

# Strategies for Reducing or Removing the Risks of Child Abuse



**Monivae**  
College Hamilton

Monivae College develops, implements, monitors and evaluates risk management strategies to ensure child safety in school environments. In accordance with Ministerial Order 870:

Requirements	Implementation
<p>(1) The school governing authority must develop and implement risk management strategies regarding child safety in school environments</p>	<ul style="list-style-type: none"> <li>• Development and review of risk register (Appendix A)</li> <li>• This monitored by Risk Management (RM) Committee</li> <li>• Minutes of RM Meeting</li> <li>• Principal informs governing authority on child safety risks at principal/governing authority meetings (checklist)</li> <li>• Child safety standing item at board meetings</li> </ul>
<p>(2) The school's risk management strategies regarding child safety must identify and mitigate the risk(s) of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics and needs of all children expected to be present in that environment.</p>	<ul style="list-style-type: none"> <li>• Risk register identifies specific risks such as visitors, external providers and contractors</li> <li>• Considers the diversity of student needs</li> <li>• Different environments are identified and assessed including camps, excursions and school events These have a separate Risk Treatment Plan (Appendix B)</li> </ul>
<p>(3) If the school governing authority identifies risks of child abuse occurring in one or more school environments the authority must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls).</p> <p>Explanatory note: Different risk controls may be necessary for particular groups of children depending on the nature of the risk and the diversity characteristics of children affected by the risk.</p>	<ul style="list-style-type: none"> <li>• Records are kept in secure place and are confidential</li> <li>• The risk register is regularly reviewed to further mitigate such risks</li> <li>• Principal informs governing authority of risk management and any concerns.</li> <li>• Risk management is reported to Board as part of standing item on Board agenda for Child safety</li> </ul>
<p>(4) As part of its risk management strategy and practices, the school governing authority must monitor and evaluate the effectiveness of the implementation of its risk controls.</p>	<ul style="list-style-type: none"> <li>• Risk Management (RM) Committee oversees risk management in school.</li> <li>• Child Safety Committee work in collaboration with RM Committee to identify, mitigate and review risks.</li> <li>• The risk register is regularly reviewed at RM Committee meetings</li> </ul>
<p>5) At least annually, the school governing authority must ensure that appropriate guidance and training is provided to the individual members of the school</p>	<ul style="list-style-type: none"> <li>• Review of child safety policy, procedures and practices including roles and responsibilities are attended at first staff meeting before students resume at the</li> </ul>

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<p>governing authority and school staff (about:</p> <ul style="list-style-type: none"> <li>• individual and collective obligations and responsibilities for managing the risk of child abuse;</li> <li>• child abuse risks in the school environment; and</li> <li>• the school's current child safety standards.</li> </ul>	<p>beginning of each year. An additional session is held for staff members absent at this meeting</p> <ul style="list-style-type: none"> <li>• Emergency teachers have an induction on child safety before commencing each year.</li> <li>• Staff induction program includes child safety</li> <li>• External providers and contractors must sign Code of Conduct each year.</li> <li>• Staff participate in ongoing training and professional learning in child safety and associated risks</li> <li>• Professional learning for child safety is identified in annual whole school professional learning plan</li> <li>• Child Protection Officer attends specific professional learning and network meetings on child safety (CEOC)</li> <li>• Posters displaying procedures to follow up on child safety issues are displayed in classroom, staff areas and general areas.</li> <li>• Child Safety information in newsletter and staff, parent and student handbooks</li> </ul>
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## Appendix A: Child Safety Risk Register

