
Child Safe Standards Policy

Introduction

Hillsmeade Primary School firmly believes that it is everyone's responsibility- School Council, the Principal, staff, parents, volunteers, students, visitors and service providers to ensure children are safe.

This policy outlines how Hillsmeade Primary School will create and maintain a child safe school environment (this includes at school, on camps, excursions, online and other school events) and are prepared to protect children from abuse and neglect.

Hillsmeade Primary School has a culture of 'zero tolerance' for child abuse, physical violence or unsafe feelings. Child abuse can be defined as an act by parents or caregivers which endangers a child or young person's physical or emotional health or development. Child abuse can be a single incident, but usually takes place over time. In Victoria, under the Children Youth and Families Act 2005 a child or young person is a person under eighteen years of age. Child abuse can occur in the following ways:

- **Physical abuse** occurs when a child suffers or is likely to suffer significant harm from an injury inflicted by a child's parent or caregiver. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child. The injury may take the form of bruises, cuts, burns or fractures.
- **Sexual abuse** occurs when a person uses power or authority over a child to involve the child in sexual activity and the child's parent or caregiver has not protected the child. Physical force is sometimes involved. Child sexual abuse involves a wide range of sexual activity. It includes fondling of the child's genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or other object, or exposure of the child to pornography.
- **Emotional Abuse** occurs when a child's parent or caregiver repeatedly rejects the child or uses threats to frighten the child. This may involve name calling, put downs or continual coldness from the parent or caregiver, to the extent that it significantly damages the child's physical, social, intellectual or emotional development.
- **Neglect** is the failure to provide the child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed. (Source: Department of Health and Human Services)

In response to the recommendations in 'Betrayal of Trust' Report, there are new regulations surrounding child safety, which are underpinned by the Child Safe Standards and are reflected in this policy.

Mission

Hillsmeade Primary School is committed to providing a caring, safe and supportive learning environment for children to grow.

The achievement of our mission is supported through the encouragement, development and promotion of our school values

- **Integrity**
- **Responsible**
- **Enthusiastic**
- **Successful**
- **Persistent**
- **Encouraging**
- **Courageous**
- **Teamwork**

Our values are explicitly taught to our students at every available opportunity. They are regularly discussed and promoted with students, staff and the school community. Not following or complying with our school values results in consequences that follow our school wide student behaviour management processes. These processes include: reminders, named pegs being moved through a step by step behaviour management protocols outline, time out in the classroom, time out in a neighbouring classroom, time out of the yard during recesses, withdrawal from the room or yard and/or suspension for higher level behaviours, e.g., fighting, refusing to follow explicit directions and inappropriate language. Positive consequences are widely used to encourage and promote the following of our values, e.g., verbal praise, affective statements, rewards, stickers, house points, etc.

Purpose

The purpose of this policy is to ensure that Hillsmeade Primary School:

- Has a Child Safe Standards Policy demonstrating commitment to child safety in the seven standards.
- Are compliant with Department of Education and Training (DET) and the Victorian Registration and Qualifications Authority (VRQA) policies and procedures, the Education and Training Reform Act 2006 and Ministerial Order No. 870.
- Develops the values and principles that will guide the school in developing policies and procedures to create and maintain a child safe school environment.
- Details the actions it will take to promote child safety.
- Supports, encourages and enables School Council, the Principal, school staff, parents and children to understand, identify, discuss and report child safety matters.
- Support or assist children who disclose child abuse, or are otherwise linked to suspected child abuse.
- Inform the school community about the Child Safe Standards.

Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff. Wellbeing leading teacher/s are responsible for the implementation and review of this policy. This policy will be reviewed at the beginning of each school year and ratified at the March school council meeting each year. If he/she is unavailable, this becomes the responsibility of the Assistant Principal.
- The school understands it has a shared responsibility for implementing the Child Safe Standards. Several external services providers engage with the school (e.g. Kelly Sports). The school understands that these organisations have their own regulatory body to ensure they meet the Child Safe Standards. The school will ensure that they have suitable qualifications and meet these standards.
- The Child Safe Standards and this policy will be communicated to the school community at least once a year in the following ways (also see Appendix 1):
 - **School Council**- brief/review of Child Safe Standards once a year and review of the policy as per school schedule
 - **Staff**- Briefing at the start of each school year and refresher at a staff meeting mid-year. New staff will have the Child Safe Standards included as part of their induction.
 - **Parents**- information will be included in the newsletter at the beginning of the year and reminders throughout the year. All information regarding the Child Safe Standards will be on the school website.
 - **Students**- As part of units of work through the year, staff will discuss with students issues of child safety and Prep and Junior students will complete the 'Helping Hand' activity with the classroom teacher as part of a buddy grade activity so middle and senior students are reminded whilst participating.

The school will implement the following minimum child safety standards as per Ministerial Order No. 870 in the following ways:

Standard 1- Strategies to embed an organisational culture of child safety, including thorough effective leadership arrangements

Hillsmeade Primary School will:

- Have goals/strategies in its Strategic Plan and Annual Implementation Plan (AIP) related to 'Positive Climate for Learning'.
- Create, maintain and monitor a school action plan related to student wellbeing in the school. This is devised by and regularly reviewed by the Well Being Team and Leadership Team.
- Assign the overall Student Wellbeing and Management role to the Assistant Principal - Wellbeing.
- Ensure there is provision in the school budgets to fund child safety and student welfare.
- Assign student wellbeing and e-Smart as a core role of staff in the school. Student wellbeing and safety may form part of teacher and education support staff PDP's (Performance and Development Plan).
- Schedule meetings with DET SSSO Staff (Social Worker, Psychologist and Speech Pathologist) at least once a term to discuss student wellbeing, safety and educational needs.
- Have provision for Student Wellbeing support sessions in the school as needed.
- Support all students' safety and wellbeing through the PSD (Program for Students with a Disability) Program.
- Assign Student Support yard duty time to teachers to monitor the welfare and safety of students with additional needs.
- Assign meeting dates in the school calendar to allow for professional development related to child safety and staff training (e.g. Mandatory Reporting Training).
- As part of the induction and mentoring of new staff share and discuss this policy.
- Provision in the curriculum that help to promote a culturally sensitive, safe and inclusive environment for children and where children can discuss child safety issues.
- Use of Compass throughout the school to keep a record of student welfare and safety issues. Highly confidential issues will be kept in a locked filing cabinet in the secure room in the Office.
- Provide opportunities for parents to receive education about child wellbeing and safety issues through the newsletter and website.
- 'Welcome to Country' and 'Acknowledgement of Traditional Custodians' at nominated assemblies.
- Endeavour to make partnerships with community organisations related to child safety and student wellbeing.
- Review child safety practices each year (see Appendix 1 for roles and responsibilities).
- Review child safety as part of the annual report as per DET guidelines.

Standard 2- A child safe policy or statement of commitment to child safety

OUR COMMITMENT TO CHILD SAFETY

Hillsmeade Primary School is committed to child safety, we work to ensure students are 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 students. The school has a zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently with the schools and DET policies and procedures.

All staff have both a legal and moral obligation to contact authorities when there is a reasonable belief that a student's safety is of concern in all school environments (physical and online). Hillsmeade Primary School is committed to preventing child abuse and identifying early risk factors and then working to reduce and remove these risks. The Duty of Care requirements are clearly acknowledged by all staff.

There are a number of robust recruitment practices that are in place for all staff and volunteers that work to reduce and remove the risk of child abuse occurring within our school. There are regular training sessions where we educate staff and volunteers on identifying child abuse risks.

Hillsmeade Primary School is committed to the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for vulnerable children.

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

- Hillsmeade Primary School has created this Child Safe Policy which will be approved by School Council and reviewed yearly, or as needed to comply with DET policy changes.
- The following school policies support the Child Safe Standards Policy:
 - Student Engagement and Well being
 - Duty of Care
 - Equal Opportunity
 - International Students Program
 - Mandatory Reporting
 - Visitors
- These policies will be available on the school website to view (once reviewed).

LEGISLATIVE REQUIREMENT

This policy applies to allegations or disclosures of child abuse made by or in relation to a child, school staff, visitors or other persons connected to the school environment.

