Relationships whole school approach 	<p>Further, Kalinda PS has implemented:</p> <ul style="list-style-type: none"> • the School-wide Positive Behavioural Interventions and Supports Program • Respectful Relationships Program
Child Safe Standard 4: Family engagement			
<ul style="list-style-type: none"> ✓ Develop a policy, statement (or other documentation) detailing the strategies and actions to support family engagement, ensuring that: <ul style="list-style-type: none"> • families participate in decisions related to child safety and wellbeing which affect their child • the school engages and openly communicates with families and the school community about its child safe approach and relevant information is accessible 	Principal	<p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 4 provides example actions for schools on this standard <p>Templates</p> <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy 	<p>Kalinda PS has developed:</p> <ul style="list-style-type: none"> • a Child Safe and Wellbeing Policy • an Aboriginal Education Plan • an Inclusion and Diversity Policy • a Child Safe Policy and Child Safe Code of Conduct

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<ul style="list-style-type: none"> families and the school community have a say in the development and review of child safety and wellbeing policies and practices families, carers, and the community are informed about the operations and governance of the school related to child safety and wellbeing 			<ul style="list-style-type: none"> a Student Engagement and Wellbeing Policy Complaints and Grievances Policy Rights and Responsibilities Statement
<ul style="list-style-type: none"> ✓ Approve the actions outlined in the policy or statement 	Principal		
<ul style="list-style-type: none"> ✓ Ensure the strategies and actions outlined in the policy or statement are implemented 	Principal		
Child Safe Standard 5: Diversity and Equity			
<ul style="list-style-type: none"> ✓ Develop a policy, statement or curriculum document that describes what the school will do to uphold equity and respect diverse needs. This document should include strategies that: <ul style="list-style-type: none"> support staff and volunteers to understand the diverse circumstance of children and students, and provide support and respond to vulnerable children and students make sure children, students, staff, volunteers, and the school community have access to information, support and complaints processes that are culturally safe, accessible and easy to understand pay particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students pay particular attention to the needs of Aboriginal students and provides and promotes a culturally safe environment for them 	Principal	<p>Guidance</p> <ul style="list-style-type: none"> PROTECT Child Safe Standard 5 provides example actions for schools on this standard <p>Templates</p> <ul style="list-style-type: none"> Child Safety and Wellbeing Policy Student Wellbeing and Engagement Policy 🔒 Bullying Prevention Policy 🔒 	<p>Kalinda PS has developed:</p> <ul style="list-style-type: none"> a Child Safe and Wellbeing Policy an Aboriginal Education Plan an Inclusion and Diversity Policy a Child Safe Policy and Child Safe Code of Conduct a Student Engagement and Wellbeing Policy Complaints and Grievances Policy Rights and Responsibility Statement Communication Policy
<ul style="list-style-type: none"> ✓ Approve the policy, statement or curriculum document 	Principal		
<ul style="list-style-type: none"> ✓ Ensure the strategies and actions outlined in the policy, statement or curriculum document are implemented 	Principal		
Child Safe Standard 6: Suitable staff and volunteers			
<ul style="list-style-type: none"> ✓ Implement recruitment practices for staff and contractors engaged in child connected work, that ensure: <ul style="list-style-type: none"> all job advertisements have a statement setting out the job's requirements, duties, responsibilities and essential or relevant qualifications, experience, and attributes in relation to child safety and wellbeing 	Principal	<p>Guidance</p> <ul style="list-style-type: none"> PROTECT Child Safe Standard 6 provides example actions for schools on this standard <p>Templates</p>	<ul style="list-style-type: none"> All Child Safe Policies complete Recruitment processes established Volunteers Induction Processes complete

