



Child Safe Standard 2

Statement of Commitment to Child Safety

UNIVERSITY PARK PRIMARY SCHOOL

PURPOSE:

Child Safe Standard -Commitment to Child Safety takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 870.

The purpose of this policy is to demonstrate the strong commitment of University Park Primary School (UPPS) to the care, safety and wellbeing of all students at our school. It provides an outline of the procedures and strategies developed to keep students safe from harm, including all forms of abuse that may occur in our school environment, on school grounds, online and in other locations provided by the school. Integral to the UPPS commitment to child safety, a child safe officer has been assigned to provide guidance and leadership in the school in implementing all seven Child Safe Standards.

SCOPE:

This policy applies to all staff, volunteers, and contractors in the school environment, whether or not they work in direct contact with children or young people. This policy also applies to school council members where indicated. This policy will apply to the school environment (refer to Definitions section) and covers both school and outside of school hours.

DEFINITIONS:

The Act: Child Safety and Well Being Act 2005

Child or young person: A person who is under the age of 18 years.

Aboriginal Child: A person under the age of 18 who: is of Aboriginal or Torres Strait Islander descent, identifies as Aboriginal or Torres Strait Islander, and is accepted as Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Islander Community

Children from culturally and/or linguistically diverse backgrounds: A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parents' identification on a similar basis

Child Safe Organisation: In the context of the child safe standards, a child safe organisation is one that meets the child safe standards by proactively taking measures to protect children from abuse

Cultural Competency: A set of congruent behaviours, attitudes and policies that come together in a system, agency or among professionals that enable them to work effectively in cross-cultural situations

Cultural Abuse: Actions and attitudes that deliberately ignore denigrate or attack the culture of a person or community. The positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. A culturally safe environment does not ignore, challenge or deny cultural identity

Cultural Safety for Aboriginal Children: Cultural safety upholds the rights of Aboriginal children to:

- Identify as Aboriginal without fear of retribution or questioning
- Have an education that strengthens their culture and identity, maintain connections to their land and country, maintain their strong kinship ties and social obligations, be taught their cultural heritage by their Elders
- Receive information in a culturally sensitive, relevant and accessible manner. Be involved in services that are culturally respectful

Cultural safety for children from culturally and/or linguistically diverse backgrounds: An environment, which is spiritually, socially and emotionally safe, as well as physically safe for children; where there is no assault, challenge or denial of their cultural or linguistic identity, of who they are and what they need. Efforts need to be made to ensure the culturally and/or linguistically diverse children and their families receive information in a culturally sensitive, relevant and accessible manner, including in relevant community languages

Children with a Disability: A disability can be any physical, sensory, neurological disability, acquired brain injury, intellectual disability, or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Children can be born with a disability or acquire a disability suddenly through an injury or illness. Some disabilities may be obvious while others are hidden

Organisation: The *Child Safety and Wellbeing Act 2005* (the Act) will provide that the standards apply to 'applicable entities', which are defined in the Act as: an unincorporated body or association (however structured) an individual who carries on a business and engages contractors, employees or volunteers to assist in the business in providing services or facilities

Child Abuse: For the purposes of these standards, abuse constitutes any act committed against a child involving: physical violence, sexual offences, grooming, serious emotional or psychological abuse or serious neglect. For further information regarding child abuse refer: Ministerial Order 870-Managing the Risk of Child Abuse in Schools 2016

Child physical abuse: Generally, child physical abuse refers to the non-accidental use of physical force against a child that results in harm to the child. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. The fabrication or induction of an illness by a parent or carer (previously known as Munchausen syndrome by proxy) is also considered physically abusive behaviour. (Safe Schools Hub)

Child sexual abuse: Any sexual activity between a child under the age of consent (16) and an adult or older person (i.e., a person five or more years older than the victim) is child sexual abuse.