Hillsmeade Primary School takes its legal responsibilities seriously, including:

- All Victorian Teachers have a legal responsibility to report incidents where children's safety is at risk. Victorian Government School employees are expected to follow the DET Mandatory Reporting policy which can be found at <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotectobligation.aspx>
- **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 and relevant authority including DHHS. Failure to disclose the information to police is a criminal offence.
- **Failure to protect:** People of authority in our school 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. It is a criminal offence to fail to protect a child under the age of 16 from risk of sexual abuse.
- Any personnel who are **mandatory reporters** must comply with their duties and work with the Child Safety Officer to complete these duties. Fulfilling the roles and responsibilities contained in the procedure does not displace or discharge any other obligations that arise if a person reasonable believes that a child is at risk of abuse.

Standard 3- A code of conduct that establishes clear expectations for appropriate behaviour with children

- Hillsmeade Primary School has a Code of Conduct outlining expected behaviours for all community members (See Appendix 2). The Code of Conduct will be reviewed and discussed yearly.
- This will be placed on the school website.

The Code of Conduct is created in conjunction with the VRQA Child Safe Standard 3 documentation (<https://www.vrqa.vic.gov.au/childsafepages/resources.aspx>)

Standard 4- Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel

At Hillsmeade Primary School we:

- Follow recruiting processes outlined by DET which adhere to the Child Safe Standards.
- During the application process assess the applicant's:
 - Motivation to work with children
 - Relevant and verifiable child-related work experience
 - Understanding of professional boundaries
 - Communication skills
- Staff selection panels check the following:
 - Two forms of identification e.g. driver's licence, passport etc.
 - Academic transcripts/qualifications
 - Work history and previous employment details are accurate
 - Background searches using Facebook, LinkedIn and Google
 - Gaps in the applicant's employment history and are there valid reasons for this? e.g. travel, study, family leave
- With regards to references, panels should check the following:
 - The applicant has provided the most current employer and/or manager
 - There is not a personal relationship between the applicant's supervisor or manager that may affect the objectivity of the referee
 - Has the referee directly supervised the applicant working with children?
 - Would the person employ them again?
 - Has the referee any concerns with the applicant working with children?
 - Did the referee have any concerns about the applicant adhering to the organisation's Code of Conduct?
 - Have the referees observed the applicant managing the behaviour of a child and what did they notice?
 - That any written referee statements are authentic.
- Check if the applicant has any relevant experience working with children outside employment e.g. volunteering, tutoring or coaching?
- Ensure all teachers have a current VIT (Victorian Institute of Teaching) card. Through the VIT process teachers will undertake a police check (timing deemed by VIT).
- Keep a record of volunteers and have a copy of their Working with Children Check (WWCC). These WWCC are kept and monitored by the school OH&S officers.
- Sight WWCC of contractors and other visitors who enter the school.
- Have visitors sign into the school at the office.
- Ensure all new staff are aware of child safe standards and their obligations for mandatory reporting as part of the induction and mentoring process.
- Complete Mandatory Reporting online Module as a whole school, in a scheduled staff meeting at the beginning of Term 3 annually.
- Implement a whole school staff development strategy to discuss individual standards of Child Safe Standards. (see Appendix 1).
- Provisions will be made in the school calendar for any other professional development sessions that need to be undertaken in relation to child safety.
- Include child safety aspects as part of the parent information packs/sessions.

