



# Carrum Primary School 3385

Walkers Road, Carrum 3197

Telephone: 9772 1117

Facsimile: 9776 1586

## **Child Safe Policy**

### **Rationale:**

To create and maintain a child safe organisation.

### **Purpose:**

The child safe environments policy sets out the school's approach to creating a child safe organisation where children and young people are safe and feel safe; and provides the policy framework for the school's approach to the Child Safe Standards.

### **Scope:**

All staff, volunteers, contractors, whether or not they work in direct contact with children or young people. This policy will apply across a range of school forums (e.g. camps, online) and outside of school hours.

### **Statement of Commitment to Child Safety**

Carrum Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making, with particular attention paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Carrum Primary School has zero tolerance for child abuse.

Carrum Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Every person involved in Carrum Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations, Carrum Primary School will

1. Take a preventative, proactive and participatory approach to child safety
2. Value and empower children to participate in decisions which affect their lives
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount
5. Provide written guidance on appropriate conduct and behaviour towards children
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk

10. Value the input of and communicate regularly with families and carers.

### **Actions the school will take:**

Carrum Primary School will demonstrate its commitment to **child safety** and monitor the school's adherence to its **child safety** policy on an annual basis through sharing the policy with staff, casual relief teachers, volunteers, school council, and the school community. In order to:

- support, encourage and enable **school staff**, parents, and children to understand, identify, discuss and report **child safety** matters; and
- support or assist children who disclose **child abuse**, or are otherwise linked to suspected **child abuse**.

### **Monitoring the Child Safe policy will be managed by:**

- embedding of child safety strategies into daily school procedures
- a commitment to child safety
- a code of conduct that establishes clear expectations for appropriate behaviour with children
- screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- providing clear processes for responding to and reporting suspected child abuse
- implementing strategies to identify and reduce or remove risks of child abuse
- developing strategies to promote the participation and empowerment of children

### **Supervision:**

- Supervision of employees and volunteers should 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 should 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 your organisation's 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.

### **Code of Conduct and Mandatory reporting:**

- CPS will provide all staff with a code of conduct which outlines expected standards of appropriate behaviour with and in the company of children. Annually the policy and code will be reviewed and each staff member will sign the code and it will be filed on the personnel file.
- Disciplinary procedures should be used if an allegation of child abuse is not made or a breach of the code of conduct is known or suspected.
- Employees and volunteers must be aware of reporting procedures and how to communicate concerns regarding the improper behaviour of any person within the organisation. Members of the school must 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. A Mandatory Reporting Policy is attached.

- Children and their families should be encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported.

**Policies and procedures outlining Carrum Primary School's approach to the Child Safe Standards are outlined below.**

<u>A child-safe culture</u>	Carrum Primary School's culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden.
<u>Personnel understand their roles and responsibilities/Code of Conduct</u>	School leaders and managers will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the school's Code of Conduct. The school's Code of Conduct sets out clear awareness of the difference between appropriate and inappropriate behaviour. Refer to the Victorian Institute of Teaching, Victorian Teachers Professional Codes of Conduct and Ethics.
<u>Human resources practices and training</u>	The school applies best practice standards in the recruitment and screening of staff, and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with them. We will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect. All prospective staff and volunteers are required to undergo National Criminal History Records check and maintain a valid Working with Children Check.
<u>Reporting a child safety concern or complaint</u>	The school has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action should include reporting their concerns to the DHHS Child Protection or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.
<u>Risk reduction and management</u>	The school believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes. The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.
<u>Listening to children</u>	The school has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/care givers. We encourage child and parent/care giver involvement and engagement that informs safe school operations and builds the capability of children and parents/care givers to understand their rights and their responsibilities.
<u>Confidentiality and</u>	Considerable importance is placed on safeguarding the