Child sexual abuse can also be:

- any sexual behaviour between a child and an adult in a position of power or authority over them (e.g., a teacher); the age of consent laws does not apply in such instances due to the strong imbalance of power that exists between young people and authority figures, as well as the breaching of both personal and public trust that occurs when professional boundaries are violated
- any sexual behaviour between a child and an adult family member, regardless of issues of consent, equality or coercion
- sexual activity between peers that is non-consensual or involves the use of power or coercion

- non-consensual sexual activity between minors (e.g., a 14-year-old and an 11-year-old), or any sexual behaviour between a child and another child or adolescent who, due to their age or stage of development, is in a position of power, trust or responsibility over the victim. Sexual activity between adolescents at a similar developmental level is not considered abuse. (Safe Schools Hub)

Child-connected work: Child-connected work means work authorised by the school, school council, or Secretary of the Department of Education and Training and performed by an adult in a school environment while children are present or reasonably expected to be present

Child safety: Child safety 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

Child protection: Statutory services designed to protect children who are at risk of serious harm. (Safe Schools Hub)

Mandatory Reporting: The legal requirement to report suspected cases of child abuse and neglect is known as mandatory reporting. Mandated persons include teachers, nurses, police, psychologists, psychiatrists and medical practitioners. (Safe Schools Hub)

Reasonable Belief: When staff are concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

School environment: School environment means any physical or virtual place made available or authorised by the school for use by a child during or outside school hours, including:

- a campus of the school
- online school environments (including email and intranet systems); and
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, homestays, and other school activities or events)

School staff: School staff means an individual working in a school environment who is:

- employed by the Department of Education and Training
- directly engaged or employed by a school council, or
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)

POLICY:

STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

At University Park Primary School, all children have the right to feel safe and be safe. We share a common belief that all children can learn to a high standard and all children want to learn. We support the development, learning and achievement of every student in our school. Together, in collaboration with parents and the community, we undertake the actions necessary to support the development, learning and achievement of every child. The school's motto of 'Learning Together - Achieving Success' is reflected in its team approach to teaching and learning.

At UPPS, we deliver a holistic approach to education underpinned by high expectations taking into account the individual, academic, emotional and social needs of our students. We provide our students with the technological, social and academic requirements to become life-long learners and productive adults in the community. We understand that children need to feel safe and be safe from abuse in order to achieve their personal best. UPPS has zero tolerance for child abuse. University Park 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.

At University Park Primary School our vision is to work collaboratively to ensure every individual learns to their full potential and is a respectful and responsible member of the community. At University Park Primary School, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment to child safety is drawn from our vision, as previously stated and the following values will guide the decisions and behaviours of all members of our school community, including in relation to child safety.

- Collaboration
- Learning
- Responsibility
- Respect
- Honesty

Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

CHILD SAFETY PRINCIPLES

We are committed to providing a child safe environment where children and young people are safe and feel safe, feel respected and nurtured and their voices are heard about decisions that affect their lives. The following principles highlight our moral and legal responsibility to child safety at University Park Primary School: -

- Take a preventative, proactive and participatory approach to child safety.
- Value and empower children to participate in decisions which affect their lives.
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children.
- Respect diversity in cultures and child rearing practices while keeping child safety paramount.
- Provide written guidance on appropriate conduct and behaviour towards children.
- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development.
- 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 concerns.
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities.
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk.
- All staff value the input of and communicate regularly with families and carers
- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.
- UPPS works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers.
- All adults in our school, including teaching and non-teaching staff, volunteers and contractors, as well as the broader school community, have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people.
- Policies and practices demonstrate compliance with legislative requirements and cooperation with governments, the police and human services agencies.

- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- Staff, volunteers, contractors, parents/guardians and students will be empowered to raise concerns about child safety, knowing these will be taken seriously by school leadership.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally.

POLICY COMMITMENTS

The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety.

Our commitment to our students

- (a) We commit to the safety and wellbeing of all children and young people enrolled in our school.
- (b) We commit to providing children and young people with positive and nurturing experiences.
- (c) We commit to listening to children and young people and empowering them by taking their views seriously and addressing any concerns that they raise with us.
- (d) We commit to taking action to ensure that children and young people are protected from abuse or harm.
- (e) We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.
- (f) We commit to seeking input and feedback from students regarding the creation of a safe school environment.

Our commitment to our parents and guardians:

- (a) We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- (b) We commit to engaging with, and listening to, the views of parents and carers about our child-safety practice, policies and procedures.
- (c) We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.
- (d) We commit to acknowledging the cultural diversity of students and families and being sensitive to how this may impact on student safety issues.
- (e) We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment to our school staff (school employees, volunteers and contractors)

- (a) We commit to providing all University Park Primary School staff with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities.
- (b) We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- (c) We commit to listening to all concerns voiced by University Park Primary School staff, volunteers, and contractors about keeping children and young people safe from harm.

