





Child Safety Standards

Our Holy Redeemer Primary School	Review Date: 20. 07. 2019	
Version 0.1	Date of Next Review: 20. 07. 2022	

Contents

Child Safety Standards – Overview	3
Standard One – Organisational Culture of Child Safety.....	8
Standard Two – Child Safety Policy	12
Standard Three – Child Safety Code of Conduct.....	21
Standard Four – Human Resource Practices to Ensure Child Safety	24
Standard Five – Responding to Allegations of Child Abuse.....	31
Standard Six – Child Safety Risk Management Strategies	48
Standard Seven – Participation & Empowerment of Children.....	50
Appendix One – Child Safety Annual Risk Assessment Checklist.....	52
Appendix Two – Child Safety Risk Assessment	56
References:	73

Our Holy Redeemer Primary School	Review Date: 20. 07. 2019	
Version 0.1	Date of Next Review: 20. 07. 2022	

Child Safety Standards – Overview

Introduction

Our Holy Redeemer Primary School is committed to providing a safe environment for all students and young people and will take active steps to protect them against abuse. To achieve this the school has developed and actively enforces Child Safety Strategies to ensure that any person involved in 'child connected work' is aware of their obligations & responsibilities for ensuring the safety of all children under their care.


In accordance with requirements of the [Victorian Government's Ministerial Order No 870](#), Our Holy Redeemer Primary School maintains a culture of 'no tolerance' to child abuse. To achieve this it has established a holistic Child Safety Strategy incorporating the processes, policies & procedures listed below.

Our Holy Redeemer Primary School Child safety Strategy includes, but is not limited to the:

1. Establishment of strategies for embedding a culture of child safety at the school;
2. Maintenance & communication of a policy affirming the school's commitment to child safety and the promotion of an environment where children feel respected, valued and encouraged to reach their full potential;
3. Maintenance & implementation of a Child Safety Code of Conduct;
4. Established processes for screening, supervision, training, and other human resource practices to reduce the risk of child abuse & promote a child safe learning environment;
5. Maintenance & Communication of procedures for responding to and reporting child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct.
6. Risk Management strategies to identify and reduce or remove risks of child abuse
7. Maintenance of strategies to promote student participation & empowerment in creating an environment where they feel respected, valued and are capable of reaching their full potential.

Scope

Our Holy Redeemer Primary School Child Safety Standards apply to any individual employed by the school, employed under contract, volunteers or contracted service providers. Failure to comply with any aspect of the school's Child Safety Standards may result in criminal proceedings in accordance with the *Children, Youth and Families Act 2005 (Vic.)*, the *Crimes Act 1958 (Vic.)* and the recommendations of the *Betrayal of Trust Report 2013*.

Our Holy Redeemer Primary School	Review Date: 20. 07. 2019	
Version 0.1	Date of Next Review: 20. 07. 2022	

Definitions

Child: Any child or young person enrolled as a student at the school.

Child Connected Work: Work authorised by the school's Principal, members of the Leadership Team or Board performed by an adult in the school environment while children are present or are reasonably expected to be present.

Child Abuse: Includes:

- a. Any Act committed against a child involving:
 - i. A sexual offence
 - ii. An offence under section 49B(2) of the Crimes Act 1958 (grooming)
- b. The infliction , on a child of:
 - i. Physical violence
 - ii. Serious emotional or psychological harm
- c. Serious Neglect of a child.


Child Neglect: The failure by a parent or caregiver to provide a child, where they are in a position to do so, with conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing.

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.

Child Protection: Statutory services designed to protect children who are at risk of serious harm.

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 do 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

Our Holy Redeemer Primary School	Review Date: 20. 07. 2019	
Version 0.1	Date of Next Review: 20. 07. 2022	

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.

Child Safety: Encompasses matters relating to protecting all children from child abuse, managing the risk of abuse, providing support to a child at risk of child abuse and responding to incidents or allegations of child abuse.

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.


Reasonable Belief: When a staff member is 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: Any physical or virtual place made available or authorised by the school for use by a child during or outside of school hours including:

- a. A campus of the school
- b. Online school environments, including email & intranet systems
- c. Other locations provided by the school for a child's use including school camps, sporting events, excursions, competitions, school community and other events.

School Staff: Any individual working in the school environment who is:

- a. Directly engaged or employed by the school Principal or Board
- b. A volunteer or contracted service provider
- c. A minister of religion.

Our Holy Redeemer Primary School	Review Date: 20. 07. 2019	
Version 0.1	Date of Next Review: 20. 07. 2022	

Our School's Commitment to Ensuring Child Safety

All students enrolled at Our Holy Redeemer Primary School have the right to feel safe. The wellbeing of students will always be our school's first priority. The school aims to create a child safe environment where children feel valued & respected by committing to the following arrangements for students, parents, carers, staff members, clergy, volunteers and contractors.

Our Commitment to our Students


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

Our Commitment to Parents and Carers

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


Our Commitment to our School Employees, Clergy, CRTs, Volunteers & Contractors

1. We commit to providing all staff members, clergy, casual relief teachers (CRTs), volunteers & contractors with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities.
2. We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and the protection of students and young people. This will include

Our Holy Redeemer Primary School	Review Date: 20. 07. 2019	
Version 0.1	Date of Next Review: 20. 07. 2022	

regular briefings & annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.

3. We commit to listening to all concerns voiced by staff members, students, caregiver's clergy, volunteers, and contractors about keeping children and young people safe from harm.
4. We commit to providing adequate resources to support staff members, clergy, CRTs, volunteers & contractors meet and exceed their Child Safety obligations.
5. We commit to appointing the Student Wellbeing Team, to further promote child safety and support all members of the school community to understand, meet and exceed their Child Safety obligations.
6. We commit to providing support to any member of the school community who reports a child safety complaint, suspected abuse, disclosure or breaches of the Child Safety Code of Conduct.
7. We commit to providing opportunities for staff members, clergy, CRTs, volunteers & contractors to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person.

Our Holy Redeemer Primary School	Review Date: 20. 07. 2016	
Version 0.1	Date of Next Review: 20. 07. 2019	

Standard One – Organisational Culture of Child Safety

Our Holy Redeemer Primary School maintains a ‘culture of child safety’ through effective leadership arrangements. Protecting children from abuse is everybody’s responsibility, and Our Holy Redeemer Primary School Leadership Team takes the main role in embedding a child safety culture across all aspects of the School Community.

All members of staff, clergy, casual relief teachers (CRTs), volunteers & contractors have a responsibility to act to protect students & young people from abuse and to build an environment where children feel respected, valued and encouraged to reach their full potential. The school maintains a ‘culture of child safety’ through proactive leadership which demonstrates, and insists of others, appropriate values, attitudes and behaviours to ensure the safety of all who attend the school. Our Holy Redeemer Primary School fosters a culture of openness, inclusiveness and awareness, where children and adults know how to respond if they suspect or are subject to abuse or inappropriate behaviour.

All staff members, clergy, CRTs, volunteers & contract service providers must also acknowledge the importance of cultural safety for Indigenous children and those from culturally and linguistically diverse backgrounds, including that of children with a disability.


Our Holy Redeemer Primary School maintains a ‘culture of child safety’ by actively implementing the strategies listed below in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

Leadership Responsibilities

All members of the School’s Leadership Team take their responsibility to protect students very seriously. Members of the School’s Leadership Team take the lead in promoting an environment where students and young people feel safe, respected, valued and are capable and confident of reaching their full potential.

Our Holy Redeemer Primary School’s Leadership Team is responsible for embedding a culture of child safety and does so by ensuring the following:

1. Identifying and assessing potential risk of abuse to students and young people via established risk management strategies.
2. Creating an environment for students and young people to be safe and to feel safe.
3. Upholding high principles and standards for all staff members, clergy, CRTs, volunteers, and contractors.
4. Promoting models of behaviour between adults, students and young people based on mutual respect and consideration.


Our Holy Redeemer Primary School	Review Date: 20. 07. 2016	
Version 0.1	Date of Next Review: 20. 07. 2019	

5. Developing & communicating child safe policies & procedures outlining the School's commitment to promoting children's wellbeing and protecting children from abuse.
6. Developing & communicating codes of conduct which specifies the standards of conduct and care required when working and interacting with children.
7. Designating the Student Wellbeing Team to promote child safety and support all members of the school community to understand, meet and exceed their Child Safety obligations.
8. Ensuring thorough and rigorous practices are applied in the recruitment & screening of all staff, clergy, CRTs, volunteers & contractors.
9. Ensuring that staff & other members of the school community have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters.
10. Promoting inclusion of all children & families from diverse cultural backgrounds and those with disabilities.
11. Empowering and promoting the participation of children in decision-making by providing opportunities for children to express their views on child safety and then incorporate this feedback to improve your policies and practices.
12. Immediately respond to any child safety complaint, disclosure, breach of the Child Safety Code of Conduct or suspected abuse in accordance with its reporting requirements.
13. Providing regular opportunities to clarify and confirm legislative obligations, policies and procedures in relation to child and young people's protection and wellbeing.
14. Ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 870.

Responsibilities of Staff Members Clergy, CRTs, Volunteers & Contractors:

Staff members, clergy, CRTs, volunteers & contractors engaged by Our Holy Redeemer Primary School have an obligation to foster a culture of safety for all students and young people by:

1. Treating students and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care.
2. Understanding and complying with legislative requirements and internal school processes in the course of their work.
3. Demonstrating a commitment to displaying appropriate behaviours in accordance with the school's Child Safety Code of Conduct.
4. Providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured.
5. Undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of students and young people.

Our Holy Redeemer Primary School	Review Date: 20. 07. 2016	
Version 0.1	Date of Next Review: 20. 07. 2019	

6. Immediately report any child safety complaint, disclosure, breach of the Child Safety Code of Conduct or suspected abuse to the school's Student Wellbeing Team or a member of the school Leadership Team.
7. Assist the Leadership Team in empowering and promoting the participation of children in decision-making by providing opportunities for children to express their views on child safety.
8. 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.
9. Following the school's Child Safety Code of Conduct.

Maintaining & Communicating the School's Commitment to Child Safety Standards

Our Holy Redeemer Primary School maintains a Child Safety Policy outlining key elements of its approach to creating and sustaining a Child Safe environment. The Policy has been developed by the Student Wellbeing Team in consultation with staff members and affirms the school's commitment to a 'zero tolerance' towards child abuse and its commitment to upholding the best interest of children. The Policy also demonstrates a commitment to keeping students and young people safe and how it actively works to listen to and empower students at Our Holy Redeemer Primary School.

The school's Child Safety Policy is displayed in the foyer of the Administration Building and in the Staffroom. The Policy is also made publicly available to all members of the community via the School's website. This policy and the accompanying Child Safety Code of Conduct are communicated to staff members, clergy, CRTs, volunteers & contractors prior to commencing work and at least annually and they are also embedded into core documents such as the Staff Handbook.


Our Holy Redeemer Primary School reviews this policy every three years or more frequently as required when there has been a change to the work environment or work arrangements that may impact on the protection of children.

Maintaining & Communicating the School's Code of Conduct to Ensure Child Safety

Our Holy Redeemer Primary School maintains a Code of Conduct for all staff members, clergy, volunteers, CRTs and contractors that clearly defines workplace expectations including professional boundaries, ethical behaviours, as well as acceptable & unacceptable relationships.


Our Holy Redeemer Primary School believes that by defining the expectation for all staff members, CRTs, clergy, volunteers and contractors relating to 'Child Connected Work' they are more likely to act appropriately. The Code of Conduct enables the school to take immediate action when an individual acts in an unacceptable manner, which may result in disciplinary action including dismissal. This process is supported by the school's complaints procedure.

The school's Child Safety Code of Conduct is made publicly available to all members of the community via the School's website. The Code of Conduct is communicated to new staff

Our Holy Redeemer Primary School	Review Date: 20. 07. 2016	
Version 0.1	Date of Next Review: 20. 07. 2019	

members clergy, CRTs, volunteers & contractors prior to commencing work and at least annually and they are also embedded into core documents such as the Staff Handbook. Members of the Leadership Team vigilantly monitor professional behaviour & regularly remind staff members, CRTs, clergy, volunteers and contractors of their responsibilities at the commencement of each school year & at Staff Meetings.

Our Holy Redeemer Primary School reviews its Child Safety Code of Conduct every three years or more frequently in the event of a complaint, or when there has been a change to the work environment or work arrangements that may impact on the protection of children.

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

Standard Two – Child Safety Policy

1. Introduction

At Our Holy Redeemer we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with respect, compassion and justice at the heart of the gospel ([CECV Commitment Statement to Child Safety](#)).

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic school (Congregation for Catholic Education 1997, n. 9).

