Cockatoo Primary School provides screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel**.**

**Overview**

It is important for our school to have strong human resources practices to help protect children from abuse.

Cockatoo Primary School fosters a culture of openness and inclusiveness, and is aware that people who may wish to harm children could target specific organisations, such as us.

Robust human resources practices are a good way of reducing these risks. Human resources practices include the recruitment, training and supervision of all personnel.

To achieve this, Cockatoo Primary School provides opportunities for employees and volunteers to develop and maintain skills to ensure child safety. This will support staff and volunteers to understand the importance of child safety and wellbeing, and enable them to consistently follow child safety policies and procedures.

Cockatoo Primary School reinforces its "commitment to child safety by recognising the good work and practices of employees and volunteers in keeping children safe and protected.

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| **Job/category of job** | **Requirements, duties, responsibilities regarding child**  **safety**  **\*Child Safety Officer** | **Essential, or relevant**  **qualifications, experience and**  **attributes in relation to child safety** |
| Principal | Comply to the Student Safety Code of Conduct  Ensure the school complies to all standards of  Ministerial Order 870  Ensure the school meets all legal requirements  Child Safety – Performance Review  Monitoring of:  Child Safety Incident Reports CS1 and DHHS Child  Protection/Police/Child FIRST reports CS2  Risk management (human resources)  Recruitment/employment of staff  Supervision and monitoring of all staff  Essential point of contact in relation to child abuse  allegations, disclosures, suspicions or incidents  Ensure children are supported during interviews  Contact parents (if deemed appropriate)  Induction of new school staff  Risk management (environment)  Comply to the Student Safety Code of  Conduct  Child Safety – Performance Review  Training of staff and volunteers in child safety  matters  Supervision of Trainee Teachers  Employment and supervision of CRT teachers  Development and updating of Staff Handbook and  Child Safety Code of Conduct  Student Support Group coordination  Coordination of Child Safety Standard 6 (reducing  or removing risks of child abuse) | VIT Registration  In-depth knowledge of child safety  issues  In-depth and detailed knowledge of  school policies, codes, practices and  procedures  Successful completion of Protecting  Children eLearning module  (Mandatory Reporting) |
| Classroom teacher –  **team leader** | Comply to the Child safety Officer Code of Conduct  Child Safety - Performance Review  Comply to Standard 7 – promoting child  empowerment and participation  Induction and supervision of volunteers  Child safety education for children  Supporting staff in their team to adhere to the  Student Safety Code of Conduct  Leading regular team meetings to discuss/address  Leading Child Safety education for children  areas of concern related to child safety  Attend PD related to Child Safety  Role model appropriate behaviours  Supervision of work experience students  Supervision of new school staff in their team  Assist with student First Aid | VIT Registration  Detailed knowledge of Child Safety  standards  Successful completion of Protecting  Children eLearning module  (Mandatory Reporting) |
| Classroom teacher | Comply to the Student Safety Code of Conduct  Child Safety - Performance Review  Comply to Standard 7 – promoting child  empowerment and participation  Child Safety - Performance Review  Child safety education for children  Supervision of students  Attend PD related to Child Safety  Role model appropriate behaviours  Child Safety Education for children  Assist with student First Aid | VIT Registration  Detailed knowledge of Child Safety  standards  Successful completion of Protecting  Children eLearning module  (Mandatory Reporting) |
| Specialist teacher  (Art, Music, Phys  Edu. LOTE) | Comply to the Student Safety Code of Conduct  Child Safety - Performance Review  Comply to Standard 7 – promoting child  empowerment and participation  Child Safety  Child safety education for children  Supervision of students  Attend PD related to Child Safety  Role model appropriate behaviours  Assist with student First Aid | VIT Registration  Detailed knowledge of Child Safety  standards  Successful completion of Protecting  Children eLearning module  (Mandatory Reporting) |
| Integration Aide | Comply to the Student Safety Code of Conduct  Child Safety - Performance Review  Assist with the self care needs of children with  disabilities  Supervision of children identified with special  needs/disabilities  Comply to Standard 7 – promoting child  empowerment and participation  Child safety education for children  Attending PD related to Child Safety  Role model appropriate behaviours  Assist with student First Aid | Working With Children Check  Detailed knowledge of Child Safety  standards  Successful completion of Protecting  Children eLearning module  (Mandatory Reporting) |
| Volunteer | Comply to the Student Safety Code of Conduct  Attend Child Safety briefings  Assist and support students under supervision of  school teachers/Child Safety Officer | Working With Children Check  Detailed knowledge of Child Safety  standards |
| Student Support Staff | Comply to the Student Safety Code of Conduct  Establish appropriate relationships with identified  students  Evaluate ways to accommodate the needs of  individual students  Ascertain appropriate intervention programs  Provide critical input into Student Support Plans  Work with school staff on appropriate strategies and  support | Working With Children Check/  Victoria Police Check  Detailed knowledge of Child Safety  standards |
| Business Manager | Comply to the Student Safety Code of Conduct  Child Safety - Performance Review  Attend PD related to Child Safety  Ensure the safety and confidentiality of reports  Assist with student First Aid | Working With Children Check  Detailed knowledge of Child Safety  standards |
| School Reception | Comply to the Student Safety Code of Conduct  Child Safety - Performance Review  Listen and respond to needs of children and  parents/carers  Ensure phone and personal communication with  parents is communicated to appropriate staff  Attend PD related to Child Safety  Assist with student First Aid | Working With Children Check  Detailed knowledge of Child Safety  standards |
| Allied Health  Professionals | Comply to the Student Safety Code of Conduct  Provide intensive support to children and families  Provide critical input into Student Support Plans  Advise staff how to appropriately support students | Working With Children Check/  Victoria Police Check  Detailed knowledge of Child Safety  standards |
| After Hours School  Care staff | **Comply to the Student Safety Code of Conduct**  **Comply with the National Quality Framework**  Comply with the National Quality Framework  legislation | Working With Children Check  Detailed knowledge of Child Safety Standards |