(d) We commit to providing opportunities for University Park Primary School employees, volunteers and contractors to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person.

Our responsibilities and Organisational Arrangements

Everyone employed or volunteering at University Park 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 students is at the forefront of all they do and every decision they make.

Guide to Responsibilities of School Leadership

The Principal, the School Council and school leaders at University Park Primary School recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety. Responsibilities include: -

- creating an environment for children and young people to be safe and to feel safe
- upholding high principles and standards for all staff, volunteers, and contractors
- promoting models of behaviour between adults and children and young people based on mutual respect and consideration
- ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff
- ensuring that school personnel have regular and appropriate learning to develop their knowledge of openness to and ability to address child safety matters providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to child and young people's protection and wellbeing ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 870.

Guide to Responsibilities of School Staff

Responsibilities of school staff (school employees, volunteers and contractors) include:

- treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care following the legislative and internal school processes in the course of their work, if they form a reasonable belief that a child or young person has been or is being abused or neglected
- providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured
- undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people
- assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse
- following the school's Child Safety Code of Conduct.

Organisational Arrangements

At University Park Primary School, the child safety organisation arrangements are:

The school has accurate up to date information and evidence of court orders pertaining to access and custody of children.

Any absence from school must be explained by a phone call to the school office or in a note signed and dated by a parent/guardian. The school monitors student absence and the relevant Classroom Teacher, Principal or Assistant Principal will contact parents/guardians if absences are frequent.

Parents/guardians wishing to collect their children at the end of the school day should wait outside the school building or in the Parent waiting (RED) room. Teachers will supervise students as they exit the building.

Parents wishing to collect their child early from school must visit the office prior to collecting their child.

Students are supervised while eating their lunch in the classroom between 11.00- 11.10am before going out to play. When moving between rooms, students are supervised by either the classroom teacher or the specialist teacher. Students delivering messages, going to the toilet or otherwise moving around the school without a teacher, do so in pairs. Movement during class time is kept to a minimum.

Students arriving after 9.00am must come to the office before proceeding to their classroom. The school monitors student punctuality closely and the Principal or Assistant Principal will contact the parents/guardians if a student's punctuality is of concern.

A teacher is on 'Yard Duty' from 8.40am to 8.50am, at lunch from 11.10-11.50am, afternoon recess from 2.00pm- 2.20pm and after school until 3.30pm. Children are encouraged to seek assistance from the teachers on yard duty, if necessary. For the safety of all students and staff, all visitors to the school are required to report to the office to sign in and obtain a Visitor's Pass. Similarly, when exiting, visitors should return their Visitor's Pass and sign out.

Expectation of our School Staff – Child Safety Code of Conduct

At University Park Primary School, we expect school employees, volunteers and contractors to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any child at the school. All school staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and to comply with all requirements. UPPS has developed a Child Safety Code of Conduct which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of school employees, volunteers and contractors for appropriate behaviour with children in order to safeguard them against abuse and or neglect. Child Safe Standard 3: A Child's Code of Conduct, protects school staff through clarification of acceptable and unacceptable behaviours.

Student Safety and Participation

At University Park Primary School, we actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns that students, or their parents or carers, raise with us.

The following school practices and processes are in place to promote protective behaviours, safety and empowerment: -

- UPPS Technology Code of Conduct
- UPPS Child Safety Code of Conduct
- UPPS Student Code of Conduct
- UPPS eSmart policy
- UPPS Student Inclusion and Engagement policy
- Cybersafety educational practices
- Protective Behaviours educational practices
- Whole School Restorative Practices approach
- Referrals and/or reporting as appropriate and/or necessary

Reporting and Responding

Our school records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct and stores the records in accordance with security and privacy requirements. Our school complies with legal obligations that relate to managing the risk of child abuse under the Children, Youth and Families Act 2005 (Vic.), the Crimes Act 1958 (Vic.) and the recommendations of the Betrayal of Trust report. Child protection reporting obligations fall under separate pieces of legislation with differing reporting requirements.

Our school's Child Safe Policy, Standard 5, Responding to and Reporting Suspected Child Abuse, updated in June 2021 sets out the actions required under the relevant legislation when there is a reasonable belief that a child at our school is in need of protection or a criminal offence has been committed and provides guidance and procedures on how to make a report.