2. Purpose of the Policy

The purpose of this policy is to demonstrate the strong commitment of Our Holy Redeemer to the care, safety and wellbeing of all students at our school. It provides an outline of the policies, procedures and strategies developed to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school.

This policy 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](#).


This policy applies to school staff, including school employees, volunteers, contractors and clergy.

3. Principles

Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe ([CECV Commitment Statement to Child Safety](#)).

The following principles underpin our commitment to child safety at Our Holy Redeemer:

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.
- Our school 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, clergy, volunteers, and contractors, 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.

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

- 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 the Church, 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, clergy, volunteers, contractors, parents and students should feel free 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.

4. Definitions used in this Policy

Child: A child or a young person enrolled as a student at the school.

Child abuse includes:

- any act committed against a child involving:
 - a sexual offence
 - an offence under section 49B(2) of the **Crimes Act 1958** (grooming)
- the infliction, on a child, of:
 - physical violence
 - serious emotional or psychological harm
- serious neglect of a child. ([Ministerial Order No. 870](#))


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. ([Ministerial Order No. 870](#))

Child neglect includes a failure to provide the child with an adequate standard of nutrition, medical care, clothing, shelter or supervision to the extent that the health and physical development of the child is significantly impaired or placed at serious risk. ([PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#))

Child physical abuse: Generally, consists of any non-accidental infliction of physical violence on a child by any person. ([PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#))

Child sexual abuse is when a person uses power or authority over a child to involve them in sexual activity. It can include a wide range of sexual activity and does not always involve physical contact or force. ([PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#))

Emotional child abuse occurs when a child is repeatedly rejected, isolated or frightened by threats, or by witnessing family violence. ([PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#))

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

Grooming is when a person engages in predatory conduct to prepare a child for sexual activity at a later date. It can include communication and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer. ([PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#))

Mandatory Reporting: The legal requirement under the *Children, Youth and Families Act 2005* (Vic.) to protect children from harm relating to physical and sexual abuse. The principal, teachers, medical practitioners and nurses at a school are mandatory reporters under this Act. ([PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#))

Reasonable Belief: When school 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. ([PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#))

School environment 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:

- (a) a campus of the school
- (b) online school environments (including email and intranet systems)
- (c) 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). ([Ministerial Order No. 870](#))

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


- (a) directly engaged or employed by a school governing authority
- (b) a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- (c) a minister of religion. ([Ministerial Order No. 870](#))

5. Policy Commitments

All students enrolled at Our Holy Redeemer have the right to feel safe and be safe. 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. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

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.

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

- (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 parents and carers

- (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, contractors and clergy)

- (a) We commit to providing all Our Holy Redeemer 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 Our Holy Redeemer staff, clergy, volunteers, and contractors about keeping children and young people safe from harm.
- (d) We commit to providing opportunities for Our Holy Redeemer school employees, volunteers, contractors and clergy to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person.

6. Responsibilities and Organisational Arrangements


Everyone employed or volunteering at Our Holy Redeemer 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. ([CECV Commitment Statement to Child Safety](#))

The school has allocated roles and responsibilities for child safety as follows.

6.1 Guide to Responsibilities of School Leadership

The principal, the school governing authority and school leaders at Our Holy Redeemer 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, clergy, 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

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

- 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](#).
- ensuring the school takes specific action to protect children from abuse in line with the three new criminal offences introduced under the Crimes Act 1958 (Vic.) and in line with the [PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#).

6.2 Guide to Responsibilities of School Staff

Responsibilities of school staff (school employees, volunteers, contractors and clergy) 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.


6.3 Organisational Arrangements

At Our Holy Redeemer there is a Child Safety Team, which includes all appointed teaching staff members. This team is led by the school's Principal, Deputy Principal and Wellbeing Leader. In cases where an incident has occurred, a member of the Child Safety Team will be informed and steps will be taken to ensure the safety of the child.

7.Expectation of our School Staff – Child Safety Code of Conduct

At Our Holy Redeemer community, we expect school employees, volunteers, contractors and clergy 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. We have 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, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect.

Our Code also protects school staff through clarification of acceptable and unacceptable behaviour.

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

8. Student Safety and Participation

At Our Holy Redeemer, 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 students, or their parents or carers, raise with us.

At Our Holy Redeemer there is a Chaplain available through the National School Chaplaincy Program, where students whose parents have given consent are encouraged to use when a need arises.

9. 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 Protection – Reporting Obligations**, updated on **26/07/2016** 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.


All staff members at our school have an obligation to act upon any concerns raised in relation to Child Safety. When a concern is raised, the following internal reporting process needs to be followed:

- Notify the school's principal and complete the Incident Report Form

In the event the school's principal is unavailable the following process needs to be followed:

- Notify the school's Deputy Principal and Wellbeing Leader, and complete the Incident Report Form.

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

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

- Child Protection Reporting Obligations
- Mandatory Reporting Policy
- Incident Report Template

10. Screening and Recruitment of School Staff

Our Holy Redeemer 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.

We have 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.

11. Child Safety – Education and Training for School Staff

Our Holy Redeemer provides employees, volunteers and clergy 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.

Our Holy Redeemer staff participates in an annual eLearning module about Protecting Children - Mandatory Reporting and Other Obligations.


Each staff member receives and updated yearly Staff Handbook outlining professional conduct needing to be adhered to.

All teaching staff members are to be familiar with and abide by the VIT Code of Conduct and Code of Ethics.

All staff are regularly notified by the school's principal of any updates to legislations and practices regarding Child Safety.

12. Risk Management

At Our Holy Redeemer 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.

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

Members of the Student Wellbeing Team meet to discuss specific students and situations that arise, which need monitoring. As new risks arise, strategies are regularly reviewed, communicated and implemented.

13. Relevant Legislation

- *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.)
- *Privacy Act 1988* (Cth)
- *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.
 - i) **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.


14. Related Policies

14.1 Catholic Education Melbourne Policies

- [Policy 2.19: Child Protection – Reporting Obligations](#)
- [Policy 2.19a: School Guidelines –Police and DHHS Interview Protocols](#)
- [Policy 2.20: Complaints Policy](#)
- [Policy 2.26: Pastoral Care of Students in Catholic Schools](#)
- [CEM Guidelines for Behaviour Support](#)
- [CECV Whole School Approaches to Supporting Positive Behaviour](#)

14.2 School Policies

- Child Protection – Reporting Obligations Policy
- ICT Policy
- Volunteer’s Policy
- Grievance and Complaints Procedures
- Mandatory Reporting Policy
- Cyber Safety Policy
- Excursion Policy
- Supervision of Students Policy
- Wellbeing Policy
- Child Safety

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

15. Breach of Policy

Where an **employee** is suspected of breaching any obligation, duty or responsibility within this Policy, Our Holy Redeemer may start the process under clause 13 of the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA) 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 parish priest or the employer. Relevant notification should also be made to Catholic Education Melbourne (Office of Professional Conduct, Ethics and Investigation).

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, including in accordance with: **Child Protection – Reporting Obligations, Complaints Resolution Policy** and/or contact Catholic Education Melbourne (Office of Professional Conduct, Ethics and Investigation).

16. Review of this Child Safety Policy

At Our Holy Redeemer Primary School we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance. The Child Safety Policy will be updated every three years more frequently in the event of a complaint or when there has been a change to the work environment or work arrangements that may impact on the protection of children.

Principals Signature



Date: 20/07/2016

17. References

Catholic Education Commission of Victoria Ltd (CECV) 2016, [Commitment Statement to Child Safety: A safe and nurturing culture for all children and young people in Catholic schools.](#)


Catholic Education Commission of Victoria Ltd (CECV) 2013, [Victorian Catholic Education Multi Enterprise Agreement 2013](#), CECV.

Congregation for Catholic Education 1997, [The Catholic School on the Threshold of the Third Millennium](#), Vatican.

Department of Education, 2016, [PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#)

State of Victoria 2016, [Child Safe Standards – Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870](#), Education & Training Reform Act 2006, Victorian Government Gazette No. S2.

Parliament of Victoria, Family and Community Development Committee, 2013, [Betrayal of Trust](#)

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

Standard Three – Child Safety Code of Conduct

School Vision

Under the guidance of the Holy Spirit, at Our Holy Redeemer we are commissioned to model, build and nurture a commitment to lifelong learning and responsible global citizenship.

We provide a supportive environment where child safety is a priority and the Gospel values of respect, compassion and justice guide our relationships.

As a professional team of educators, we work collaboratively to create purposeful and rigorous contemporary learning which inspires all members of our community to *grow, learn and succeed*.

Introduction

This Code of Conduct has a specific focus on safeguarding children and young people at Our Holy Redeemer Primary School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes & legislation.

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Our Holy Redeemer School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

Some simple principles should guide an adult's behaviour when undertaking child-connected work such as:


- the adult/child relationship should be professional at all times
- an adult's response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child
- an adult should not be alone with a child unless there is line of sight to other adults
- an adult should not initiate or seek physical contact or contact with children outside school without the express permission of the children's parents/guardians.

All staff, volunteers, contractors, clergy and Parish Education Board members at Our Holy Redeemer School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable behaviours

All staff members (teaching & non-teaching), clergy, casual relief staff, volunteers (including parents), contractors and Parish Education Board members are responsible for supporting the safety of children by complying with the following 'acceptable behaviours':

- » Adhering to the School's Child Safety Policy and associated procedures at all times.
- » Taking all reasonable steps to protect students from abuse.


Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

- » Treating everyone with respect.
- » Listening and responding to the views and concerns of students, particularly if they are telling you that they or another student or young person has been abused and/or are worried about their safety or the safety of another child.
- » Taking account of the diversity of all students, including (but not limited to) the needs of Aboriginal students, students from culturally and/or linguistically diverse backgrounds, students with disabilities and students and young people who are vulnerable.
- » Promoting the cultural safety, participation and empowerment of all students, including those from diverse backgrounds.
- » Ensuring as far as practicable that adults are not left alone with a student or young person.
- » Reporting all child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct immediately to the Principal and/or the School's Child Safety Officer immediately.
- » Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958.
- » If an allegation of child abuse is made, ensuring as the safety of the student/s or young person/s as soon as possible.

Unacceptable Behaviours

All staff members (teaching & non-teaching), clergy, casual relief staff, volunteers (including parents), contractors and Parish Education Board members must not:

- » Ignore or disregard any child safety complaints, suspected abuse, disclosures or breaches of the Child Safety Code of Conduct
- » Develop any 'special' relationships with students or young people that could be seen as favouritism (such as the offering of gifts or special treatment for specific students).
- » Exhibit behaviours with students or young people, which may be construed as unnecessarily physical (such as inappropriate sitting on laps).
- » Initiate unnecessary physical contact with students or do things of a personal nature that a student can do for themselves (such as toileting or changing clothes).
- » Engage in open discussions of a mature or adult nature in the presence of students.
- » Use inappropriate language in the presence of students.
- » Exchange personal contact details such as phone numbers, social networking sites or email addresses with students or young people.
- » Have unauthorised contact with students or young people 'on line' via email, social networking sites, by text message or other means.

Our Holy Redeemer Primary School	Review Date: 24. 03. 2017	
Version 0.3	Date of Next Review: 20. 07. 2019	

- » Display any behaviour, in person or 'on-line', which could be construed as inappropriate or disrespectful to those who may view it, in particular students, young people and those from Aboriginal and diverse cultural backgrounds .
- » Discriminate against any student because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- » Maintain relationships with a student or young person outside of school without the knowledge of the student's or young person's parents or guardians.
- » Use prejudice, oppressive behaviour or language in the presence of or with children.
- » Express personal views on cultures, race, ethnicity, sexuality or disabilities in the presence of students.
- » Discriminate against any student because of culture, race, ethnicity or disability.
- » Attend work under the influence or effects of illegal drugs or alcohol.
- » Consume alcohol without the consent of the Principal or a member of the Leadership Team at school, at a school event while in the act of supervising students or young people.
- » Publish any photograph or video of a student or young person without the consent of their parents or guardian. In addition to this, contractors or visitors may not take any photograph or video of the school and/or its occupants without the consent of the Principal or member of the Leadership Team.


Failure to Comply With This Code of Conduct

Where a staff member (teaching & non-teaching), clergy, casual relief staff, volunteers, contractors and Parish Education Board is suspected of breaching any obligation, duty or responsibility within this Policy, Our Holy Redeemer Primary School will take disciplinary action, including in the case of serious breaches, summary dismissal.

Acknowledgement

I have read and understood this Code of Conduct and agree to abide by it at all times.

Name:
Signature:
Date:

Our Holy Redeemer Primary School	Review Date: 14. 06. 2016	
Version 0.1	Date of Next Review: 14. 06. 2019	

Standard Four – Human Resource Practices to Ensure Child Safety

School Vision

Under the guidance of the Holy Spirit, at Our Holy Redeemer we are commissioned to model, build and nurture a commitment to lifelong learning and responsible global citizenship.