Standard 5- Processes for responding to and reporting suspected child abuse

- Hillsmeade Primary School has a Mandatory Reporting Policy outlining the school's response to suspected child abuse.
- All staff are trained yearly in this area.
- Staff should consult the Step by Step Guide to Making a Report to Child Protection or Child FIRST: http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/Flowchart_Mandatory_Reporting_Sep_2010.pdf to assist them with making a report. Each staff member is provided with a hardcopy of this document.
- As per the school Mandatory Reporting Policy :
 - All members of the Teaching Service who believe on reasonable grounds that a child or young person is in need of protection from physical injury or sexual abuse, must report their concerns to Department of Health and Human Services (DHHS) Child Protection.
 - All other school staff who believe on reasonable grounds that a child or young person is in need of protection or therapeutic treatment or have significant concerns, are encouraged to report their concerns to DHHS Child Protection, Victoria Police or Child FIRST.
 - **All adults** will be required to report to police if they know or reasonably believe that a sexual offence has been committed by an adult against a child under the age of 16. It will be a criminal offence to fail to comply with this obligation.
 - Staff are encouraged to keep their own notes and are required to report any concerns with the Well Being Officer or the leadership team so they can update their files.
- Once a report has been made to Child Protection, a Student Support Plan will be created with the wellbeing team and/or classroom teachers. This may include the student being referred to Student Support Services Officers or other wellbeing professionals.

Standard 6- Strategies to identify and reduce or remove the risk of abuse

At Hillsmeade Primary School we will:

- create risk assessment matrix (see Appendix 3) to be implemented within the school. The matrix will be reviewed yearly with the Child Safe Policy or as required.
- Implement a whole school staff development strategy to discuss individual standards of Child Safe Standards. (see Appendix 1).
- Monitor sick bay attendances and student absences regularly (at least monthly). Specific incidents or trends of concern are discussed and parents contacted.
- Have a Duty of Care Policy outlining supervision requirements for students at school activities in and out of the school and online.
- Ask for parent permission to use photographs or video of students for public forums e.g. newspapers, online, newsletters.
- Keep photos and videos of students on a secure network.
- Make provisions for yard duty staff to be rostered on each recess and lunch and a first aid officer in the sick bay.
- Ensure planned excursions and camps adhere to the Child Safe Standards.
- Keep a risk register as part of OHS requirements.
- Include Child Safe Standards in our risk registers for Camps and Excursions.
- Review policies after any incidents and make adjustments as necessary.
- Ensure provisions are made for staff training and professional development relating to child safety.
- Ensure our school grounds are safe for children. For example, all external doors and most storerooms have locks on the outside but can be opened from the inside so children cannot be trapped and all internal doors do not have locks so children can easily get out. Exit areas are kept clear and free from obstruction.

Standard 7- Strategies to promote the participation and empowerment of children

At Hillsmeade Primary School we:

- Display the school values- Integrity, Responsible, Enthusiastic, Successful, Persistent, Encouraging, Courageous, Teamwork - in all classrooms and weave these throughout learning in the school.
- Implement Social Emotional Learning activities consistently throughout the school based on our school mission and values.
- Each year, prep and junior students will take part in the Helping Hand Activity with their middle and senior buddies. On each finger students write someone they can talk to if they have a problem or are upset. The thumb is the Principal. Child safety and understanding child abuse will be discussed during this session, appropriate to the year level of the child.
- Teach healthy and respectful relationships (including sexuality), resilience and child abuse awareness and prevention as part of the curriculum.
- Implement targeted Student Wellbeing supports to help empower children in our school, especially those who are vulnerable.

Resources

The following resources can be accessed to support this policy:

www.vrqa.vic.gov.au/childsafe

www.education.vic.gov.au/protect

Appendix 1

Role	Responsible
Overseeing the implementation of the Child Safe Standards at Hillsmeade Primary School	Leading Teacher – Social Emotional Learning Assistant Principal - Wellbeing
Review of Policies and Documentation	Leadership Team

Policies and documents to be reviewed in October each year	
Child Safe Standards Code of Conduct Mandatory Reporting Duty of Care Custody Restrictions Student Engagement Equal Opportunity External Providers International Students Program Visitors Risk Assessment Matrix	Leadership Team

Hillsmeade Primary School Child Safe Development Strategy	
School Council	<ul style="list-style-type: none"> • Standing Agenda item for each meeting
Staff - teachers	<ul style="list-style-type: none"> • Share and discuss this policy at staff induction • Completion of Mandatory Reporting Modules in term 3 each year • Display protect poster in teaching space • Step by Step reporting guide and four critical actions displayed in office spaces
Staff - ES	<ul style="list-style-type: none"> • Standing agenda item for each ES meeting • Completion of Mandatory Reporting Modules in term 3 each year
Staff - leadership	<ul style="list-style-type: none"> • Standing agenda item for each leadership meeting – focusing on professional learning for staff and sharing information with the school community. • Completion of Mandatory Reporting Modules in term 3 each year • Display protect poster in office space • Step by Step reporting guide and four critical actions displayed in office spaces



HILLSMEADE PRIMARY SCHOOL CHILD SAFETY CODE OF CONDUCT

Hillsmeade Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Hillsmeade Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Hillsmeade Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

Acceptable behaviours

Students and all members of the Hillsmeade Primary School Community are expected to abide by our school values and their respective behaviours.

