



Kalinda Primary School No. 5121



Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

CHILD SAFE COMMUNITY INFORMATION

THE CHILD SAFE STANDARDS

Preventing child abuse is our collective responsibility; it must be embedded into our thinking, attitudes and practices. Kalinda PS continues in its development towards an organisational culture that protects children from abuse and reflects its commitment to child safety.

This is underpinned by Ministerial Order 1359 – Child Safe Standards - Managing the risk of child abuse in Schools that outlines the eleven Child Safe Standards.

The Child Safe Standards (the Standards) are compulsory minimum standards for all Victorian schools to ensure they are well prepared to keep children and young people safe and protect them from abuse. [Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools \(PDF\)](#) provides the framework for child safety in schools.

Child Safe Standards:

1. Culturally Safe Environment
2. Child Safety and Wellbeing is Embedded in Leadership, Governance and Culture
3. Child and Student Empowerment
4. Family Engagement
5. Diversity and Equity
6. Suitable Staff and Volunteers
7. Complaints Process
8. Child Safety Knowledge, Skills, and Awareness
9. Child Safety in Physical and Online Environments
10. Review of Child Safety Practices
11. Implementation of Child Safe Practices

To further meet our legal and moral requirements, the Child Safe Standards (1-11) will be continually reflected upon, developed and discussed for refinement to ensure that they are easily accessible, easy to understand and user friendly to children and equally, the wider community.

Kalinda PS will re-fine its policies to ensure that these cater for our legislative obligations under Ministerial Order 1359 and ongoing needs of our community. All school staff and people working in a child connected capacity will have an awareness of children's rights and adults' responsibilities regarding child appropriate behaviour.

Kalinda PS will meet its obligation under Ministerial Order 1359 through a variety of actions outlined below.



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CHILD SAFE STANDARD 1 - Strategies to Embed a Culturally Safe Environment

Kalinda PS has developed a number of policies that describes what the school will do to create a culturally safe environment for all students, particularly Aboriginal children, students, and their families. This document ensures that:

- 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
- there is active support for the participation and inclusion of Aboriginal children and students and their families
- there is active support for the participation and inclusion of all culturally diverse children and students and their families.

Kalinda PS ensure that strategies and actions outlined in the Child Safe Policies are implemented.

Further, Kalinda PS will 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 and the children and students of other culturally diverse communities.

CHILD SAFE STANDARD 2 - Child Safety and Wellbeing is Embedded in Leadership, Governance and Culture

Kalinda PS has developed a range of Child Safe Policies and an Engagement and Wellbeing Policy that details:

- 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 policies
- processes that the school will use to review its child safe practices.

Kalinda PS has:

- approved a Child Safe and Wellbeing Policy
- developed a Child Safety Code of Conduct
- approved the Child Safety Code of Conduct
- had the School Council approve the Code of Conduct to the extent that it applies to school council employees
- made the Child Safe and Wellbeing Policy and Child Safety Code of Conduct publicly available
- developed and implemented 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
- a record of identified risks relating to child abuse in the Child Safety Risk Register, including risk controls and treatments to reduce or remove the risks
- the risk register approved by the Principal
- established 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
- a practice of Creating, maintaining and disposing of child safety and wellbeing records in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods
- a practice of ensuring staff and volunteers understand their obligations on information sharing and recordkeeping.



CHILD SAFE STANDARD 3 - Child and Student Empowerment

Kalinda PS has developed curriculum planning documents that describes what the school will do to support child and student empowerment. These documents include strategies that:

- 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.

Kalinda PS has:

- approved the documentation that describes the strategies and actions for student empowerment
- ensured the strategies and actions for student empowerment are implemented
- ensured that students have access to age-appropriate sexual abuse prevention programs and relevant related information.

CHILD SAFE STANDARD 4 - Family Engagement

Kalinda PS has developed a policy detailing the strategies and actions to support family engagement, ensuring that:

- 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
- 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.

Kalinda PS has:

- approved the actions outlined in the policy
- ensured the strategies and actions outlined in the policy are implemented.

CHILD SAFE STANDARD 5 - Diversity and Equity

Kalinda PS has developed a policy and supporting curriculum documentation that describes what the school will do to uphold equity and respect diverse needs. This document includes strategies that:

- 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



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- pay particular attention to the needs of Aboriginal students and provides and promotes a culturally safe environment for them.

Kalinda PS has:

- approved the actions outlined in the policy
- ensured the strategies and actions outlined in the policy are implemented.