We provide a supportive environment where child safety is a priority and the Gospel values of respect, compassion and justice guide our relationships.

As a professional team of educators, we work collaboratively to create purposeful and rigorous contemporary learning which inspires all members of our community to grow, learn and succeed.

Purpose

Registered schools have an important responsibility for keeping children safe.

All registered schools are required to meet child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870).

This document outlines important considerations for Our Holy Redeemer Primary School when recruiting and selecting staff. It provides the necessary [Recruitment Practices for a Child Safe School](#).

Our Holy Redeemer Primary School adopts Administrative & Human Resource practices to ensure its recruitment & performance management processes not only identify the most suitable candidates to undertake 'Child Connected Work', but fosters continual improvement in child safety practices.


Our Holy Redeemer Primary School will only employ staff members, casual relief teachers, contractors, and engage volunteers, who share the school's commitment to maintaining a Child Safe environment.

Position Descriptions

Our Holy Redeemer Primary School maintains detailed position descriptions for all teaching and non-teaching staff members that define the roles and responsibilities for the maintenance of Child Safety and reporting requirements.

Role Descriptions and/or Letters of Appointment are relevant to individual roles and clearly define:

- » The school's vision.
- » Tasks and duties associated with the position.
- » Qualifications, experience and attributes required.
- » The level of responsibility and authority associated with the role.
- » Requirements relating to applicable assessment to be completed;
 - Victorian Institute of Teaching Registration
 - Police / Criminal Record Checks
 - Working With Children Checks

Our Holy Redeemer Primary School	Review Date: 14. 06. 2016	
Version 0.1	Date of Next Review: 14. 06. 2019	

- » Responsibility to maintain current assessments and the requirements to report any breach immediately to the Principal.
- » Responsibility for complying with the school's Child Safety Code of Conduct.
- » Responsibilities for participating in all identified training.
- » Child safety complaint, disclosure, breach or suspected abuse reporting requirements.

Our Holy Redeemer Primary School recognises that well developed 'role descriptions' & 'duty statements' are more likely to attract suitably qualified and experienced personnel & volunteers, who share its commitment to Child Safety.

Position Advertisements

When seeking to engage staff members, contract service providers or volunteers Our Holy Redeemer Primary School clearly communicates its commitment to Child Safety in all job advertisements and duty statements. Statements encouraging only applicants who share the school's commitment to Child Safety will be incorporated as will those encouraging applications from Aboriginals, Torres Strait Islanders and those from culturally and linguistically diverse backgrounds.

Assessing Potential Staff Members or Volunteers

Our Holy Redeemer Primary School will conduct a thorough assessment of potential candidates and volunteers prior to engaging them or authorising them to conduct 'Child Connected Work'.

When assessing potential candidates and volunteers, members of the school Leadership Team and others on the assessment panel will consider the following:

- » What motivates the individual to work with children (personal and/or professional).
- » Relevant & verifiable experience.
- » Understanding of children's physical & emotional needs.
- » Understanding of professional boundaries
- » Attitudes towards children's rights and how these can be upheld.
- » Values (honesty, integrity, reliability, fairness and non-discrimination).
- » Responses from referees


Responses to these indicators will determine a candidates or volunteers suitability to undertake 'Child Connected Work' and will be given sufficient 'weight' as part of the selection process.

Screening Processes

Our Holy Redeemer Primary School acknowledges the importance of assessing potential candidates and volunteers prior to engagement and is committed to undertaking a thorough & rigorous screening process.

The process of interviewing and screening potential candidates and volunteers remains confidential at all times. The school ensures that at least one member of the interview panel is responsible for and experienced in conducting reference checks.

Reference Checks

Our Holy Redeemer Primary School	Review Date: 14. 06. 2016	
Version 0.1	Date of Next Review: 14. 06. 2019	

When conducting reference checks the identified member of the interview panel will ask the following questions of the referee:

- » Would you employ the applicant again?
- » Do you have any concerns about the applicant working directly with children?
- » Are you comfortable knowing that the applicant may at times work alone with children?
- » Did the applicant have any disciplinary matters relating to them directly or about their adherence to the School's Code of Conduct?
- » Can you provide an example of a time when you observed the applicant managing the behaviour of a child?

Any negative response or reluctance on behalf of the referee to any of the above mentioned questions will be viewed unfavourably and may result in the candidate being ineligible for the position.

Victorian Institute of Teaching Registration

All teaching staff will be required to maintain current Victorian Institute of Teaching (VIT) Registration prior to being considered for employment. A copy of the teacher's current VIT registration will be taken and kept on their employee file.

Criminal Record Checks are a requirement of VIT Registration every five years and it is the staff member's responsibility, at their expense, to ensure that this is undertaken. A member of the Leadership Team will regularly monitor the currency of VIT Registrations via the School Portal on the VIT Website.


Our Holy Redeemer Primary School ensures the currency of all VIT Registrations via maintenance of a VIT tab located within the School's Compliance Register. The currency of registration is regularly monitored.

Victorian Institute of Teaching Registration									
Staff Member Name	Current / Non-Current	VIT Number	Date of Registration	Annual Expiry (12 Months)	Re-Registration Required	Criminal Record Check	Expiry (5 Years)	Criminal Record Check Required	Copy Taken
Bonney	Melissa	301756	30/09/2016	1/10/2017	DUE IN 441 DAYS			-	Click to View
Bowen	Meggy	338782	30/09/2016	1/10/2017	DUE IN 441 DAYS			-	Click to View
Cox-Hayward	Lynette	185363	30/09/2016	1/10/2017	DUE IN 441 DAYS			-	Click to View

Working With Children's Checks

Working with Children's Checks (WWCC) will be required by all non-teaching staff, volunteers, members of the clergy and contractors engaged by the school. WWCC screen an individual's criminal record and professional conduct, acting as a mechanism for identifying those individuals who pose a risk to child safety.

A current WWCC (within 5 years) is required for all non-teaching staff, volunteers, members of the clergy and contractors and a copy must be provided to the school Administration Officer prior to being authorised to undertake 'Child Connected Works'. A member of the Leadership Team will regularly monitor the currency of WWCC.

Our Holy Redeemer Primary School	Review Date: 14. 06. 2016	
Version 0.1	Date of Next Review: 14. 06. 2019	

Any member of the school community that wishes to participate in 'Child Connected Work' must provide the school with a copy of their current WWCC prior to being authorised to do so.

Our Holy Redeemer Primary School ensures the currency of all WWCC via the maintenance of a WWCC tab located within the School's Compliance Register. The currency of WWCC is regularly monitored.

Working With Children Check - Register								
NAME	Current / Non-Current	WWCC Card No	Relationship with School	WWCC Date of Issue	Expiry Date (5 Years)	WWCC Renewal Due	Copy Taken	Comment
Smith John	Current	123456	Non-Teaching Staff	16/05/2014	18/05/2019	DUE IN 1035 DAYS	Click to View	
Plumber Pete	Current	134679	Contract Plumber	1/05/2012	3/05/2017	DUE IN 290 DAYS	Click to View	
Jones Barb	Current	976431	Volunteer	21/06/2012	23/06/2017	DUE IN 341 DAYS	Click to View	

Police Checks

Our Holy Redeemer Primary School may request a Police Check for Administrative Staff, Cleaning Staff and others who may at times be permitted to work alone at the school.

The school acknowledges that Police Checks differ from WWCC and provide a list of offences that are disclosed from a person's national criminal record. It may look beyond those of a WWCC into areas of fraud & road offences. Police Checks may be requested by the school in addition to WWCC.

Screening of Casual Relief Teachers (CRTs).

Prior to being approved to undertake Casual Relief Teaching all CRTs must attend an interview with a member of the Leadership Team. Reference checks will be conducted by a member of the school's Leadership Team or Student Wellbeing Team prior to any CRT being authorised to conduct work at the school. Where a CRT is engaged via an agency, the agency must be able to demonstrate that it maintains robust processes to support Child Safety. The agency must demonstrate sufficient screening and induction procedures.

All CRTs must maintain current Victorian Institute of Teaching (VIT) Registration and provide this to the school prior to commencing work.


CRTs will be provided with a copy of the School's Child Safety Code of Conduct and requested to acknowledge their understanding of its content, as well as their commitment to complying with it, prior to being authorised to commence work.

Screening of Volunteers

Any volunteer including parents, guardians, care givers, grandparents, student teachers, work experience students who make a request or are approached by the school to participate in 'Child Connected Work' must provide a copy of a current Working With Children Checks (WWCC). This includes volunteers who anticipate assisting the school in any capacity, not limiting school camps, excursions, sporting events, classroom helpers, canteen etc.

All Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to conduct work on its behalf.

Where the volunteer is a work experience student the participating school must provide assurance to the Principal and /or the School Child Safety Officer that the attending student has

Our Holy Redeemer Primary School	Review Date: 14. 06. 2016	
Version 0.1	Date of Next Review: 14. 06. 2019	

no prior convictions of any kind. Failure to disclose convictions will result in a request for the student to be removed from the program.

Screening of Contract Service Providers

Our Holy Redeemer Primary School ensures that any contract service provider it engages is suitably qualified has assessed all risks associated with the works they are engaged to complete and holds all relevant licences and insurances.

Contractors will also be screened to ensure they do not pose a risk to students or other members of the school community prior to being authorised to commence work. Copies of Working With Children Checks (WWCC) are obtained for all Contractors. Where a WWCC has not be provided the Contractor or their workers are not permitted to conduct work in the presence of any student. A member of Staff must be present at all times.

All Contractors and their workers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to conduct work on its behalf.

WWCC, as well as, Police Checks are required for all cleaning staff, canteen staff and before and after school care employees. These must be obtained prior to them being authorised to conduct work on its behalf.

All Contractors and their employees must also undergo a formal induction into the schools OHS requirements. This induction makes specific reference to Child Safety requirements and responsibilities for both the school and the Contractors.

To ensure the identification of all contractors and their workers, they will be required to wear visitor identification at all times when on the school site.


Child Safety Code of Conduct

All staff members, clergy, casual relief teachers, volunteers & contractors required to undertake work on behalf of Our Holy Redeemer Primary School or who participate in 'Child Connected Work' are required to read and sign a copy of the school's Child Safety Code of Conduct.

The Child Safety Code of Conduct provides clear expectations for appropriate behaviour by adults towards children & young people. It aims to protect children and reduce any opportunity of abuse or harm to children. This Code of Conduct also provides anyone engaged by Our Holy Redeemer Primary School with guidance on how best to support students and young people and how to avoid or better manage difficult situations.

All staff members, clergy, casual relief teachers, volunteers & contractors are required to read and acknowledge their understanding of appropriate child safety behaviours at least annually.

Our Holy Redeemer Primary School ensures the currency of all those required to read and sign the Child Safety Code of Conduct via the maintenance of a tab located within the School's Compliance Register. The currency of signatory's regularly monitored.

Our Holy Redeemer Primary School	Review Date: 14. 06. 2016	
Version 0.1	Date of Next Review: 14. 06. 2019	

Child Safety Code of Conduct - Register								
Surname	First Name	.Current / Non-Current	Relationship with School	Child Safety COC Read & Signed	Expiry Date (1 Years)	Child Safety COC Renewal Due	Copy Taken	Comment
Smith	John	Current	Non-Teaching Staff	1/02/2016	1/02/2017	DUE IN 199 DAYS	Click to View	
Plumber	Pete	Current	Contract Plumber	1/02/2016	1/02/2017	DUE IN 199 DAYS	Click to View	
Jones	Barb	Current	Volunteer	1/02/2016	1/02/2017	DUE IN 199 DAYS	Click to View	

Support, Training & Supervision of Employees & Volunteers to Ensure Child Safety

Once Staff Members & Volunteers have commenced work Our Holy Redeemer Primary School provides them with regular development opportunities, support, supervision & training to assist with addressing child safety matters.


Members of the School Leadership Team, the school's Student Wellbeing Team and identified Year Level Coordinators are responsible for providing mentoring and support to Staff Members on all aspects relating to Child Safety & reporting. These school leaders are also governed with the responsibility of raising performance issues and required improvements with individual Staff Members, where required. They commit to meeting at least once a term to discuss observations and the effectiveness of the school's Child Safety Strategies.

All new staff members are mentored throughout the early phase of their employment. Their assigned mentor in conjunction with the School's Student Wellbeing Team will provide guidance and support to new employees to assist them identify and address Child Safety matters.