Integrity	<ul style="list-style-type: none">• By understanding rights of ourselves and others and their impact• By caring for thoughts, feelings and belongings
Responsible	<ul style="list-style-type: none">• Being Inclusive and safe• By knowing guidelines and expectations• By showing up on time and being ready to learn• By being accountable for our actions and choices
Enthusiastic	<ul style="list-style-type: none">• By being motivated to learn and succeed
Successful	<ul style="list-style-type: none">• By knowing the next step in our learning• By setting and reflecting on goals
Persistent	<ul style="list-style-type: none">• By being a problem solver• By being able to regulate our emotions
Encouraging	<ul style="list-style-type: none">• By supporting others in their efforts• By acknowledging and celebrating others' efforts and achievements
Courageous	<ul style="list-style-type: none">• By being willing to take risks
Teamwork	<ul style="list-style-type: none">• By collaborating with others• By considering the needs and strengths of others

As staff, volunteers, contractors, and any other members of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy.
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child.

- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students.
- promoting the cultural safety, participation and empowerment of vulnerable with culturally and/or linguistically diverse backgrounds.
- promoting the safety, participation and empowerment of vulnerable students including those with a disability.
- reporting any allegations of child abuse or other child safety concerns to the school's Well Being Officer and/or leadership.
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes¹
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy² or take illicit drugs under any circumstances.

This Code of Conduct was endorsed/approved by the Hillsmeade Primary School, School in October, 2018 meeting for review and will be reviewed if legislative or other changes require in the interim or in October of each year.

Code of Conduct Acknowledgement

I _____ agree to abide by the Hillsmeade Primary School Code of Conduct. I have read and am aware of my responsibilities outlined in the Hillsmeade Child Safe Policy.

Signature _____

Date _____

¹ SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> . The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

² SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx>. The policy says the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members should not consume alcohol during camps and excursions. It is silent on whether they can consume alcohol at other school events where students are present, this is a matter that the school needs to decide upon – draft text is provided in the guidance fact sheet

Appendix 3

Child Safe Standard 6 – Risk Assessment Matrix

Hillsmeade Primary School

Hillsmeade Primary is a large school in Narre Warren South with a school community of nearly 900 children in grades Prep to Year 6 and a staffing profile of over 80+ teachers, educators and support staff. Our Early Learning Centre is on-site and caters for 3- and 4-year old kindergarten children and long-term day care. We also offer our parent community before, after and vacation school care through our popular Out of School Hours Care Program. Our school adjoins a public oval and pathway that is shared with members of the public. Year 5 and 6 students are allowed to use this space during recess and lunch under the supervision of a yard duty teacher. Students Hillsmeade Primary School will adopt an annual risk management analysis, to identify risk assessment specific to child safety.