<u>Privacy</u>	confidentiality and privacy of information about particular children and their families. The collection, use and storage of information is included in school policies.
Breaches	Breaches of Duty of Care and Mandatory Reporting Obligations are identified in the specific policies included with this policy.
Policy evaluation and review	To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework.
Definitions	<p>A full list of definitions for Ministerial Order No. 870 is available at <a href="http://www.vrqa.vic.gov.au/childsafes">www.vrqa.vic.gov.au/childsafes</a></p> <p><i>Child abuse</i> includes</p> <ul style="list-style-type: none"> <li>• Any act committed against a child involving – a sexual offence or an offence under section 49B(2) of the <i>Crimes Act 1958</i> (grooming)</li> <li>• The infliction, on a child, of- Physical violence or serious emotional or psychological harm</li> <li>• Serious neglect of a child</li> </ul> <p><i>Child safety</i> encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.</p> <p><i>School environment</i> means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:</p> <ul style="list-style-type: none"> <li>• a campus of the school</li> <li>• online school environments (<b>including email and intranet systems</b>)</li> <li>• other locations provided by the school for a child’s use (including, without limitation, locations used for school camps, sporting events, excursions, competitions and other events)</li> </ul> <p><i>School staff means:</i></p> <p>In a government school, an individual working in a school environment who is:</p> <ul style="list-style-type: none"> <li>• employed under Part 2.4 of the <i>Education and Training Reform Act 2006 (ETR Act)</i> in the government teaching service or</li> <li>• employed under a contract of service by the council of the school under Part 2.3 of the ETR Act or</li> <li>• a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)</li> </ul>
Related policies and Documents	School Policy Advisory Guide – Duty of Care School Policy Advisory Guide – Child Protection Reporting Obligations DET Child Wellbeing and Safety Framework

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

### **For schools: Ministerial Order No. 870 requirements**

Minimum child safety standard: Strategies to embed an organisational culture of child safety in accordance with clause 7.

#### **Clause 7**

- The **school council** will:
  - a. develop strategies to embed a culture of **child safety** at the school;
  - b. allocate roles and responsibilities for achieving the strategies;
  - c. inform the school community about the strategies, and allocated roles and responsibilities;
  - d. put the strategies into practice, and inform the school community about these practices; and
  - e. periodically review the effectiveness of the strategies put into practice and, if considered appropriate, revise those strategies.

#### Standard 1 strategies:

- Have goals and strategies in its Strategic Plan and Annual Implementation Plan related to positive school culture/climate.
- Assign the Student Wellbeing and Management role to the Assistant Principal.
- Have student wellbeing meetings fortnightly with support of SSSOs
- Digitech Team meet fortnightly and ensure e-smart policy is being adhered to.
- PSD students supported through care team meetings.
- Ensure Wellbeing is an agenda item at Leadership Meetings
- Professional development sessions for wellbeing concerns are provided at Staff Meetings.
- Mandatory Reporting Training is maintained and time allowed for staff to complete courses.
- Child Safety Policy discussed as part of induction process for new staff.
- Student safety issues are reported to the principal and recorded on CASES 21
- Parent information sessions in relation to wellbeing are provided to the community in conjunction with cluster schools.
- Welcome to Country is performed at each assembly.
- Commitment to maintain and develop links to community groups and organizations related to child wellbeing and safety issues.
- Review Child Safety practices each year.

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

**For schools: Ministerial Order No. 870 requirements** Minimum child safety standard: A child safety policy or a statement of commitment to child safety in accordance with clause 8.

#### **Clause 8**

1. The school council will ensure that the school has a **child safety** policy or statement of commitment to **child safety** that details:
  - a. the values and principles that will guide the school in developing policies and procedures to create and maintain a child safe **school environment** ; and
  - b. the actions the school proposes to take to:
    - i. demonstrate its commitment to **child safety** and monitor the school's adherence to its **child safety** policy or statement of commitment;
    - ii. support, encourage and enable **school staff**, parents, and children to understand, identify, discuss and report **child safety** matters; and

- iii. support or assist children who disclose **child abuse**, or are otherwise linked to suspected **child abuse**.
2. The **school council** must inform the school community about the policy or statement, and make the policy or statement publicly available.

Standard 2 strategies:

Carom Primary School has created this Child Safe Policy that will be approved on an annual basis.

The following school policies supports the Child Safe Policy

- Behaviour Management Policy
- Excursion policy
- External Providers Policy
- Induction Policy
- Mandatory Reporting Policy
- Student Engagement and Wellbeing Policy
- Code of conduct
- Sexual Harassment Policy
- Volunteer Confidentiality Agreement and Policy

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

#### **For schools: Ministerial Order No. 870 requirements**

Minimum child safety standard: A child safety code of conduct in accordance with clause 9.