Key Performance Indicators

Key Performance Indicators (KPIs) are established and discussed with staff on an annual basis. The school has incorporated KPIs into staff Performance Management Plans that have a specific Child Safety Indicator. This indicator includes, but is not limited to the following:

- » Staff Members are required to read and sign the School's Code of Conduct annually.
- » Maintain current VIT Registration or WWCC and provide copies to the school.
- » Staff Members are required to participate in identified Child Safety & Mandatory Reporting training, and provide a certificate of completion to the Principal or Business Manager.
- » Staff Members must be able to demonstrate sufficient awareness of signs of child abuse and reporting requirements.
- » Staff Members must demonstrate how they provide a physical & psychologically safe environment, where the wellbeing of students & young people is nurtured.
- » Staff Members must demonstrate how they develop a positive, responsible and caring teaching and learning environment, which recognises the rights of all people to be safe and free from abuse.
- » Staff members must demonstrate how they foster an inclusive teaching and learning environment that values diversity and promotes a culture of empowerment of Aboriginal students including those with disabilities and from diverse cultural or linguistically different backgrounds.


Our Holy Redeemer Primary School	Review Date: 14. 06. 2016	
Version 0.1	Date of Next Review: 14. 06. 2019	

Training & Improvement Opportunities

To further support Staff Members meet and exceed their KPIs for Child Safety the school identifies professional learning & training opportunities annually.

Learning & training opportunities supported by the school include, but are not limited to:

- » Child Safety remains a regular Staff meeting agenda item to facilitate communication and consultation on all matters relating to Child Safety.
- » Annual induction into the School's Child Safety requirements.
- » Annual refresher on professional & legal obligations & responsibilities relating to Child Safety.
- » Annual refresher and acknowledgment of the School's Code of Conduct requirements.
- » Annual completion of the Victorian Department of Education's 'on-line' Mandatory Reporting Module.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

Standard Five – Responding to Allegations of Child Abuse

Introduction

Protection for children and young people is based upon the belief that each person is made in the image and likeness of God and that the inherent dignity of all should be recognised and fostered.

Catholic schools are entrusted with the holistic education of the child, in partnership with parents, guardians and caregivers, who are the primary educators of their children. Catholic school staff therefore have a duty of care to students to take reasonable care to avoid acts or omissions that they can reasonably foresee would be likely to result in harm or injury to the student, and to work for the positive wellbeing of the child.

Under the *National Framework for Protecting Australia's Children 2009–2020*, protecting children is everyone's responsibility – parents, communities, governments and business all have a role to play.

In Victoria, a joint protocol, *Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools*, involving the Victorian Department of Education and Training (DET), the Catholic Education Commission of Victoria (CECV) and Independent Schools Victoria (ISV) exists to protect the safety and wellbeing of children and young people.

DET has also produced *Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse* and *Responding to Suspected Child Abuse: A Template for all Victorian Schools*, both of which are referred to in the joint protocol.


All teachers, other staff members, volunteers, contractors, other service providers, parish priests, canonical and religious order administrators of Catholic schools within Victoria must understand and abide by the professional, moral and legal obligations to implement child protection and child safety policies, protocols and practices.

Purpose of this policy

Schools must comply with the 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.), the *Child Wellbeing and Safety Act 2005* (Vic.) and the *Education and Training Reform Act 2006* (Vic.). The *Child Wellbeing and Safety Act 2005* (Vic.) introduced the seven Victorian Child Safe Standards which aim to create a culture where protecting children from abuse is part of everyday thinking and practice. The Child Safe Standards were introduced in response to recommendations made by the *Betrayal of Trust* report.

Ministerial Order No. 870 – *Managing the Risk of Child Abuse in Schools* was made under the *Education and Training Reform Act 2006* (Vic.) and sets out the specific actions that all Victorian schools must take to meet the requirements in the Child Safe Standards.

This policy is designed to enable Catholic schools to comply with Standard 5 of the Victorian Child Safe Standards: processes for responding to and reporting suspected child abuse, as well

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

as the school-specific requirements for procedures for responding to allegations of suspected abuse in Ministerial Order No. 870.

This policy is designed to assist staff (which includes volunteers, contractors, other service providers and religious leaders, including clergy) 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.

Child Protection reporting obligations fall under separate pieces of legislation with differing reporting requirements.

- the *Children, Youth and Families Act 2005* (Vic.)
- the *Education and Training Reform Act 2006* (Vic.)
- the *Crimes Act 1958* (Vic.).

These legislative obligations exist in addition to moral and duty-of-care obligations, which require school community members to protect any child under their care and supervision from foreseeable harm.


This policy sets out the actions required under the relevant legislation and regulatory guidance when there is a reasonable belief that a child is in need of protection or a criminal offence has been committed. It also provides guidance and procedures on how to make a report.

All procedures for reporting and responding to an incident of child abuse are designed and implemented by taking into account the diverse characteristics of school communities.

1. [Types of Child Abuse and Indicators of Harm](#)

2. [Sources of Child Protection Reporting Obligations](#)
 - 2.1 [Children, Youth and Families Act 2005 \(Vic.\)](#)
 - 2.2 [Crimes Act 1958 \(Vic.\)](#)
 - 2.3 [Education and Training Reform Act 2006 \(Vic.\)](#)
 - 2.4 [Duty of Care.](#)

3. [Responding to and Reporting Child Protection Concerns](#)
 - 3.1 [Becoming aware of a child protection incident](#)
 - 3.2 [The Four Critical Actions](#)
 - 3.3 [Potential consequences of making a report.](#)
 - 3.4 [Responding to Complaints or Concerns](#)

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

1. Types of Abuse and Indicators of Harm

Child abuse can take many forms. The perpetrator may be a parent, carer, school staff member, volunteer, another adult or even another child. The nature of child abuse is complex. The abuse may occur over time and potential risk indicators are often difficult to detect. Therefore the legal obligations for reporting allegations of child abuse can vary depending on the circumstances of the incident.

Child abuse is defined in the *Child Wellbeing and Safety Act 2005* (Vic.) to include:

- sexual offences
- grooming
- physical violence
- serious emotional or psychological harm
- serious neglect.

Family violence is defined under the *Family Violence Protection Act 2008* (Vic.) to include behaviour that causes a child to hear, witness, or be exposed to the effects of family violence such as abusive, threatening, controlling or coercive behaviour. While family violence does not form part of the official definition of 'child abuse' in the *Child Wellbeing and Safety Act*, the impact of family violence on a child can be a form of child abuse; for example, where it causes serious emotional or psychological harm to a child.

Child abuse can have a significant effect on a child's physical or emotional health, development and wellbeing. The younger a child is, the more vulnerable he/she is to abuse and the more serious the consequences are likely to be.

There can be physical or behavioural indicators of child abuse and neglect, or a combination of both. While the presence of a single indicator, or even several indicators, does not necessarily prove that abuse or neglect has occurred, the repeated occurrence of either a physical or behavioural indicator, or the occurrence of several indicators together, should alert school staff to the possibility of child abuse or neglect.

Child sexual abuse is more commonly perpetrated by someone who is known to and trusted by the child, and is also often someone highly trusted within their families, communities, schools and/or other institutions, such as the Church.


For full definitions of all types of child abuse, a comprehensive list of the indicators of harm and advice on identifying perpetrators of child sexual abuse refer to the protocol [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

2. Sources of Child Protection Reporting Obligations

2.1 Children, Youth and Families Act 2005 (Vic.)

Mandatory Reporting

Mandatory reporting is a legal requirement under the *Children, Youth and Families Act 2005* (Vic.) to protect children from harm relating to physical injury and sexual abuse. A child, for the purpose of the relevant parts of this Act, is any person **17 years** of age or younger. The principal, teachers, medical practitioners and nurses at a school are mandatory reporters under this Act.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

If, in the course of carrying out their duties, a mandatory reporter forms a **reasonable belief** that a child is in need of protection from physical harm or sexual abuse, and that the **child's parents are unwilling or unable to protect the child**, they must report that belief to DHHS Child Protection and/or Victoria Police, including the information prescribed in the [Responding to Suspected Child Abuse: A Template for all Victorian Schools](#), as soon as possible after forming the belief.

A subsequent report must be made on each occasion on which the mandatory reporter becomes aware of further reasonable grounds for the belief and even if the reporter knows that another report has been made concerning the same child and suspected abuse.

The threshold for reporting child protection incidents, disclosures, concerns or suspicions has been set deliberately low by the joint protocol [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#). This protocol focuses on [Four Critical Actions](#) (refer to [Appendix 1](#)) that all school staff must take if they form a suspicion or reasonable belief that child abuse has occurred, or that a child is at risk of suffering abuse.

Reasonable Belief

Where school staff members 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. If a staff member has witnessed potentially abusive behaviour, has a suspicion or has received a disclosure of child abuse, they must determine whether these observations or receipt of such information has caused the staff member to form a 'reasonable belief'.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than 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.**

A 'reasonable belief' might be formed if:


- a child states that they have been physically or sexually abused
- any person tells you that they believe someone has been abused; this may include a child who is talking about themselves
- you observe physical or behavioural indicators of abuse, as described in [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- a child or young person exhibits sexually abusive or age-inappropriate behaviour(s)
- professional observations of the child's behaviour or development cause you to form a belief that the child has been physically or sexually abused or is likely to be abused.

While any indicators of possible child abuse or neglect are concerning, it is important to understand that the presence of a number of indicators that suggest either physical or sexual abuse of a child may be sufficient to form a 'reasonable belief' in a mandatory reporter's mind which must be reported.

2.2 Crimes Act 1958 (Vic.)

In response to the [Betrayal of Trust](#) report three new criminal offences have been introduced under the Crimes Act 1958 (Vic.):

- **failure to disclose offence**, which requires adults to report to the Police a reasonable belief that a sexual offence has been committed against a child

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

- **failure to protect offence**, which applies to people in positions of authority within organisations, who knew of a risk of child sexual abuse by someone in the organisation and failed to reduce or remove the risk
- **grooming offence**, which targets communication with a child or their parents with the intent of committing child sexual abuse.

Failure to Disclose

Any school staff member who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 must disclose that information to Victoria Police.

Failure to disclose the information to the Police is a criminal offence under Section 327 of the *Crimes Act 1958* (Vic.) and applies to **all adults (18 years and over)** in Victoria, not just professionals who work with children.

The obligation is to disclose that information to the Police as soon as it is practicable to do so, except in limited circumstances such as where the information has already been reported to DHHS Child Protection.

Refer to [Appendix 2](#) for more information on when to report a concern that a child or a young person has been sexually abused, or is in need of protection from sexual abuse.

For further information about the 'failure to disclose' offence, see [Department of Justice and Regulations – Failure to disclose offence](#) and the [Betrayal of Trust: Fact Sheet](#).

Failure to Protect

Any school staff member in a position of authority who becomes aware that an adult associated with their organisation (such as an employee, contractor, volunteer, sport coach or visitor) poses a risk of sexual abuse to a child **under 16**, who is in the care or supervision of the organisation, must take all reasonable steps to reduce or remove that risk.

Failure to take reasonable steps to protect a child in the organisation from the risk of sexual abuse from an adult associated with the organisation is a criminal offence under Section 49C (2) of the *Crimes Act 1958* (Vic.).

In a school context, this will include the principal and the business manager and may also extend to school counsellors, heads of departments and heads of schools.

For further information about the 'failure to protect' offence, see [Department of Justice and Regulations - Failure to protect offence](#) and the [Betrayal of Trust: Fact Sheet](#).


Grooming

The offence of grooming prohibits predatory conduct designed to prepare or 'groom' a child for future sexual activity and is contained in Section 49B (2) of the *Crimes Act 1958* (Vic.). The offence applies to communication with children **under 16 years**.

Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails. The offence can be committed by any person aged 18 years or over. It does not apply to communication between people who are both under 18 years of age.

For further information about the 'grooming offence', see [Department of Justice and Regulation – Grooming offence](#) and the [Betrayal of Trust: Fact Sheet](#).

For more information about managing and responding to the risk of abuse, see [Responding to Student Sexual Assault](#) and [Risk Management](#) in the [Department of Education and Training resources](#).

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

2.3 Education and Training Reform Act 2006 (Vic.)

From a child safety perspective, the key functions of the *Education and Training Reform Act 2006* (Vic.) are to:

- require schools to notify the Victorian Institute of Teaching (VIT) when a school has taken action against a teacher
- make compliance with the [Victorian Child Safe Standards](#) a requirement for registration of all Victorian schools.

2.4 Duty of Care

School staff have a duty to take reasonable steps to protect children and young persons under their care and supervision from harm that is reasonably foreseeable (this duty applies to all school staff). The question of what constitutes reasonable steps will depend on the individual circumstances of each case.

A staff member may breach their duty of care towards a student if they fail to act in the way a reasonable or diligent professional would have acted in the same situation.

For more information on the scope of staff duty-of-care obligations and examples of reasonable steps they can take in relation to suspected child abuse, refer to the protocol [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#)

Procedures

Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices heard and where they are safe and feel safe.