Actions	Action by	Guidance and resources	My school's actions
<ul style="list-style-type: none"> • all applicants for jobs are informed about the child safety practices, including the Code of Conduct • you sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check, for example VIT registration • where the person will be engaged in child-related work, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children 		<ul style="list-style-type: none"> • Child Safety and Wellbeing Policy • Volunteers Policy  • Visitors Policy  <p>Other resources</p> <ul style="list-style-type: none"> • Suitability for Employment Checks • Recruitment in Schools • Visitors in Schools • Volunteers in Schools 	
<ul style="list-style-type: none"> ✓ Implement engagement practices for volunteers engaged in child connected work, including: <ul style="list-style-type: none"> • sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check • consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children • make volunteers aware of the Child Safety and Wellbeing Policy and Code of Conduct 	Principal	<ul style="list-style-type: none"> • Working with Children and Suitability Checks  	
<ul style="list-style-type: none"> ✓ Ensure all newly appointed school staff, school council members, and volunteers engaged in child-connected work receive an induction regarding child safety and wellbeing appropriate to their roles, including information about: <ul style="list-style-type: none"> • the Child Safety Code of Conduct • where relevant to the role, the Child Safety and Wellbeing Policy and the procedures for managing child abuse complaints and concerns 	Principal		
<ul style="list-style-type: none"> ✓ Ensure school staff, school council members and volunteers engaged in child-connected work are aware of their responsibilities to children and students, information sharing, reporting obligations and record-keeping obligations 	Principal		
<ul style="list-style-type: none"> ✓ Ensure Department of Education and Training recruitment policies and practices are followed and appropriate records kept 	Principal & School Council		

Actions	Action by	Guidance and resources	My school's actions
<ul style="list-style-type: none"> ✓ The school council ensures that Department of Education and Training recruitment policies and practices are followed and appropriate records kept in respect of school council employees 			
<ul style="list-style-type: none"> ✓ Review practices for the ongoing supervision and people management of staff and volunteers to ensure child safety and wellbeing is a focus 	Principal		
Child Safe Standard 7: Complaints processes			
<ul style="list-style-type: none"> ✓ Revise or develop a complaints handling policy that is accessible, child-focussed, culturally safe and easily understood by the school community, that outlines: <ul style="list-style-type: none"> • the process for making a complaint about the school or any person within the school (staff, volunteers, contractors, families, children or students) • the roles and responsibilities of leadership, staff and volunteers in complaint handling • the process for dealing with various complaints, breaches of relevant policies or the code of conduct and obligations to act and report 	Principal	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 7 provides example actions for schools on this standard • PROTECT Identifying and responding to all forms of abuse in Victorian Schools • PROTECT Identify child abuse • PROTECT Identify and respond to student sexual offending 	<ul style="list-style-type: none"> • Complaints and Concerns Policy complete
<ul style="list-style-type: none"> ✓ Ensure complaints are taken seriously and responded to promptly and thoroughly 	Principal	Templates <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy 	
<ul style="list-style-type: none"> ✓ Revise or develop a clear procedure for responding to complaints or concerns relating to child abuse. The policy must: <ul style="list-style-type: none"> • cover all forms of abuse • be sensitive to the diversity and characteristics of the school community or school boarding premises community • be made publicly available • be accessible to all members of the school community • apply to complaints and concerns relating to child abuse made by or in relation to a child or student, staff, volunteers, contractors, service providers, visitors, or other persons while connected to a school • identify roles and responsibilities of staff to act and report on complaints and concerns relating to child abuse • not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse • clearly describe the actions the school will take to respond to a complaint or concern relating to child abuse. 	Principal	<ul style="list-style-type: none"> • Child Safety Responding and Reporting Obligations Policy and Procedures 🔒 • Complaints Policy 🔒 	

Actions	Action by	Guidance and resources	My school's actions
✓ Ensure the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse address reporting of complaints and concerns to school leadership and other relevant authorities whether or not the law requires reporting, and cooperate with law enforcement	Principal		
✓ Approve the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse	Principal		
✓ Ensure the complaints handling policy and procedures for responding to child abuse complaints or concerns are publicly available and accessible	Principal		
✓ Ensure all recordkeeping, reporting, privacy and employment law obligations are met when responding to complaints and concerns	Principal		
✓ Ensure the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse are implemented	Principal		
Child Safe Standard 8: Child safety knowledge, skills, and awareness			
✓ Ensure at least annually, the school council receives appropriate guidance and training about: <ul style="list-style-type: none"> • individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse • child safety and wellbeing risks in the school environment • the child safety policies, procedures and practices of the school 	School Council	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 8 provides example actions for schools on this standard • Guidance for child safety champions 	<ul style="list-style-type: none"> • All Child Safe Policies complete • Curriculum Documentation on 'building a student's knowledge, skills and awareness of Child Safe issues' complete
✓ Ensure school staff engaged in child-connected work receive annual training and information on child safety that includes guidance on: <ul style="list-style-type: none"> • the Child Safety and Wellbeing Policy • the Child Safety Code of Conduct • the school's procedures for responding to complaints and concerns relating to child abuse • recognising indicators of child harm including harm caused by other children, students, or adults (including family violence) • responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm • building culturally safe environments • information sharing and recordkeeping obligations • how to identify and mitigate child safety and wellbeing risks in physical and online environments without compromising a child or 	Principal	Templates <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy • Volunteers Policy  	