#### **Clause 9**

1. The **school council** will develop, endorse, and make publicly available a code of conduct that:
  - a. has the objective of promoting **child safety** in the school environment;
  - b. sets standards about the ways in which **school staff** are expected to behave with children;
  - c. takes into account the interests of **school staff** (including other professional or occupational codes of conduct that regulate particular **school staff**), and the needs of all children; and
  - d. is consistent with the school's **child safety** strategies, policies and procedures as revised from time to time.

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

#### **For schools: Ministerial Order No. 870 requirements**

Minimum child safety standard: Screening, supervision, training and other human resources practices that reduce the risk of child abuse in accordance with clause 10.

#### **Clause 10**

1. Subject to the requirements of the **ETR Act**, the **school council** must ensure that the school implements practices for a child-safe environment in accordance with this clause.
2. Each job or category of jobs for **school staff** that involves **child connected work** must have a clear statement that sets out:
  - a. the job's requirements, duties and responsibilities regarding **child safety**; and
  - b. the job occupant's essential or relevant qualifications, experience and attributes in relation to **child safety**.
3. All applicants for jobs that involve **child connected work** for the school must be informed about the school's **child safety** practices (including the code of conduct).

4. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform **child connected work**:
  - a. Working with Children Check status, or similar check;
  - b. proof of personal identity and any professional or other qualifications;
  - c. the person's history of work involving children; and
  - d. references that address the person's suitability for the job and working with children.
5. (5) The school need not comply with the requirements in clause (4), above if it has already made reasonable efforts to gather, verify and record the information set out in clauses (4)(a) to (4)(d), above about a particular individual within the previous 12 months.
6. The school must ensure that appropriate supervision or support arrangements are in place in relation to:
  - a. the induction of new **school staff** into the school's policies, codes, practices, and procedures governing **child safety** and **child connected work**; and
  - b. monitoring and assessing a job occupant's continuing suitability for **child connected work**.
7. The school must implement practices that enable the school council to be satisfied that people engaged in child-connected work perform appropriately in relation to **child safety**.

NB: The school council needs to be satisfied about the appropriateness of the school's arrangements that would regulate or guide other people who make such decisions for or on behalf of the school about child safety matters and child-connected work.

At Carrum 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
- Panels should check the following:
  - Two forms of identification
  - Academic transcripts/qualification
  - Work history and previous employment details are accurate
  - Gaps in the applicant's employment history and ensure there are valid reasons for this
- In relation to referees panels should check the following:
  - The applicant has provided the most current employer details
  - There is no personal relationship between the applicant's supervisor or manager that may affect the objectivity of the reference
  - 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 organizations 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 the applicant has relevant history working with children outside employment?
- Ensure all the 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.
- Have visitors sign into the school at the office and wear a visitor badge.
- Ensure all new staff are aware of the Child Safe Standards and their obligations for mandatory reporting as part of the induction process.

- Provision in the school meeting calendar so that staff can update their Mandatory Reporting Training each year (DET requirement). Provisions will be made in the school calendar of any other professional development sessions we need to undertake related to child safety.

## Standard 5

### For schools: Ministerial Order No. 870 requirements

Minimum child safety standard: Procedures for responding to and reporting suspected child abuse in accordance with clause 11.

#### Clause 11

1. The **school council** must have a clear procedure or set of procedures for responding to allegations of suspected **child abuse** in accordance with this requirement and other legal obligations.
2. The **school council** must ensure that the procedure is:
  - a. sensitive to the diversity characteristics of the school community;
  - b. made publicly available; and
  - c. accessible to children, **school staff**, and the wider community.
3. The procedure must:
  - a. cover all forms of '**child abuse**' as defined in the **ETR Act**;
  - b. apply to allegations or disclosures of **child abuse** made by or in relation to a child, **school staff**, visitors, or other persons while connected to a **school environment**;
  - c. identify the positions of the person or people who are responsible for:
    - promptly managing the school's response to an allegation or disclosure of **child abuse**, and ensuring that the allegation or disclosure is taken seriously;
    - responding appropriately to a child who makes or is affected by an allegation of **child abuse**;
    - monitoring overall school compliance with this procedure; and
    - managing an alternative procedure for responding to an allegation or disclosure if the person allocated responsibility under clause (3)(c)(i), above cannot perform his or her role;
  - d. include a statement that fulfilling the roles and responsibilities contained in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse;
  - e. clearly describe the actions the school will take to respond to an allegation of **child abuse**, including actions to:
    - inform appropriate authorities about the allegation (including but not limited to mandatory reporting);
    - protect any child connected to the alleged **child abuse** until the allegation is resolved; and
    - make, secure, and retain records of the allegation of **child abuse** and the school's response to it.
4. The procedure must not:
  - a. prohibit or discourage school staff from reporting an allegation of **child abuse** to a person external to the school;
  - b. state or imply that it is the victim's responsibility to inform the police or other authorities of the allegation;
  - c. require staff to make a judgment about the truth of the allegation of **child abuse**; or
  - d. prohibit staff from making records in relation to an allegation or disclosure of **child abuse**.