Every person involved in Catholic education has a responsibility to understand the important and specific role they have 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.


It is Catholic Education Melbourne's policy that all schools display the [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#) diagram in staff rooms and other strategic areas of the school, to ensure all school staff are aware of the actions to take as soon as they witness a child protection incident, receive a disclosure or form a reasonable belief that a child has been, or is at risk of being, abused.

3. Responding to and Reporting Child Protection Concerns

The approach to responding and reporting child protection concerns in the joint protocol incorporates the *Four Critical Actions for Schools*.

Refer to Appendix 1: [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

Before the Four Critical Actions can be followed a school staff member must first be made aware of a child protection incident that will determine if they must take action to protect a child.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

3.1 Becoming aware of a child protection incident

There are four main ways in which a school staff member may become aware that a child is experiencing, or is at risk of experiencing, abuse:

1. Witnessing an incident:

If you witness an incident where you believe a child has been subjected to abuse you must first take immediate action to protect the safety of the child or children involved and then go straight to the [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

2. Forming a suspicion:

All suspicions that a child has been, is being, or is at risk of being abused must be taken seriously, including suspicions that the abuse is taking or may take place outside school grounds or areas.

If your suspicion develops into a reasonable belief you must act and refer to the [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

3. Receiving a disclosure about or from a current student:

All disclosures must be treated seriously.

You should immediately refer to the [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

4. Receiving a disclosure about or from a former student:

If the former student is currently of school age and attending a Victorian school, you must immediately refer to the [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

If the former student is no longer of school age or attending a Victorian school, you must still report the disclosure to [DHHS Child Protection](#).

Notes & Records


Staff members are to keep clear and comprehensive notes relating to incidents, disclosures and allegations of child abuse using the [Responding to Suspected Child Abuse: A Template for all Victorian Schools](#).

For strategies on how to manage a disclosure refer to [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

3.2 The Four Critical Actions

There are Four Critical Actions which must be taken when responding to and reporting a child protection incident, disclosure or suspicion:

1. Responding to an Emergency
2. Reporting to Authorities
3. Contacting Parents/Carers
4. Providing Ongoing Support

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

Critical Action 1: Responding to an Emergency

This first step is only applicable if a child has **just been abused** or is at **immediate risk of harm**.

If this is not the case, go straight to **Critical Action 2: Reporting to authorities**.

If the child has **just been abused or is at immediate risk of harm** you must take reasonable steps to protect the child, including:

- separating the alleged victim and others involved, ensuring that if the parties involved are all present at the school that they are supervised separately by a school staff member
- arranging and providing urgent medical assistance where necessary, including administering first aid or calling 000 for an ambulance
- calling 000 for urgent police assistance if the person who is alleged to have engaged in the abuse poses an immediate risk to the health and safety of any person.

If the child protection incident has occurred at the school, school staff should also ensure that reasonable steps are taken to preserve the environment, the clothing and other items and prevent any potential witnesses from discussing the incident until the Police or relevant authorities arrive on the premises.

Critical Action 2: Reporting to Authorities

All forms and instances of suspected or alleged child abuse must be reported to the appropriate authority.

As soon as critical health and safety concerns have been addressed the staff member must take steps to report the child protection incident, suspicion or disclosure as soon as practicable.


DHHS Child Protection is the Victorian government agency that protects children at risk of significant harm. All incidents, suspicions and disclosures of child abuse must be reported to DHHS Child Protection except where the incident involves sexual abuse or grooming, in which case it **must be reported to the Police**.

Failure to report physical or sexual abuse of a child is a criminal offence. For more information, refer to the ***Failure to disclose*** section of this policy.

There are different reporting procedures and authorities who must be notified depending on whether the source of the suspected or alleged abuse came from within the school or within the family or community of the child.

The DHHS and DET have deliberately set a low threshold for the formation of a 'reasonable belief'.

The [*Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse*](#) requires all school staff to report all incidents, suspicions and disclosures of abuse as soon as possible to the relevant authorities.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

How to Make a Mandatory Report

The table below describes the information to include when making a **mandatory report** about child abuse or child protection concerns. If a child is at immediate risk of harm, contact the Police immediately.

Making a Mandatory Report	
Step	Description

1. Keep Notes

Keep comprehensive notes that are dated and include the following information:

a description of the concerns (e.g. physical injuries, student behaviour)

the source of those concerns (e.g. observation, report from child or another person)

the actions taken as a result of the concerns (e.g. consultation with the principal, report to DHHS Child Protection, etc.).


2. Discuss Concerns

Due to the complexity of child abuse incidents, disclosures and suspicions, it is recommended that concerns and observations regarding suspected physical or sexual abuse of a child are discussed with the principal or a member of the Leadership Team and/or Catholic Education Melbourne's Student Wellbeing Information Line.

This is not a legal requirement, however will help to ensure support is provided to all involved in matters of this nature. The confidentiality of these discussions must be maintained.

You should then make your own assessment about whether you are required to make a report about the child or young person and to whom the report should be made.

It is important to remember that the duty to report abuse or suspicions of abuse exists even if the principal, member of the Leadership Team or a representative of Catholic Education Melbourne advises you not to proceed with reporting suspected abuse.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

3. Gather & Document Information

Gather the relevant information necessary to make the report. This should include the following information:

full name, date of birth and residential address of the child or young person

the details of the concerns and the reasons for those concerns

your involvement with the child or young person

details of any other agencies which may be involved with the child or young person.

This information should be collected and documented using the [Responding to Suspected Child Abuse: A Template for all Victorian Schools](#). The template is to be used to record as much information as possible to provide when you make your report to either the Police or DHHS Child Protection.

It is critical that completing the template does not impact on reporting times – **if a child is in immediate danger school staff need to report the matter immediately to the Police.**

4. Make the Report

To report concerns which are life-threatening phone 000 or the local police station.

Where the **source of the abuse comes from within the school**; that is, the suspected or alleged abuse involves a staff member, volunteer or contractor at the school:

contact the Police. The Police will, in this case, contact DHHS Child Protection when appropriate.

you must also report internally to:

The principal, or the Leadership Team if the principal is involved in the allegation


Catholic Education Melbourne's Student Wellbeing Information Line (9267 0228).

Where the source of the suspected or alleged abuse comes from **within the child's family or community**, you must:

report sexual abuse and grooming to the Police

report the matter to DHHS Child Protection if you consider the child to be in need of protection due to child abuse, or has been, is being or is at risk of being harmed due to any form of abuse. If after hours call the **Child Protection Crisis Line on 13 12 78.**

report internally to:

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

the principal, or a member of the Leadership Team if the principal is unavailable

Catholic Education Melbourne's Student Wellbeing Information Line (9267 0228)

5. Document

Written Records of Report

Make a written record of the report including the following information:

the date and time of the report and a summary of what was reported

the name and position of the person who made the report and the person who received the report.

The information initially recorded in the [Responding to Suspected Child Abuse: A Template for all Victorian Schools](#) and any additional information provided to either the Police or DHHS Child Protection is to be stored securely and maintained for a **minimum of seven (7) years** by the school, to ensure that records are accessible upon request by external authorities investigating the matter.

6. Additional Steps for Overseas Students

Where a child protection incident, disclosure or suspicion involves an international student at the school and the school has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for that student (thereby assuming responsibility for the child's accommodation, support and general welfare) the school will also need to contact the VRQA.

ChildFIRST


If you believe that a child is not subject to abuse but you still hold significant concerns for their wellbeing, **you must still act**. This may include making a referral to or seeking advice from ChildFIRST.

ChildFIRST is the Family Information Referral Support Team run by a registered community service in a local area that can receive confidential referrals about a child of concern. It does not have any statutory powers to protect a child but can refer matters to family services.

You should make a report to ChildFIRST if:

- you have a significant concern for a child's wellbeing
- your concerns are about circumstances that have a low-to-moderate impact on the child
- the child's immediate safety is not compromised
- you and the school have discussed the referral to Child FIRST with the child's parents/carers, and all parties are supportive of this decision.

Where you believe that the child's parents/carers will not be supportive of the referral, you may refer the matter to DHHS Child Protection.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

If you are unsure of what action to take in response to your concerns about a child, speak to the principal or a member of the school's Leadership Team, or contact DHHS Child Protection or ChildFIRST for further advice. For more information refer to [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

Making Additional Reports

After you have made a report, you may continue to suspect that a child is at risk and in need of protection. Any further observations should continue to be recorded and a report made on each separate occasion where a belief has been formed – on reasonable grounds – that a child is likely to be at risk and in need of protection.

If there is any suspicion that this relates to a sexual offence involving a person over 18 and a child under 16 then it must be reported to the Police. For more information, refer to the **Failure to disclose** section of this policy.

Where a staff member is aware that another staff member has formed a reasonable belief about the same child on the same occasion, or based on the same indicators of abuse, and has made a report to the appropriate authority, the first staff member need not make a further report. However, if the first staff member has formed a reasonable belief of abuse or a significant risk of abuse to the child based on different observations, further indicators or additional information, a further report must be made to the appropriate authority detailing this additional information.

Critical Action 3: Contacting Parents/Carers

Where it is suspected that a child at the school has been, or is at risk of being abused, it is critical that parents/carers of the child are notified as soon as practicable after a report is made to the authorities.


The school must always seek advice from the Police or DHHS Child Protection, to ensure that it is appropriate to contact the parents/carers.

Advice from the **Police or DHHS Child Protection** will depend on a number of factors, including:

- whether the parents/carers of the child are alleged to have engaged in the abuse
- whether a disclosure to the parents/carers may result in further abuse to the child
- where the child is a mature minor (at least 17 years of age and assessed to be sufficiently mature and intelligent to make decisions for themselves) and has requested that their parents/carers not be notified – the school should insist that another responsible adult is notified in lieu of the parents/carers
- whether notifying parents/carers would adversely affect an investigation of the matter by external authorities.

Where the suspicion of abuse or risk of abuse has not yet warranted a reasonable belief, parents/carers should also be notified promptly after the school has carefully considered the factors listed above.

For detailed guidance on how to have this conversation with a parent or carer, refer to [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

Critical Action 4: Providing Ongoing Support

Staff members who witness a child protection incident, receive a disclosure or develop a suspicion of child abuse have a critical role to play in supporting students impacted by the child protection matter, to ensure that they feel supported and safe at the school.

Support provided to students at the school includes:

- regular communication with the student and their parents/carers where appropriate
- convening a Student Support Group of school wellbeing staff and teachers to plan, support and monitor affected students
- the development of Student Support Plans for students impacted by the incident to ensure appropriate levels of care and support are provided depending on their involvement.
- You should contact the Catholic Education Melbourne’s Student Wellbeing Information Line (9267 0228) for a description of the range of school-based support services that may be available.

Where external authorities are investigating a report of abuse or risk of abuse, it is the role of the principal to ensure that students are supported throughout interviews at the school. For more information on this topic, refer to [School Guidelines 2.19a: Police and DHHS Interview Protocols](#).


The school has a duty to ensure that school staff members are supported following the witnessing of an incident or disclosure, or who have made a report to external authorities about a reasonable belief of child abuse. Staff members requiring wellbeing support can contact the school’s Employee Assistance Program (EAP) provider.

The school should conduct a review of the reporting process 4–6 weeks after a report has been made to identify if any follow-up support actions are needed. Refer to [Responding to Suspected Child Abuse: A Template for all Victorian Schools](#) for more information.

3.3 Potential Consequences of Making a Report

This table describes the potential consequences of making a report.

Potential consequence	Description
Confidentiality	<p>The identity of a reporter must remain confidential unless:</p> <ul style="list-style-type: none"> the reporter chooses to inform the child, young person or parent of the report the reporter consents in writing to their identity being disclosed a court or tribunal decides that it necessary for the identity of the reporter to be disclosed to ensure the safety and wellbeing of the child a court or tribunal decides that, in the interests of justice, the reporter is required to provide evidence.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

Professional Protection

If a report is made in good faith:

it does not constitute unprofessional conduct or a breach of professional ethics on the part of the reporter

the reporter cannot be held legally liable in respect of the report.

Interviews

DHHS Child Protection and/or Victoria Police may conduct interviews of children and young people at the school without their parent's knowledge or consent.

Interviewing children and young people at school should only occur in exceptional circumstances and if it is in the best interests of the child to proceed in this manner

DHHS Child Protection and/or Victoria Police will notify the principal or a member of the leadership team of their intention to interview the child or young person on the school premises

When DHHS Child Protection practitioners/Victoria Police officers come to the school premises, the principal or a member of the leadership team should request to see identification before permitting them to have access to the child or young person


When a child or young person is being interviewed by DHHS Child Protection and/or Victoria Police, school staff must arrange to have a supportive adult present with the child or young person.