Risk Description	Controls Already in Place	Initial Risk Rating	Additional Controls Developed	Revised Risk Rating	Position Responsible for the Controls
GOVERNANCE AND CULTURE					
<p>No organisational culture of child safety – lack of leadership, public commitment and frequent messaging</p>	<p>Ensure strategic direction, vision and mission of the school includes child safety as a key objective.</p> <p>Development of Child Safety documents such as Child Safety Policy, Code of Conduct, Commitment Statement and associated document</p> <p>Code of Conduct is made available and signed by all Staff Members, Casual Relief Teachers, Volunteers and Contractors</p> <p>Ensure that the School's Annual Report has a section in it dedicated to child safety.</p> <p>Dedicated Child Safety section of the website containing information, policies and procedures</p>		<p>Ongoing development and review of policies and procedures.</p> <p>Strategy to promote to all members of the school community processes around strict confidentiality of reporting of suspected abuse.</p> <p>Action plan to update the website to include child friendly and easy to understand resources regarding child safety.</p> <p>Child-safe training is included in the school's annual professional learning plan, with records of content and attendance maintained.</p> <p>Staff induction and annual awareness training, inclusion of obligation in staff position descriptions, policy and procedure for managing child safety, performance management procedures, reporting procedures.</p> <p>Child Safety is included as standing agenda items on Board Directors, School Directors and Staff Meeting agendas.</p>		<p>Board Directors Principal</p>

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	relevant to Child Safety Standards		Regular communication to school community regarding Child Safety.		
Roles and responsibilities in achieving child safety strategies have not been allocated and/or enacted	<p>Appointment of a Child Protection Officer and a Director of Students who leads the Student Wellbeing Group to champion all aspects of Child Safety within the school.</p> <p>Development of the Child Protection Officer role description</p>		<p>Child protection officer role description reviewed annually and further developed as required</p> <p>Roles and responsibilities for canonical administrator, principal and other appropriate leaders defined and documented.</p> <p>Ensure that responsibility for embedding a culture of safety is incorporated into position descriptions for members of the Leadership Team.</p> <p>Names and roles of those with responsibilities publicised to school community through staffroom noticeboard, staff handbook, family handbook, school website.</p> <p>Child Protection Officer attends specific professional learning and network meetings on child safety (CEOC)</p>		<p>Board Directors</p> <p>Principal</p>
Appropriate strategies have not been developed and/or implemented to embed a culture of child safety at the school	<p>Development and review of risk register</p> <p>Strategies developed to embed culture of child safety</p> <p>Maintain a Child Safety Code of Conduct that establishes behavioural</p>		<p>Strategies to embed organisational culture of child safety reviewed annually and action plans further developed.</p> <p>Professional learning for child safety is identified in annual whole school professional learning plan</p>		<p>Board Directors</p> <p>Principal</p>

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	expectations.		<p>The child safety strategies document included in the school's policy review process and cycle and is updated regularly.</p> <p>The school's child safety strategies recorded in a central document.</p> <p>Ensure ongoing briefings and training in the requirement for Mandatory Reporting.</p> <p>Members of the school community are encouraged to participate in the active reporting of suspected abuse.</p> <p>Action plans developed to include student participation in developing policies and procedures.</p>		
The school governing authority is not provided with sufficient information to be satisfied that persons engaged in child-connected work are performing appropriately	Annual performance reviews				Principal
Lack of appropriate education about: standards of behaviour for students attending the school; healthy and respectful relationships (including sexuality); resilience; and	Class/Pastoral meetings Student surveys		<p>Parent guides on the curriculum outlining the school's approach</p> <p>Parent Handbook- outlines expectations and policy</p> <p>Class/Pastoral meetings- to establish rules and for student to raise issue/ monitor student</p>		

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<p>child abuse awareness and prevention.</p>			<p>wellbeing and personal safety</p> <p>Student safety surveys</p> <p>Chaplaincy and student wellbeing services</p> <p>Engagement of students in learning is embedded across the school</p> <p>Cross-curriculum focus on issues of safety and forms of abuse that are developed through literature, social media, media, government and church documents, examples of scenarios that develop understanding of responsibilities and ethical choices</p> <p>Curriculum scope and sequence that outlines key focus for resilience and healthy and respectful relationships at year levels</p> <p>Implementation of RE units that reinforce and allow student to develop their understanding of respecting the dignity of each person, social justice, reconciliation and respecting diversity</p> <p>Different levels of student voice:</p> <ul style="list-style-type: none"> <li>Student surveys to assist with informing policies</li> <li>Student, staff and parent committees to</li> </ul>		
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			<p>review /collaborate on school initiatives</p> <p>Staff/student council</p> <p>Student Representative Council- across school</p> <p>Curriculum planning- pre and post testing, student input on unit planning and directions</p> <p>Student feedback on teaching practice and learning</p> <p>Focus group and action research</p> <p>Student led conferences</p> <p>Review and monitor curriculum and procedures for students</p> <p>Risk management register and strategies</p> <p>Professional learning on student voice and creating a culture that promotes students to report issues on own and others personal safety</p>		
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**EMPLOYMENT AND INDUCTION**