#### Processes for responding to and reporting suspected child abuse-

- Carrum Primary School has a Mandatory Reporting Policy outlining the school's response to 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](http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/Flowchart_Mandatory_Reporting_Sep_2010.pdf) to assist them to make a report
- As per the 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 concern to DHS Child Protection, Victoria Police or Child First.
  - All other school staff who believe on reasonable grounds that a child or young person is in need of protection from physical or therapeutic treatment or have significant concern to DHS 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 discuss this with the Principal so they can update their files.

## Standard 6

### For schools: Ministerial Order No. 870 requirements

Minimum child safety standard: Strategies to identify and reduce or remove risks of child abuse in accordance with clause 12.

### Clause 12

1. The **school council will** develop and implement risk management strategies regarding **child safety** in **school environments**.
2. The school's risk management strategies regarding **child safety** must identify and mitigate the risk(s) of **child abuse** in **school environments** by taking into account the nature of each **school environment**, the activities expected to be conducted in that environment (including the provision of services by contractors or outside organizations), and the characteristics and needs of all children expected to be present in that environment.
3. If the **school council will** identify risks of **child abuse** occurring in one or more **school environments** the authority must make a record of those risks and specify the action(as) the school will take to reduce or remove the risks (risk controls).

*Explanatory note: Different risk controls may be necessary for particular groups of children depending on the nature of the risk and the diversity characteristics of children affected by the risk.*

4. As part of its risk management strategy and practices, the school council must monitor and evaluate the effectiveness of the implementation of its risk controls.
5. At least annually, the **school council** must ensure that appropriate guidance and training is provided to the individual members of the **school council** and **school staff** about:
  - a. individual and collective obligations and responsibilities for managing the risk of **child abuse**;
  - b. **child abuse** risks in the school environment; and
  - c. the school's current **child safety** standards

Strategies to identify and reduce risk or remove risk of abuse-

- Monitor sick bay attendances and student absences as part of Leadership Team Meetings and Welfare Meetings. Specific incidences, trends and child of concern are discussed and an action plan put in place.

- Have a duty of care policies outline supervision of students at school activities in and out of the school and online.
- Ask for parent permission to use photographs or videos of students for public forums.
- Keep photographs and videos of students on a secure network.
- Provision for 2 years duty staff to be rostered on each recess and lunchtime and a first aid officer in the sick bay area.
- Ensure planned excursions and camps adhere to Child Safe Standards.
- Keep a risk register as part of OHS requirements.

## Standard 7

### For schools: Ministerial Order No. 870 requirements.

Minimum child safety standard: Strategies to promote child participation and empowerment in accordance with clause 13.

### Clause 13

1. The **school council will** develop strategies to deliver appropriate education about:
  - a. standards of behaviour for students attending the school;
  - b. healthy and respectful relationships (including sexuality);
  - c. resilience; and
  - d. **child abuse** awareness and prevention.
2. The **school council** must promote the **child safety** standards required by the Order in ways that are readily accessible, easy to understand, and user-friendly to children.

### Inclusion Principles

In complying with the child safe standards, schools need to be mindful of the diversity of students and school communities and include the following principles as part of each standard:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability.

Strategies to promote the participation and empowerment of children-

At Carrum Primary School we:

- Display our school Values of Strength, Honesty and Loyalty as well as the You Can Do It Keys to Success in the school.
- Teach as part of the curriculum healthy and respectful relationships (including sexuality), resilience and child abuse awareness and prevention.
- Run targeted Friendship and Empowerment programs to help and empower vulnerable children in our school.
- Provide opportunities for students to privately share concerns that will be followed up by school staff.
- Provide vulnerable students with a staff mentor to support their needs.