For more information on these requests and school responsibilities: see Catholic Education Melbourne's [School Guidelines 2.19a: Police and DHHS Interview Protocols](#).

Support for the child or young person

The roles and responsibilities of staff members in supporting children who are involved with DHHS Child Protection may include the following:

- acting as a support person for the child or young person
- attending DHHS Child Protection case-planning meetings

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

	<p>observing and monitoring the child's behaviour</p> <p>liaising with professionals.</p>
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Requests for Information

DHHS Child Protection and/or Child FIRST and/or Victoria Police may request information about the child or family for the purpose of investigating a report and assessing the risk to the child or young person.

In certain circumstances, DHHS Child Protection can also direct school staff and Department staff to provide information or documents about the protection or development of the child. Such directions should be in writing and only be made by authorised persons within DHHS Child Protection. Refer to [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

Witness Summons	<p>If DHHS Child Protection makes a Protection Application in the Children's Court of Victoria, any party to the application may issue a Witness Summons to produce documents and/or to give evidence in the proceedings. See Catholic Education Melbourne's School Guidelines 2.19a: Police and DHHS Interview Protocols.</p>
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3.4 Responding to Complaints or Concerns

The school may receive concerns or complaints about school staff management of a child protection incident. These concerns or complaints may be voiced by parents/carers or others within the school community.

The school should follow its internal complaints handling process to ensure that all concerns, complaints or feedback on school policies or processes are effectively captured and appropriately managed.

It is important that, as a first step, the school ensures that the complaint does not raise concerns that child abuse or a risk of child abuse has gone unreported.

If this is the case, the school should follow the [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#) to ensure that any new information received through a complaint or concern from a member of the school community is reported to authorities where required.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

Related resources

Appendices

- [Appendix 1: Four Critical Actions for Schools](#)
- [Appendix 2: Reporting Criteria: Failure to Disclose](#)

Catholic Education Melbourne

- [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools Responding to Incidents, Disclosures and Suspicions of Child Abuse](#)
- [Responding to Suspected Child Abuse: A Template for all Victorian Schools](#)
- Catholic Education Melbourne's School Guidelines [2.19a: Police and DHHS Interview Protocols](#)
- [Catholic Schools Operational Guide](#) (CEVN website)
- [Privacy Compliance Manual](#) (CEVN website)

Victorian Government

- [Ministerial Order 870: Child Safe Standards.](#)

Department of Education and Training

- [The School Policy Advisory Guide \(SPAG\)](#)
- [Mandatory Reporting eLearning Module.](#)

Department of Health and Human Services

- [Child Protection](#)
- [ChildFIRST.](#)

Related legislation


- *Children, Youth and Families Act 2005* (Vic.)
- *Crimes Act 1958* (Vic.)
- *Education and Training Reform Act 2006* (Vic.)
- *Victorian Institute of Teaching Act 2001* (Vic.).

Victoria Police

- [Victoria Police Sexual Offences and Child Abuse Investigation Teams \(SOCIT\).](#)

Department of Justice and Regulations

- [Failure to disclose offence](#)
- [Failure to protect offence](#)
- [Grooming offence.](#)

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	


Other resources

- [Daniel Morcombe Child Safety Curriculum](#)
- Parents, see: [Daniel Morcombe Child Safety Curriculum Parent Guides - Queensland Department of Education, Training and Employment.](#)

APPENDIX 3

School's internal process and related documents

- Child Safety Policy
- OHR Mandatory Reporting Policy
- Incident Report Template
- What to do When an Allegation of Child Abuse is Made
- Protecting Children – Mandatory Reporting and Other Obligations eLearning module


Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

Standard Six – Child Safety Risk Management Strategies

Our Holy Redeemer Primary School takes all reasonable steps to identify & respond to all potential risks associated with child abuse. The school recognises that child abuse manifests itself in many forms including; physical violence, sexual abuse, emotional or psychological harm & serious neglect.

To assist members of the School Community to identify & respond to these the following strategies are adopted:

1. The school conducts an annual assessment of the effectiveness of its Child Safety Management Strategies by completing a [Child Safety Risk Management Checklist](#).
2. The school, in consultation with members of Staff, the School Members of Parliament (SRC) & Parish Education Board have conducted a formal [Child Safety Risk Assessment](#) to identify potential child safety hazards and control measures to be implemented to eliminate or reduce the likelihood of these eventuating and causing harm. The school reviews the [Child Safety Risk Assessment](#) annually in consultation with Staff Members or when there has been a physical change to the school environment, school or parent association activities.
3. Some of the risks to Child Safety that the school has identified include but are not limited to the following:
 - » Lack of an organisational culture of child safety
 - » Familiarity breeding a culture of not reporting issues
 - » Natural trust of long term employees (who may have developed issues over time)
 - » School activities ie sporting events, camps & excursions
 - » Before, during & afterschool care including yard-duty
 - » Engagement of Volunteers
 - » Engagement of Casual Relief Teachers
 - » Engagement of Contract Service Providers
 - » Private tuition
 - » Parents Association activities
 - » Working Bees
 - » Special events including assembly
 - » Information Communication & Technology
4. Control Measures identified within the Child Safety Risk Assessment have been incorporated into the School's overall management system for ensuring child safety at Our Holy Redeemer Primary School.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

APPENDIX 1

School's internal process and related documents

- Excursion Policy, encompassing:
 - Excursion Request Form 2016
 - Excursion Information & Consent Form
 - Excursion Checklist
- Anti-bullying Policy
- Cybersafety Policy
- Emergency Management Plan 2016
- First Aid Policy
- Maintenance Policy
- OH&S Policy
- Privacy Policy
- Supervision of Students Policy
- Standard 4 – Human Resource Practices to Ensure Child Safety

Standard Seven – Participation & Empowerment of Children

Our Holy Redeemer Primary School acknowledges that a significant power in balance exists between children and adults and actively engages students in conversations relating to Child safety to ensure their voice is heard.


The School seeks student engagement in conversations relating to Child Safety and development of effective strategies by:

- » Consulting directly with students and young people about what they think makes their school safe.
- » Giving students information about the standards of care that they are entitled to.
- » Giving children information regarding their rights.
- » Teaching students how to raise concerns and, make complaints or let someone know if they feel unsafe.
- » Regularly checking with students & parents that they are aware of relevant Child Safety Policies & Procedures and that the Child Safety culture is visible.

Our Holy Redeemer Primary School works with students to ensure that they are empowered to understand their rights, recognise what abuse is and encourage them to speak up when they feel uncomfortable or afraid.

Some strategies adopted by the school to engage student and young people in conversation regarding Child Safety include:

Consulting & Talking with Students	Child Safe Strategies
Establishing what safety means	<ul style="list-style-type: none"> » Ensuring that the physical environment is safe, warm and welcoming towards students and young people. » Discussing with students and young people what makes them feel safe and when do they feel unsafe.
Educating students & young people about their rights	<ul style="list-style-type: none"> » Running informal educational sessions on the ‘Convention of the Rights of a Child’. » Teaching students and young people that for every right that they enjoy they need to meet its corresponding responsibility. » Undertaking activities on rights versus wants.
Including students and young people in policy development	<ul style="list-style-type: none"> » Seek input from students and young people on all aspects of Child Safety. » Incorporate their opinions and suggestions into key policy documents and, when applicable the school’s Code of Conduct. » Running small discussion groups.
Encouraging students and young people to develop their own Code of Conduct	<ul style="list-style-type: none"> » Asking students and young people to consider what is acceptable behaviour and what is not. This includes behaviours of adults toward students, of students towards adults and of students towards other students. » Establish and maintain a child ‘friendly’ Code of Conduct, written by children for children.

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

Promoting Inclusion of All Students & Their Families from diverse cultural backgrounds and those with disabilities.

Our Holy Redeemer Primary School respects cultural differences and variance in parenting practices due to personal, cultural or religious beliefs. The School does not; however, accept that these differences reduce a child's right to be safe or the School's responsibility to protect them from harm.

Our Holy Redeemer Primary School promotes safety of children from culturally and/or linguistically diverse backgrounds by:

- » Demonstrating a 'zero tolerance' to discrimination.
- » Being respectful, inclusive & welcoming of families from a wide range of backgrounds.
- » Recognising times of importance to different cultures.
- » Ensuring the school's physical environment has a positive image of a range of cultures in terms of decoration & artwork, where applicable.
- » Employing Staff Members that represent diversity within the local community, where applicable.
- » Actively seeking out and talking to families about how they can be involved in child safety.


Our Holy Redeemer Primary School promotes the safety of children with disabilities by:

- » Acknowledging that children with disabilities are particularly vulnerable and ensures that its risk management process considers their needs.
- » Demonstrating a 'zero tolerance' to discrimination.
- » Ensuring that the physical environment does not pose access difficulties.
- » Being responsive to families regarding specific measures that may be required to ensure the safe participation of children with disabilities.
- » Supporting Staff Members, other children & their families to understand and be inclusive of people with disabilities.
- » Considering how children with a disability and their families can be encouraged to participate in a safe environment.

Appendix One – Child Safety Annual Risk Assessment Checklist

Our Holy Redeemer Primary School governing authority has developed and implement risk management strategies regarding child safety in school environments. These are reviewed annually.


Requirement 1 - Risk Questions	Yes	No
Does the school have a structured and documented approach to identifying child safety risks?		
Does the risk assessment process involve appropriate, knowledgeable people? Eg. registered teachers, support staff, students, parents.		
Has the risk assessment process considered issues related to students of different age groups and the diversity of the student group, including but not limited to children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds?		
Has the school established risk rating criteria including appropriate ratings for the likelihood and consequence of risks?		
Has a risk assessment already been carried out with respect to child safety risks?		
Has the school established existing internal controls to manage child safety risks and has their effectiveness been considered?		
Has the school identified new controls/management actions to mitigate child safety risks?		
Do the risk management strategies challenge the potential to overestimate the effectiveness of the school's existing controls?		
Do the risk management strategies encompass predatory, opportunistic and situational environment risks: <ul style="list-style-type: none"> • predatory risks (persons who may become adept at creating opportunities to sexually abuse and avoid detection) • opportunistic risks (persons who may sexually abuse in low-risk, low-effort situations) • situational risks (persons who may sexually abuse in a specific set of circumstances) • environment risks (environments that create child safety risks). 		
Has the risk management strategy been endorsed by the school's		

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

Requirement 1 - Risk Questions	Yes	No
leadership team/principal?		
Has the risk management strategy been endorsed by the Board of Management?		

Our Holy Redeemer Primary School 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 our school environment, the activities expected to be conducted in that environment \ and the characteristics and needs of all children expected to be present in that environment.

Requirement 2 - Risk Questions	Yes	No
Does the risk management process consider 'hot spots' and 'hot times' of student-staff and student-student interactions with respect to child safety?		
Does the school have a process that ensures child safety risks of any new or changed physical environments on and off campus are reviewed?		
Does the school perform screening as part of its staff recruitment process, including for volunteers and contractors? eg WWCC's ¹ , criminal background checks, reference checks, psychometric		
Does the school monitor who is on the premises? eg visitor and contractor sign-in process, perimeter control.		
Does the risk management process consider child safety risks that may exist in the school environment before, during and after hours, as appropriate? Have we considered: <ul style="list-style-type: none"> » Classrooms and learning environments » Specialist facilities such as libraries, kitchens and computer, music and art rooms » Vocational education and training (VET) facilities on campus or off-site » Recreation areas, playgrounds, sporting facilities on campus and off-site » Staff workplaces and offices » Excursion or camp locations » Any other school specific environments. 		
Does the risk management process consider child safety risks in the online environment and through media including: <ul style="list-style-type: none"> » Email » Facebook, Instagram, Twitter and other social media » YouTube » Mobile phone SMS messages and other mobile messaging media » Telephone, Skype and other media for making voice calls » Photography and videography » Any other electronic media. 		

Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	


Requirement 2 - Risk Questions	Yes	No
<p>Does the risk management process consider child safety risks regarding relationships and interactions with students among the following people involved with the school:</p> <ul style="list-style-type: none"> » Registered teachers and educational support staff » Welfare staff or those in pastoral care roles relationships with students other students » Administration and support staff » Contractors such as specialists delivering services to students eg. music, media or recreation lessons or activities » volunteers » Facilities staff interactions with students » Visitors to the school or other persons that may have access to students. 		

Where Our Holy Redeemer Primary School's Leadership Team or Parish Education Board identifies risks of child abuse occurring in one or more school environments they must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls). Risk Controls must be appropriate for the age of the children.