CHILD SAFE STANDARD 6 - Suitable Staff and Volunteers

Kalinda PS has implemented recruitment practices for staff and contractors engaged in child connected work, that ensure:

- 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
- all applicants for jobs are informed about the Child Safe practices, including the Code of Conduct
- all Working with Children clearances are sighted, verified and recorded where required under the Worker Screening Act 2020 or any equivalent background check (VIT registration)
- where the person will be engaged in child-related work, all proof of identify is collected and recorded with essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children.

Kalinda PS has implemented engagement practices for volunteers engaged in child connected work, including:

- sighting, verification and recording of Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check
- consideration of 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.

Kalinda PS ensures 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:

- 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.

Kalinda PS ensures that:

- all 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
- all Department of Education and Training recruitment policies and practices are followed and appropriate records kept
- all Department of Education and Training recruitment policies and practices are followed and appropriate records kept in respect of school council employees
- it reviews practices for the ongoing supervision and people management of staff and volunteers to ensure child safety and wellbeing is a focus.



CHILD SAFE STANDARD 7 - Complaints Process

Kalinda PS has developed a complaints handling policy that is accessible, child-focused, culturally safe and easily understood by the school community, that outlines:

- 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.

Kalinda PS will:

- Ensure complaints are taken seriously and responded to promptly and thoroughly.

Kalinda PS has developed a clear policy and procedure for responding to complaints or concerns relating to child abuse. The policy and procedures:

- covers all forms of abuse
- is sensitive to the diversity and characteristics of the school community or school boarding premises community
- are publicly available
- are 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
- do 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
- ensure the 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.

Kalinda PS has:

- approved the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse
- ensured the complaints handling policy and procedures for responding to child abuse complaints or concerns are publicly available and accessible
- ensured all recordkeeping, reporting, privacy and employment law obligations are met when responding to complaints and concerns
- ensured the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse are implemented.

CHILD SAFE STANDARD 8 - Child Safety Knowledge, Skills, and Awareness

Kalinda PS ensures that at least annually, the school council receives appropriate guidance and training about:

- 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.



Kalinda PS ensures school staff engaged in child-connected work receive annual training and information on child safety that includes guidance on:

- 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 student's right to privacy, access to information, social connections and learning opportunities.

Further, Kalinda PS will:

- 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)
- ensure that staff and volunteers are supported to implement the child safety and wellbeing policy where the policy applies to their role and responsibilities.

CHILD SAFE STANDARD 9 - Child Safety in Physical and Online Environments

Kalinda PS has developed a policy 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 (the Digital Learning Policy).

The Digital Learning Policy has:

- approved the actions outlined in the policy
- ensured the strategies and actions outlined in the policy are implemented.

Further, Kalinda PS will:

- ensure the 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
- ensure procurement policies for facilities and services from third parties ensure the safety of children and students
- where applicable to the powers and functions of the School Council, ensure that procurement policies for facilities and services from third parties ensure the safety of children and students.

CHILD SAFE STANDARD 10 - Review of Child Safety Practices

Kalinda PS will:

- 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
- 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



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- implement systems and processes to record and analyse all complaints, concerns and safety incidents to identify causes and systemic failures and inform continuous improvement
- report on the outcomes of relevant reviews to school council, staff, volunteers, the school community, families and students.

CHILD SAFE STANDARD 11 - Implementation of Child Safety Practices

Kalinda PS will:

- 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
- ensure that the policies, procedures and any other statements and records required by Ministerial Order 1359:
 - address all the child safe standards
 - are championed and modelled by leaders
 - are documented, accessible and easy to understand
- 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
- Provide students, families, staff and volunteers with opportunities for regular input into policies, procedures, practices and risk strategies related to child safety and wellbeing.

RELATED POLICIES AND PROCEDURES

This Child Safe and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Bullying, Cyberbullying and Harassment Prevention Policy
- Child Safe Responding and Reporting Obligations Policy and Procedures
- Child Safe Code of Conduct
- Complaints and Grievances Policy
- Digital Learning Policy
- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy
- Visitors and Volunteers Policy

RELATED DEPARTMENT OF EDUCATION AND TRAINING POLICIES

- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)
- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

OTHER RELATED DOCUMENTS



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- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

EVALUATION, REVIEW AND APPROVAL

This Child Safe Community Information Document will be reviewed annually. The review will include input from students, staff, parents/carers and the Kalinda PS Council.

Policy last reviewed	March 2023
Approved by	Principal and Kalinda Primary School Council
Next scheduled review date	March 2024