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	Child safety Code of Conduct Mandatory Reporting Policy Child Safe Policy Strategies developed to embed culture of child safety which takes into account the needs of all students (including Aboriginal and Torrest Strait Islander children, Children with disabilities, culturally and linguistically diverse and vulnerable children)	Unlikely	Severe	Medium	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Child Safety a standing agenda item at School Council Child Safe policies reviewed annually Statement of commitment to child safety is publicly available Child Safe Policy, Mandatory Reporting Policy, Child Safe Code of Conduct publicly available. All visitors to school, including classroom helpers, contractors, support services made aware of the school's commitment to child safety and required to sign our Childsafe code of conduct Child Safe Updates included each term 	AP – Wellbeing, Principal, School Council Chair	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
					in the school newsletter		
Inappropriate behaviour is not reported and addressed	<p>Child safety code of conduct</p> <p>Clear child safety reporting procedures</p> <p>Performance management procedures</p>	Unlikely	Severe	Medium	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Refresher training for staff – see eLearning mandatory reporting module Staff informed of Four Critical Actions when Responding to Incidents, Disclosures and Suspicions of child abuse 	AP – Wellbeing, Principal, School Council Chair	Low
Unquestioning trust of long term employees and contractors or volunteers	<p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p> <p>Child Safe Code of Conduct</p> <p>WWCC required</p>	Possible	Major	Low	<ul style="list-style-type: none"> Refresher training for staff – see eLearning mandatory reporting module Mandatory reporting policy reviewed Supervision and Duty of Care Policy reviewd All regular contractors and volunteers informed of School’s commitment to Child Safety All regular contractors, volunteers and staff to sign Child Safe Code of Conduct 	AP – Wellbeing, Principal, School Council Chair	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
					<ul style="list-style-type: none"> Regular check of WWCC documentation carried out by (parent volunteers) – Primary School ES Admin (Staff) – Business Manager (Contractors) – ES – Buildings and Grounds 		
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Low	Processes updated to require: <ul style="list-style-type: none"> Criminal history search Pre-employment reference check includes asking about child safety 	Principal	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety Child Safe Policy	Possible	Moderate	Medium	<ul style="list-style-type: none"> Train students and staff to detect inappropriate behaviour Ensure appropriate settings on all student technologies 	AP-Wellbeing, Principal, School Council Chair	Low
Unknown people and environments at excursions, incursions and camps	Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures Risk assessment and management plan completed prior to all excursions, incursions and	Unlikely	Moderate	Low	<ul style="list-style-type: none"> Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts WWCC or VIT required for all conducting and attending camps, incursions or excursions 	AP – Wellbeing, Principal, School Council Chair, Event Coordinator	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
camps							
Ad-hoc contractors on the premises (eg maintenance) when children are present	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Adequate monitoring</p> <p>All visitors to sign in and wear identification</p>	Unlikely	Moderate	Low	<ul style="list-style-type: none"> Contractors to sign our Child Safe Code of Conduct Marking affected areas as 'out of bounds' to students School leadership and ES – Buildings and Grounds to determine how their access and use of the school will be managed including, which areas they can access and which toilets to use Refresher training for frequent contractors CCTV footage for unsupervised areas 	AP – Wellbeing, Principal, ES Staff member assigned to buildings and grounds, Office staff	Low
Children alone with one other person unsupervised	<p>Child Safety Code of Conduct</p> <p>Strategies to embed culture of child safety</p> <p>Supervision and Duty of Care policies</p> <p>Most rooms have clear viewing</p>	Possible	Major	High	<ul style="list-style-type: none"> External Providers including instrumental music teachers will read and sign agreement to our Child Safe Code of Conduct Doors to rooms in office area fitted with windows to allow clear viewing Instrumental lesson location ensures clear viewing SSS assessments undertaken in location with clear viewing 	AP- Wellbeing, Principal, Council Chair	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
					<ul style="list-style-type: none"> • SSS read and sign Child Safe Code of Conduct 		
Lack of buildings and grounds supervision	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p> <p>Yard Duty Protocols and procedures</p> <p>Duty of Care Policy</p>	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Increased number of staff on yard duty • Students restricted from playing in areas without clear line of sight of yard duty teachers at all times 	AP- Wellbeing, Principal, Council Chair	Low
Members of public using council oval and pathway adjoining the school	<p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p> <p>Yard Duty Protocols and procedures</p>	Possible	Major	High	<ul style="list-style-type: none"> • Phone in yard duty bag so office and leadership can be alerted immediately of any concern • Students taught procedure if approached by a person unknown to them • Child Safe Standards poster for children displayed throughout school • Students taught about protective behaviour through Social and Emotional Learning lessons 	AP- Wellbeing, Principal, Council Chair	

This Risk Assessment Matrix was endorsed/approved by the Hillsmeade Primary School, School in October, 2018 meeting for review and will be reviewed if legislative or other changes require in the