Requirement 3 - Risk Questions	Yes	No
Have the identified risks been documented and recorded?		
Have strategies or the mitigation actions (new internal controls) for the risks been established and documented?		
Do the risk management strategies take into account the diversity of the children that are affected by the risk?		
<p>Do the risk mitigation actions (controls):</p> <ul style="list-style-type: none"> » increase the effort required to abuse » increase the likelihood of detection of inappropriate and/or abusive behaviour » remove triggers for inappropriate and/or abusive behaviour » reduce permissibility of inappropriate behaviour. 		
Does the school ensure that every person (eg whether employee, contractor, volunteer, or visitor to the school) understands the school's expectations for child safety?		

As part of its risk management strategy and practices, Our Holy Redeemer Primary School's governing authority must monitor and evaluate the effectiveness of the implementation of its risk controls.

Requirement 4 - Risk Questions	Yes	No
Does the school test the effectiveness of internal controls surrounding child safety?		
Is the school monitoring its child safety risk management strategies to confirm they have been implemented?		
Does the school review the child safety risk management strategies to confirm their effectiveness?		


Our Holy Redeemer Primary School	Review Date: 26. 07. 2016	
Version 0.1	Date of Next Review: 26. 07. 2019	

Requirement 4 - Risk Questions	Yes	No
Does the school governing authority monitor the child safety standard risk management strategies?		
Does the school governing authority evaluate the effectiveness of the implemented mitigation controls?		

At least annually, Our Holy Redeemer Primary School's must provide appropriate guidance and training to the individual members of the school governing authority and school staff about:


- » Individual and collective obligations and responsibilities for managing the risk of child abuse
- » Child abuse risks in the school environment
- » The school's current child safety standards.

Risk Questions	Yes	No
Is guidance and training provided to members of the governing authority and school staff about: <ul style="list-style-type: none"> » Individual and collective obligations and responsibilities for managing the risk of child abuse » Child abuse risks in the school environment » The school's current child safety standards. 		
Are the outcomes of the risk assessment made available to all relevant people eg. staff, students, parents, in line with best practice approaches to increase transparency of the school's compliance with the child safety standards?		


Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	

Appendix Two – Child Safety Risk Assessment


Our Holy Redeemer Primary School Child Safety Risk Assessment		Risk Assessment Conducted By:		
Date:		Risk Assessment Approved By:		
Hazards Identified <i>(Activity or Risk to Child Safety)</i>	Raw Risk	Controls <i>(What can be done to minimise the risk of abuse, neglect or harm)</i>	Residual Risk	Who is Responsible?
Staff Members Harm to students from poor screening practices of teaching and other staff.		<ul style="list-style-type: none"> » The school maintains a stringent screening process to assist in identifying only the most appropriate staff members will be engaged by the school. » Position descriptions are developed for all staff members that clearly define their responsibilities including those relating to child safety. These will form part of the school's selection criteria when employing new staff members. » When assessing potential candidates, members of the school Leadership Team and others on the assessment panel will consider the following: <ul style="list-style-type: none"> » What motivates the individual to work with children? (personal and/or professional). » Relevant & verifiable experience. » Understanding of Children's physical & emotional needs. » Understanding of professional boundaries. » Attitudes towards Children's rights and how these can be upheld. » Values (honesty, integrity, reliability, fairness and non-discrimination). » Responses from referees. » Reference checks will be conducted by at least one member of the Leadership Team to identify the suitability of the 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


		School's Code of Conduct.		
<p>Familiarity breeding a culture of not reporting issues</p> <p>Harm to students from Members of the School Community not reporting suspected abuse.</p>		<ul style="list-style-type: none"> » All Staff Members, Clergy, Casual Relief Teachers Volunteers & Contractors are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this document annually. » The School's Child Safety Policy, Code of Conduct & Reporting Requirements are to be made available via the school website. » Child Safety requirements including reporting requirements are regularly tabled at Staff Meetings where appropriate & inappropriate behaviours are discussed. » Staff Members undergo regular training on signs of abuse and Mandatory Reporting requirements. » Members of the School Community are regularly provided with Child Safety and Reporting information. » Members of the school community are encouraged to participate in the active reporting of suspected abuse. 		
<p>Natural trust of long term employees (who may have developed issues over time)</p> <p>Harm to students from opportunistic individuals.</p>		<ul style="list-style-type: none"> » Staff Members should try to avoid being in the presence of students in isolation. Another student or members of staff should be present at all times. » Doors to all rooms must remain unlocked when Staff Members, Clergy, Casual Relief Teachers, Contractors and Volunteers are in rooms with a student or students at any time. » Students are to be provided with education on Child Safety and be made aware of appropriate & inappropriate behavioural standards. » Students are never to be in the presence of Clergy without a 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


		should 'check in' on the CRT throughout the day.		
<p>Parent Volunteers Assisting students under the direction of a teacher. Attending off site events.</p> <p>Harm to students from poor screening practices.</p> <p>Harm to students from poor supervision of Volunteers.</p>		<ul style="list-style-type: none"> » All Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to participate in Volunteer activities. » Working With Children Checks (WWCC) obtained for all Volunteers. Staff members are to ensure that these are current for all Volunteers prior to authorising them to attend. » All Volunteers must sign in (during school hours) prior to being authorised to enter the school site. » All Volunteers are as a minimum required to wear a visitors lanyard at all times. » Staff members are to remain vigilant and approach any volunteer or member of the school community (during school hours) found on site without a Visitors Lanyard and make arrangements for directing or escorting them to the school office. 		
<p>Contractors Management</p> <p>Harm to students from poor screening practices of contractors.</p> <p>Harm to children from poor supervision of contractors.</p>		<ul style="list-style-type: none"> » All Contractors and their workers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to conduct work on its behalf. » Copies of Working With Children Checks (WWCC) obtained for all Contractors. Where a WWCC has not be provided the Contractor or their workers are not permitted to conduct work in the presence of any student. A member of Staff must be present at all times. » Of particular importance is obtaining copies of WWCC for cleaners, canteen staff and before and after school care 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


		<p>employees must be obtained prior to them being authorised to conduct work on its behalf.</p> <ul style="list-style-type: none"> » All Contractors and their employees must have undergone a formal induction into the schools OHS requirements. This induction makes specific reference to Child Safety requirements and responsibilities for both the school and the Contractors. » All Contractors and their workers must sign in at the Administrative Office prior to commencing work and ensure that they sign out upon leaving. » All Contractors and their workers must wear visitor identification at all times when on the school site. 		
<p>Conducting Yard Duty</p> <p>Harm to students from intruders, trespassers or students absconding from school.</p> <p>Harm to students who cannot locate attending Staff Members in the case of an incident or event.</p> <p>Harm to students from unacceptable behaviour from Staff members attending to Yard Duty.</p>		<ul style="list-style-type: none"> » Staff members must not dismiss students before allocated breaks times (recess / lunch / afterschool). They are to remain with their students until the attending Staff Members have arrived. Failure to do so compromises Child Safety. » Attending staff members must scour the yard and toilet facilities for intruders or trespassers. Where an intruder or trespasser has been identified the Staff Member must take appropriate action to immediately remove them from site. Where circumstances require, contact with Police may be made. » All staff members are required to wear a hi visibility vest whilst on duty at all times. This assists in identifying them as the responsible staff member. » Staff members must remain visible and continue moving at all times. » Staff Members must not venture into areas with a child alone 'out of the line of sight' of other students. » Staff members must refrain from any behaviours which may be construed as unnecessary physical. 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


<p>Harm to students from intruders, trespassers or students absconding from school.</p>		<ul style="list-style-type: none"> » Staff members must not initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing. » Staff Members must remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event to acting suspiciously or are unsure of their identify. » The student's safety is of paramount concern. » Staff Members are to ensure that all perimeters and those that provide access to playground and classrooms (excluding the front gate), must be locked at the conclusion of the duty. » Staff Members required to attend scheduled supervision time (before school) must ensure that they attend their classroom no later than 8:45am. » Students are not permitted in classrooms unsupervised. 		
<p>Unsecure Classrooms / Toilets during school hours</p> <p>Harm to Children from intruder's & Trespassers.</p> <p>Harm to Children from poor supervisor.</p>		<ul style="list-style-type: none"> » Staff Members are to ensure that all perimeters and those that provide access to playground and classrooms (excluding the front gate), are locked at the commencement of class time. » A nominated Staff Member is to inspect student toilets for intruders at the commencement of class time. Where an intruder has been identified the staff member is encouraged not to approach them, but maintain eye contact whilst raising the alarm. Administrative Staff are to contact the police immediately on 000. » Doors to classrooms with external access must remain locked at all times when unattended. This includes before school, recess, lunchtime and after school. » Students are not permitted in classrooms unsupervised. » Staff Members must ensure, where practical that they are not alone with a single child in a classroom at any time. 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


		<ul style="list-style-type: none"> » Students who require the toilet during school hours, must first seek permission from the teacher before attending the toilets with at least one other student, preferably two. Students are not permitted to attend toilets on their own. 		
<p>Camp & Excursions</p> <p>Harm to Children from service providers who do not support Child Safety Standards.</p> <p>Harm to students by opportunists who volunteer to attend Camps & Excursions.</p> <p>Harm to Children from inappropriate actions of Staff Members & Volunteers.</p> <p>Harm to students from poor screening practices.</p> <p>Harm to Children being left alone in the presence of Staff Members, Clergy or Volunteers.</p>		<ul style="list-style-type: none"> » Prior to any Camp or Excursion being authorised by the Leadership Team the coordinator must ensure that the service provider has processes in place to support Child Safety. If they do not actively implement the Child Safety Standards then the camp or excursion may not be permitted. » All Staff Members & Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this. » Parents and guardians are informed of Child Safety arrangements associated with the activity prior to commencement via email / Skoolbag Application. » Staff Members are to complete the CEM School of Site Activity Log identifying hazards and appropriate control measures associated with Child Safety. » Working With Children Checks (WWCC) obtained for all Volunteers. Staff members are to ensure that these are current for all Volunteers prior to authorising them to attend. » Arrangements are to be made to ensure that no Volunteer is left alone with one student. » Where practical, Staff Members should ensure that at least one other adult is present at all times. » Camps - No Staff Member or Volunteer is permitted to sleep alone with a student. In the event that a student is sick or has social or emotional needs arrangements are to be made where they can be accommodated with a 'buddy'. 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


<p>Afterschool Care</p> <p>Harm to Children from service providers who do not support Child Safety Standards.</p>		<ul style="list-style-type: none"> » Prior to engaging an Afterschool Service Provider. » All After School Service Providers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to participate in Volunteer activities. » Working With Children Checks (WWCC) are to be obtained for all employees of After School Service Providers. » Employees of After School Service Providers must be identifiable by either a name badge or uniform. 		
<p>Sporting Events / Sports Carnivals</p> <p>Harm to students from poorly planned events.</p> <p>Harm to children from poor screening processes.</p> <p>Harm to students who cannot locate attending Staff Members in the case of an incident or event.</p> <p>Harm to children from those who wish to abscond.</p> <p>Harm to children from opportunistic adults attending the event.</p>		<ul style="list-style-type: none"> » Organising Staff Members must ensure that they conducted a thorough Risk Assessment, identifying all hazards and risk in the planning stage of the event. Consideration must be given to ensuring all aspects of Child Safety are assessed. » Working With Children Checks (WWCC) obtained for all Volunteers. Staff members to ensure that these are current for all Volunteers prior to authorising them to attend. » All attending Staff Members must ensure that they are identifiable at all times, by either wearing their school lanyard, hi visibility vest or school polo vest. » Staff Members must ensure that they regularly monitor the location and presence of students under their care at an event. Where this is not possible (Whole School Event) all Staff Members are responsible for remaining vigilant. » Students are not to attend toilets or other buildings without an accompanying Volunteer and at least one buddy. » Staff Members are to remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event of acting suspiciously or are unsure of their identify. » The Students safety is of paramount concern. 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


<p>Assembly</p> <p>Harm to children from opportunistic adults attending the event.</p>		<ul style="list-style-type: none"> » A large number of the School Community may attend these events and as it is not practical to have each member sign in and wear a lanyard then the following control measure will be implemented. » Staff Members must ensure that they regularly monitor the location and presence of students under their care at an event. » Staff Members are to remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event of acting suspiciously or are unsure of their identify. » The Students safety is of paramount concern. 		
<p>Interschool Sports</p> <p>Harm to students from poorly planned events.</p> <p>Harm to children from poor screening processes.</p> <p>Harm to students who cannot locate attending Staff Members in the case of an incident or event.</p> <p>Harm to children from those who wish to abscond.</p>		<ul style="list-style-type: none"> » At the commencement of each school year members of the school Leadership Team and all Sports Leaders must ensure that all other schools participating in the Interschool Sports Program maintain the same level of commitment to Child Safety as our school. » This will be achieved via discussions at network meetings, and sourcing Codes of Conduct from other schools. This may be done by requesting hard copies of the Code or sourcing it via the school's website. » Working With Children Checks (WWCC) obtained for all Volunteers. Staff members to ensure that these are current for all Volunteers prior to authorising them to attend. » All attending Staff Members must ensure that they are identifiable at all time, by either wearing their school lanyard, hi visibility vest or school polo vest. » Staff Members must ensure that they regularly monitor the location and presence of students under their care at an event. » Students are not to attend toilets or other buildings without 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