Our policy assists staff, volunteers and families to: -

- identify the indicators of a child or young person who may be in need of protection
- understand how a 'reasonable belief' is formed
- make a report of a child or young person who may be in need of protection
- comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.

Our school has also established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a student.

Our complaints and disclosure processes are outlined and detailed in the following policies and procedures: -

- UPPS Parent Complaints policy
- UPPS Student Inclusion and Engagement policy
- UPPS Mandatory Reporting policy and procedures

Screening and Recruitment of School Staff

University Park Primary School will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-connected work. Our commitment to child safety and our screening requirements are included in all advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the school's Child Safety Code of Conduct and the Child Safety Policy. When recruiting and selecting employees, contractors and volunteers involved in child-connected work, we make all reasonable efforts to:

- confirm the applicant's Working with Children Check and National Police Check status and/or professional registration (as relevant)
- obtain proof of personal identity and any professional or other qualifications
- verify the applicant's history of work involving children
- obtain references that address the applicant's suitability for the job and working with children.

The school has processes for monitoring and assessing the continuing suitability of school staff to work with children, including regular reviews of the status of Working with Children Checks and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration.

Child Safety – Education and Training for School Staff

University Park Primary School provides employees and volunteers with regular and appropriate opportunities to develop their knowledge of openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect. Examples of education and training include DET online modules, school induction practises, child safety videos on VRQA website, ongoing Professional Learning inclusive of Mandatory Reporting and Protective Behaviours

Risk Management

At University Park Primary School, we are committed to proactively and systematically identifying and assessing risks to student safety across our whole school environment and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise.

Breach of Policy

Where an employee is suspected of breaching any obligation, duty or responsibility within this Policy, University Park Primary School may start the process under Complaints, Misconduct and Unsatisfactory Performance guidelines for managing employment concerns. This may result in disciplinary consequences.

Where the Principal is suspected of breaching any obligation, duty or responsibility within this policy, the concerned party is advised to contact the Regional Director. Relevant notification should also be made to the Department of Education and Training.

Where any other member of the school community is suspected of breaching any obligation, duty or responsibility within this policy, the school is to take appropriate action, and/or contact Department of Education (Conduct and Ethics Branch and Legal Branch) and Department of Families, Fairness and Housing (DFFH).

MORE INFORMATION AND RESOURCES:

Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, Child Safe Standards – Managing the Risk of Child Abuse in Schools, Ministerial Order No. 870.

Victorian Registration and Qualification Authority (2016) Information Sheet. CHILD SAFE STANDARD 2: A child safety policy or a statement of commitment to child safety

Commission for Children and Young People (2015) A Guide for Creating A Child Safe Organisation, Version 2.0.

[A step-by-step guide to making a report to Child Protection or Child FIRST](#)

[Protecting the safety and wellbeing of children and young people](#)

[Protecting Children - Mandatory Reporting and Other Obligations](#) - elearning module (log-in required)

State of Victoria (2010) Protecting the safety and wellbeing of children and young people: A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools

Children, Youth and Families Act 2005 (Vic.) Working with Children Act 2005 (Vic.) Education and Training Reform Act 2006 (Vic.) Equal Opportunity Act 2010 (Vic.)

Crimes Act 1958 (Vic.) – Three new criminal offences have been introduced under this Act:

a) Failure to disclose offence: Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

b) Failure to protect offence: The offence will apply where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will

commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

c) Grooming offence: This offence targets predatory conduct designed to facilitate later sexual activity with a child. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails.

Department of Education Related Policies

DET School Policy and Advisory Guide

<http://www.education.vic.gov.au/school/teachers/health/Pages/teachstudentsafetyconcerns.aspx> Ministerial

Safe Schools Hub 2014, National Safe Schools Framework Glossary, Australian Government Department of Education and Training.

Victorian Institute of Teaching for Victorian Teaching Profession Codes of Conduct and Ethics and information about employee responsibilities to report action against registered teachers in response to allegations and concerns about registered teachers. www.vit.edu.au

School Policies

UPPS eSmart policy

UPPS Student Inclusion and Engagement policy UPPS Volunteer's Policy

UPPS Visitor's Policy

UPPS Technology Code of Conduct

UPPS Child Safety Code of Conduct

REVIEW CYCLE AND EVALUATION:

This policy was last updated June 2021 and is scheduled for review in June 2022 and or in accordance with the UPPS review schedule. In addition to annual evaluation this policy will be reviewed as part of any risk event follow up.

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