Actions	Action by	Guidance and resources	My school's actions
student's right to privacy, access to information, social connections and learning opportunities			
<ul style="list-style-type: none"> ✓ Provide child safety training and information for volunteers engaged in child-connected work that is appropriate to their role and responsibilities ✓ Consider if it is reasonable and necessary to include training and information on any or all of the same guidance provided to staff (above) 	Principal		
<ul style="list-style-type: none"> ✓ Ensure that staff and volunteers are supported to implement the child safety and wellbeing policy where the policy applies to their role and responsibilities 	Principal		
Child Safe Standard 9: Child safety in physical and online environments			
<ul style="list-style-type: none"> ✓ Revise or develop a policy or statement on online conduct and online safety that is consistent with the Child Safety and Wellbeing policy and practices and the Child Safety Code of Conduct 	Principal	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 9 provides example actions for schools on this standard 	<ul style="list-style-type: none"> • All Child Safe Policies complete • Digital Learning Policy complete • Excursions Policy complete • Supervision of Students Policy complete
<ul style="list-style-type: none"> ✓ Approve the policy or statement on online conduct and safety 	Principal		
<ul style="list-style-type: none"> ✓ Ensure the policy or statement on online conduct and safety is implemented 	Principal	Templates <ul style="list-style-type: none"> • Child Safety Risk Register • Child Safety and Wellbeing Policy • Child Safety Code of Conduct • Digital Learning Policy  • Camps and Excursions Policy  • Supervision of Students Policy  • Acceptable use agreements 	
<ul style="list-style-type: none"> ✓ Ensure child safety and wellbeing policies, procedures and practices enable staff and volunteers to identify and mitigate risks in both physical and online school environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities 	Principal		
<ul style="list-style-type: none"> ✓ Ensure procurement policies for facilities and services from third parties ensure the safety of children and students ✓ The school council, where applicable to their powers and functions, ensure that procurement policies for facilities and services from third parties ensure the safety of children and students 	Principal & School Council	Other resources <ul style="list-style-type: none"> • Procurement - Schools Policy 	
Child Safe Standard 10: Review of child safety practices			
<ul style="list-style-type: none"> ✓ Review and evaluate child safety and wellbeing policies, procedures, and practices at least every two years in consultation with students, families, staff and the governing body 	Principal	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 10 provides example actions for schools on this standard 	<ul style="list-style-type: none"> • All Child Safe Policies and Procedures Approved • All Child Safe Policies and Procedures Approved by School Council
<ul style="list-style-type: none"> ✓ Ensure there is a review of child safety and wellbeing policies and practices after any significant child safety incident and improvements are put in place where applicable 	Principal		

Actions	Action by	Guidance and resources	My school's actions
✓ Implement systems and processes to record and analyse all complaints, concerns and safety incidents to identify causes and systemic failures and inform continuous improvement	Principal	<ul style="list-style-type: none"> • Guidance for child safety champions 	
✓ Report on the outcomes of relevant reviews to school council, staff, volunteers, the school community, families and students	Principal	Templates <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy 	
Child Safe Standard 11: Implementation of child safe practices			
✓ Ensure that all the child safety and wellbeing, policies, procedures, and practices related to the child safe standards and Ministerial Order 1359 are effectively implemented	Principal	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 11 provides example actions for schools on this standard 	<ul style="list-style-type: none"> • All Child Safe Policies Complete
✓ Ensure that the policies, procedures and any other statements and records required by Ministerial Order 1359: <ul style="list-style-type: none"> • address all the child safe standards • are championed and modelled by leaders • are documented, accessible and easy to understand 	Principal	<ul style="list-style-type: none"> • Guidance for child safety champions 	
✓ Establish processes to ensure that the policies, procedures, and any statements associated with child safety and wellbeing are understood and implemented by all relevant staff and volunteers	Principal		
✓ Provide students, families, staff and volunteers with opportunities for regular input into policies, procedures, practices and risk strategies related to child safety and wellbeing	Principal		