### Evaluation:

This policy will be reviewed annually as part of the school's review cycle.

**This policy was ratified by School Council on 21/11/2017  
Due for review November 2018**





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## Code of Conduct

**Child abuse is unacceptable. Ensuring children's safety is a top priority for the Victorian Government.**

### **What is child abuse?**

Child abuse includes any act committed against a child involving:

- a sexual offence
- a grooming offence; or
- the infliction on a child of physical violence, serious emotional or psychological harm or serious neglect.

Our aim is to create a culture where protecting children from abuse is part of everyday thinking and practice. To strengthen existing approaches to preventing and responding to child abuse and provide for consistency in how these issues are managed. We all have a responsibility for keeping children safe.

All registered schools are required to develop strategies to embed a culture of child safety at the school. At Carrum Primary we will:

- embed a culture of child safety at the school
- allocate roles and responsibilities to ensure child safe practices are adhered to
- inform the school community about the strategies being employed at the school

### **What is organisational culture and how does it relate to child safety?**

Embedding an organisational culture of child safety is critical to reducing the risk of child abuse in schools.

To successfully embed a culture of child safety, a commitment to **zero tolerance of child abuse** must be led by the school council. This commitment must be shared, openly and transparently, by all members of the school community, including staff (including school employees, contractors and volunteers), parents and families, visitors and child.

**All staff, volunteers and council members of Carrum Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.**

**All personnel of Carrum Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- adhering to Carrum Primary School's child safe policy at all times/upholding Carrum Primary School's statement of commitment to child safety at all time
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to Carrum Primary School's Child Safety Officer Mandy Carmichael, and ensure any allegation to reported to the police or child protection
- reporting any child safety concerns to Carrum Primary School's Child Safety Officer Mandy Carmichael
- if an allegation of child abuse is made, ensure as quickly as possible, that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

**Staff and volunteers must not:**

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)

- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Carrum Primary School Child Safety Officer Mandy Carmichael

**NB: These procedures are not intended to:**

- prohibit or discourage any school staff from reporting an allegation of **child abuse** to a person external to the school;
- state or imply that it is the victim's responsibility to inform the police or other authorities of the allegation;
- require staff to make a judgment about the truth of the allegation of **child abuse** ; or
- prohibit staff from making records in relation to an allegation or disclosure of **child abuse**

In the case of an allegation of **child abuse**, you will:

1. inform appropriate authorities about the allegation (including but not limited to mandatory reporting);
2. protect any child connected to the alleged **child abuse** until the allegation is resolved; and
3. make, secure, and retain records of the allegation of **child abuse** and the school's response to it.
4. **phone 000 if you believe a child is at immediate risk of abuse.**



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Telephone: 9772 1117

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Staff Commitment:

**I agree to adhere to Carrum Primary School Child Safe Policy and Code of Conduct.**

**In fulfilling's my roles and responsibilities I understand that this does not displace or discharge any other obligations that arise if I reasonably believe that a child is at risk of child abuse.**

In the case of an allegation of **child abuse**, I will:

1. inform appropriate authorities about the allegation (including but not limited to mandatory reporting);
2. protect any child connected to the alleged **child abuse** until the allegation is resolved; and
3. make, secure, and retain records of the allegation of **child abuse** and the school's response to it.
4. phone 000 if I believe a child is at immediate risk of abuse.

Name: .....

Signature: .....

Date: .....



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Telephone: 9772 1117

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Volunteer Commitment:

**I agree to adhere to Carrum Primary School Child Safe Policy and Code of Conduct.**

**In fulfilling my roles and responsibilities I understand that this does not displace or discharge any other obligations that arise if I reasonably believe that a child is at risk of child abuse.**

In the case of an allegation of **child abuse**, I will:

1. inform appropriate authorities about the allegation (including but not limited to mandatory reporting);
2. protect any child connected to the alleged **child abuse** until the allegation is resolved; and
3. make, secure, and retain records of the allegation of **child abuse** and the school's response to it.
4. phone 000 if I believe a child is at immediate risk of abuse.

Name: .....

Signature: .....

Date: .....