**Child safety officer**

Employees and volunteers are supported by the Principal and leadership team members who are individual child safety officers with specified ‘child-safe’ duties in their job description, including being the designated person to hear or be informed about all allegations or concerns, and providing support to other personnel.

This will assist our school in ensuring that child safety is prioritised, and that any allegations of abuse or safety concerns are recorded and responded to consistently and in line with our school's legal requirements and policies and procedures.

Designated child safety officers also provides a single contact for children, parents and employees/volunteers to seek advice and support regarding the safety and wellbeing of children associated with your organisation.

**Training and induction**

Training and education is an important tool to help people understand that child safety is everyone’s responsibility. Employees and volunteers (in addition to parents/guardians and children) need to be supported to discuss child protection issues and to detect signs of potential child abuse.

Staff should receive induction and ongoing training. New staff will need support and information when they begin their new role, and existing staff might need to develop new skills and knowledge to meet the requirements of their positions and expand their career options.

Training and support also promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that we meet our duty of care when providing services to children.

It is essential that all staff commit to promoting the safety and wellbeing of children.

Training should enhance the skills and knowledge of your employees and volunteers, and reduce exposure to risks.

Employees and volunteers working with children need to receive training in the following areas:

* identifying, assessing and reducing or removing child abuse risks
* Cockatoo Primary School policies and procedures (including the Code of Conduct and Child Safe policy)
* legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks where required
* how to handle a disclosure or suspicion of abuse, including our policy for reporting guidelines
* cultural awareness training.

Training can be formal:

* higher education training and accreditation
* training offered by external organisations
* training developed and delivered internally
* on-the-job training meeting key objectives.
* inviting other professionals to speak at meetings or functions
* inviting local Aboriginal Elders, Aboriginal community controlled organisations and community members to speak at meetings and events
* inviting local culturally and/or linguistically diverse community members to speak at meetings and events
* internal mentoring and coaching.

**Supervision**

Supervision of employees and volunteers will be managed in a way that protects children from abuse and improves accountability and performance, without being onerous or heavy-handed. For instance, where practical, two staff members should be present during activities with children. In particular, children with a disability may require additional supervision.

As a matter of good practice, new employees and volunteers will be supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate. Any warning signs should be reported through appropriate channels, including our internal reporting procedures (such as your child safety officer and leadership), the Department of Health and Human Services (child protection), or police if a child is believed to be at imminent risk.

**Performance and development review**

A proactive performance development strategy will be used to improve employees and volunteers skills and knowledge on child safety. This is also an opportunity to improve knowledge and skills in working with children, as well as recognising and responding to suspected abuse.

Performance will be measured against our standards of conduct and care to ensure that employees and volunteers meet expected outcomes. These standards must align with those of

the code of conduct and child safe policy so everyone is aware of the expectations and appropriate behaviour expected at Cockatoo Primary School.

**Code of conduct and disciplinary procedures**

Cockatoo Primary School's code of conduct outlines expected standards of appropriate behaviour with and in the company of children.

Disciplinary procedures will be accessible and transparent, and clearly demonstrate the consequences of breaches of the code of conduct. These procedures will be used if an allegation of child abuse is made, or a breach of the code of conduct is known or suspected.

Employees and volunteers will be aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within the school. Members of our school will also be aware of their duty to raise concerns about the behaviour of any person who may present a risk of child abuse, without fear of repercussions.

Cockatoo code of conduct will be publicly available. Children and their families will be encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported.

Our disciplinary procedures will clearly outline what employees or volunteers should do if they are concerned that their actions or words have been misunderstood, or they believe their concerns are not investigated in a timely manner.

**Principal:** Darrelyn Boucher

This policy was last updated in September 2018 and is scheduled for review in September 2020 or conduct a review after a potential risk or report occurs in the school.