Harm to children from opportunistic adults attending the event.		<p>an accompanying Volunteer and at least one buddy.</p> <ul style="list-style-type: none"> » Staff Members are to remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event of acting suspiciously or are unsure of their identify. » The Students safety is of paramount concern. 		
<p>Special Events on School Premises (School Fete / Happy House Activities)</p> <p>Harm to Children from opportunist adults attending the event.</p> <p>Harm to children due to difficulty in monitoring the students.</p>		<ul style="list-style-type: none"> » A large number of the School Community may attend these events and as it is not practical to have each member sign in and wear a lanyard the following control measures will be implemented. » Staff Members are to ensure that all perimeters and those that provide access to playgrounds and classrooms (excluding the front gate), are locked at the commencement of the activity. » Members of the School Community must attend the event via the front entrance. » A Staff Member will be allocated with the responsibility of greeting members of the School Community upon arrival and directing them to the event. » Staff Members are to remain vigilant at all times during the event and are encouraged to take appropriate action where they suspect an individual at the event of acting suspiciously or are unsure of their identity. » Staff Members are to be visibly present at each activity and supervise the movement between activities. 		
<p>Parent Association Events</p> <p>Harm to students from poorly planned events.</p> <p>Harm to students from events and activities not</p>		<ul style="list-style-type: none"> » Event organisers are required to meet with a Member of the Leadership Team prior to the event being authorised. » Event organisers must ensure that they conducted a thorough Risk Assessment, identifying all hazards and risks in the planning stage of the event. Consideration must be 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


directly organised or run by the school.		<p>given to ensuring all aspects of Child Safety are assessed and adequate control measures implemented.</p> <ul style="list-style-type: none"> » Working With Children Checks (WWCC) are to be obtained for any person anticipated to be in the presence of students. » WWCC must be worn by any persons anticipated to be in the presence of students throughout the event. » To improve the identification of event organisers, hi visibility vests must be worn at all times. <p>One or more Staff Member will be allocated to attend the event.</p> <ul style="list-style-type: none"> » The consumption of alcohol or drugs is not permitted for consumption in the presence of Students or young people. » Where students are attending an event or function in the absence of their parents a process of 'signing in & out' will be adopted. 		
<p>Working Bees</p> <p>Harm to Children from opportunist adults attending the event.</p>		<ul style="list-style-type: none"> » Event organisers are required to meet with a Member of the Leadership Team prior to the event being authorised. » All Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to participate in Volunteer activities » Working With Children Checks (WWCC) are to be obtained for any person anticipated to be in the presence of students. <p>One or more Staff Members will be allocated to attend the event.</p> <ul style="list-style-type: none"> » The consumption of alcohol or drugs is not permitted in the presence of students or young people. 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	


<p>Private Tuition, Coaching, External Agencies (Speech Pathologist / Occupational Therapists)</p> <p>Harm to children from poor screening processes.</p> <p>Harm to Children from poor supervisor.</p>		<ul style="list-style-type: none"> » Any person engaged by the school to conduct Private Tuition or Sports Coaching are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to participate in Volunteer activities. » As a minimum, any person engaged to conduct Private Tuition or Sports Coaching must obtain a current Police Check and provide this to a Member of the Leadership Team. » Working With Children Checks (WWCC) are also to be obtained for any person engaged to conduct Private Tuition or Sports Coaching. Staff members are to ensure that these are current for all Volunteers prior to authorising them to attend. » All Volunteers must sign in (during school hours) prior to being authorised to enter the school site. » All Private Tutors or Sports Coaches are as a minimum required to wear a visitor's lanyard at all times. 		
<p>Coaching on School Premises – Out of School Hours</p> <p>Harm to children from poor screening processes.</p> <p>Harm to Children from opportunist coaching.</p>		<ul style="list-style-type: none"> » All Coaches are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to participate on site coaching activities. » Working With Children Checks (WWCC) are to be obtained for all Coaching Staff. Administrative Staff Members are to ensure that these are current for all Volunteers prior to authorising them to attend. » All Coaching Staff must sign in (after school hours) prior to being authorised to enter the school site. 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	

<p>Bus Driver (Permanent)</p> <p>Harm to children from poor screening processes.</p> <p>Harm to Children from opportunist Bus Drivers.</p> <p>Bus Hire (Casual)</p> <p>Harm to Children from opportunist Bus Drivers.</p>		<ul style="list-style-type: none"> » All Bus Drivers employed by the school are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this prior to being permitted to drive buses on the school's behalf. » Working With Children Checks (WWCC) are to be obtained for all Bus Drivers. Administrative Staff Members are to ensure that these are current for all Volunteers prior to authorising them to attend. » A Staff Member must be in attendance at all time when Bus Drivers are in the presence of students. 		
<p>Information Communication Technology Email / Social Media / Online Activities.</p> <p>Harm to Students from Staff Members or Volunteers sharing or exchanging personal email accounts, phone numbers, social networking sites.</p> <p>Harm to students from Staff Members or Volunteers on-line grooming.</p> <p>Harm from Staff Members or Volunteers photographing or videoing a child without the consent of the parent or guardian.</p>		<ul style="list-style-type: none"> » All Staff Members or Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this document annually. » Staff Members and Volunteers must adhere to requirements outlined in the School's relevant policies including: <ul style="list-style-type: none"> . Staff Social Media Usage Policy . Staff Email Usage Policy . Staff Internet Usage Policy » Staff must acknowledge their understanding of requirements of these procedures annually or where changes to the policies have been made. » The school actively maintains internet 'gateway' platforms to protect and monitor internet usage. » Staff Members are not permitted to use personal email or social networking in the presence of children. » The school maintains a photograph / Video permission form when their child commences school. » Staff Members & Volunteers are not permitted to take photographs or video of Students or young people using their 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	

		<p>own mobile phones.</p> <ul style="list-style-type: none"> » Members of the Leadership Team regularly monitor Staff & Volunteer compliance with the above mentioned requirements. 		
<p>Lack of an organisational culture of child safety</p> <p>Non – Compliance Ministerial Order 806.</p> <p>Harm to students from an organisational culture that does not adopt processes to ensure Child Safety.</p>		<ul style="list-style-type: none"> » Ensure strategic direction, vision and mission of the school includes child safety as a key objective. » Ensure that the School's Annual Report has a section in it dedicated to child safety. » Appoint a Child Safety Officer to champion all aspects of Child safety within the school. » Ensure that responsibility for embedding a culture of safety is incorporated into position descriptions for members of the Leadership Team. » Ensure that all Staff Members, Clergy, Casual Relief Teachers, Volunteers and Contractors are adequately inducted into Child Safety requirements. They should also be trained in what to do if an allegation is made, or a concern raised or staff observe abusive behaviour towards a child. » Promote to all members of the school community processes around strict confidentiality of reporting of suspected abuse. » Provide a culturally safe environment for Aboriginal children, those from culturally diverse backgrounds and for those with disabilities. » Display information from local Aboriginal services, such as pamphlets for community events. » Maintain adequate record keeping of child safety issues and responses of any incidents, for example in an Excel spreadsheet or 'log book' that is appropriately stored to protect the privacy of children. » An Assessment must be completed of new or changed 		

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	

		physical environments for child safety risks		
<p>False Allegations</p> <p>Personal & professional harm to Staff Members, Clergy, CRTs, Volunteers and Contractors from false reporting of suspected abuse allegations.</p>		<ul style="list-style-type: none"> » All members of the School community are made aware and regularly reminded of inappropriate behaviours and the process for reporting. » Allegations are brought to the immediate attention of the accused and they will be made aware of their rights. » All allegations of suspected abuse will be dealt with in the strictest of confidence. » All members of the school community are to be reminded of the severity of making false allegations and made aware that after a thorough investigation the allegation is of a personal nature (ie mischievous) then legal action may be sort. » Where any false allegations are made against Staff Members, Clergy, Casual Relief Teachers, Contractors or Volunteers, professional counselling & support services will be provided. » Where an allegation has been made against a Staff Member, Clergy, Casual Relief Teacher, Contractor or Volunteer and it is made public, advice from the relevant Education Department will be sort. 		

Risk Matrix

		Likelihood					
		Almost Impossible Only in extreme circumstances	Unlikely But could occur	Possible But unusual	Likely To be expected	Almost Certain Commonly repeated	
		1	2	3	4	5	
Consequence	Catastrophic Potential Life threatening. Long term recovery. Long term hospitalisation. Months/Years of lost time. Example - Loss of multiple limbs, life threatening illness, mental condition or disease. Unlikely to return to work/school.	5	5	10	15	20	25
	Significant Person requires external medical care / hospitalisation. Medium term recovery. Weeks of time away from the work/school environment. Example - Loss of appendage, prolapse disc, long term mental health issue, broken limbs.	4	4	8	12	16	20
	High Person requires external medical care. Medium term recovery. Days away from work / school. Example - Serious sprains/strains, broken appendages, deep laceration, counselling required.	3	3	6	9	12	15
	Moderate Person may require external medical attention. Hours of lost time. Examples - Lacerations, minor illness, foreign objects in eye, onsite mediation.	2	2	4	6	8	10
	Low Person may require minor First Aid. No lost time. Safety - First aid or no treatment required. Liaison required between school leaders and affected person relating to the incident.	1	1	2	3	4	5

Risk	Score	Action Required
Extreme	16 - 20	Stop Work/ Activity Immediately: Immediate action is required by the Leadership Team. Work or the activity is not to proceed until the risk is eliminated or high level control measures are implemented to reduce the risk score.
Unacceptable	15	Act Immediately to Minimise the Risk: Ensure appropriate control measures (Substitution, Engineering & Administrative) are implemented to reduce potential for harm. If controls cannot be immediately implemented, then risk reduction strategies need to be identified as soon as is practicable.
High	8 - 12	Action Must be Taken Within a Reasonable Timeframe by Leadership Team & affected Staff Members to reduce the potential from harm. These control measures must be communicated to all affected workers at a staff briefing.
Medium	4 - 6	Take all Reasonable Actions to Minimise the Risk using 'Lower Level' Administrative & Personal Protective Equipment Control Measures. The risk is to be controlled by the establishment of a process, policy or procedure. This must be developed in consultation with staff and may include PPE.
Low	1 - 3	Action to be taken to control the risk via consultation & Staff Member Awareness. Affected Staff members are to be made aware of identified processes, policies or procedures for controlling the risk.

References:

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Catholic Education Commission of Victoria Ltd (CECV) 2016, *Commission For Children & Young People 2015, A Guide to Creating a Child Safe Environment*

Victorian Government 2005, *Children, Youth and Families Act*

Victorian Government 1958, *Crimes Act*

Victorian Government Department of Health & Human Services 2016, *Resource 1 - Good leadership and governance in child safe organisations*

Victorian Government Department of Health & Human Services 2016, *Resource 2 - Child safe policy and statement of commitment*

Victorian Government Department of Health & Human Services 2016, *Resource 3 - Code of conduct (including sample code of conduct)*

Victorian Government Department of Health & Human Services 2016, *Resource 4 - Human resources practices for child safe organisations*

Victorian Government Department of Health & Human Services 2016, *Resource 5 - Recruitment practices for child safe organisations*

Victorian Government Department of Health & Human Services 2016, *Resource 6 - What to do when an allegation of child abuse is made*

Victorian Government Department of Justice 2016, *Betrayal of Trust Implementation*

Victorian Government 2006, Education and Training Reform Act

Victorian Government 2006, *(Amendment to) Education and Training Reform Act, Ministerial Order No. 870 - Child Safe Standards -Managing the risk of child abuse in schools 2015*

Victorian Government Education and Training 2005, *Child Protection Reporting Obligations*

Victorian Government 2010, *Equal Opportunity Act*

Victorian Government 1988, *Privacy Act*

Victorian Government 2005 *Working with Children Act 2005*


Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 1: Strategies to embed an organisational culture of child safety*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 2: A Child Safety Policy or Statement of Commitment to Child Safety*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 3: Child Safety Code of Conduct*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 4: Staff Selection Checklist*

Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 5: What to do when an allegation of child abuse is made*

Our Holy Redeemer Primary School	Review Date: 29. 07. 2016	
Version 0.1	Date of Next Review: 29. 07. 2019	

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Victorian Registration & Qualifications Authority 2016, *Child Safety Standard 7: Empowerment and participation of children*