Employment practices; employment of an inappropriate person	Systematic and documented selection and screening processes are used for the appointment of all staff. These have been developed according to guidance documents provided by the CECV IR Unit to comply with Child		<p>The school maintains a stringent screening process to assist in identifying only the most appropriate staff members with be engaged by the school.</p> <p>When assessing potential candidates members of the Principal and others on the assessment panel will consider the following:</p>		Principal
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	<p>Safe Standard 4.</p> <p>Screening processes established and maintained to ensure that any person anticipating to participate in Child Connected Works is of a suitable character and does not pose a risk to students or members of the broad community.</p> <p>Position descriptions are developed for all staff members that clearly define their responsibilities including those relating to child safety. These form part of the school's selection criteria when employing new staff members.</p> <p>Teaching Staff must maintain current VIT Registration which incorporates Criminal Record Checks, every 5 years.</p> <p>Non-Teaching Staff &amp; Administration Staff must maintain current Working</p>		<ul style="list-style-type: none"> <li>» What motivates the individual to work with children (personal and/or professional).</li> <li>» Relevant &amp; verifiable experience.</li> <li>» Understanding of Children's physical &amp; emotional needs.</li> <li>» Understanding of professional boundaries</li> <li>» Attitudes towards Children's rights and how these can be upheld.</li> <li>» Values (honesty, integrity, reliability, fairness and non-discrimination).</li> <li>» Responses from referees</li> </ul> <p>School maintains a VIT and WWCC register to ensure validity of checks and registration.</p> <p>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.</p> <p>Academic transcripts are requested and filed in personnel files for all applicants</p> <p>Proof of identity documents requested and filed in personnel files.</p> <p>Reference check documents are stored separately from personnel files</p>		
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	<p>with Children Checks (WWCC).</p> <p>Administration, Cleaning &amp; Canteen Staff may also be required to undergo a Police Check.</p> <p>Reference checks will be conducted by at least one member of the Leadership Team to identify the suitability of the candidate with regard to working with children.</p> <p>Criminal history search, online searches (Google, Facebook etc), pre-employment reference check includes asking about child safety</p>			
Casual Relief Teachers	<p>All Casual Relief Teachers (CRT) must attend an interview with a member of the Leadership Team prior to being authorised to conduct work on the school's behalf.</p> <p>Reference checks are conducted prior to any CRT being authorised to conduct work at the school.</p>		<p>All CRTs must sign in at the office prior to commencing work.</p> <p>All CRTs must wear identification (CRT / Visitor) Lanyards at all times.</p> <p>Year Level teachers or a Member of the Leadership Team should 'check in' on the CRT throughout the day.</p>	Principal

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	<p>The school will only engage CRT agencies who can demonstrate robust processes to support Child Safety. The agency must demonstrate sufficient screening and induction procedures. The school's Code of Conduct will also be provided to the agency to be embedded into their own induction documentation.</p> <p>All CRTs must maintain current Victorian Institute of Teaching Registration and provide this to the school prior to commencing work.</p> <p>All Casual Relief Teachers (CRT) 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 teaching or volunteer activities.</p>				
<p>Inappropriate contractors are engaged</p>	<p>Systematic and documented selection and screening processes are used for the appointment of all staff. These have been developed according to</p>		<p>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 without a member of Staff being present at all times.</p>		<p>Business Manager Child Protection Officer</p>

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	<p>guidance documents provided by the CECV IR Unit to comply with Child Safe Standard 4.</p> <p>Screening processes established and maintained to ensure that any person anticipating to participate in Child Connected Works is of a suitable character and does not pose a risk to students or members of the broad community.</p>			
<p>Inappropriate volunteers are permitted with work with students</p>	<p>Systematic and documented selection and screening processes are used for the appointment of all staff. These have been developed according to guidance documents provided by the CECV IR Unit to comply with Child Safe Standard 4.</p> <p>Screening processes established and maintained to ensure that any person anticipating to participate in Child Connected Works is of a suitable character and does not pose a risk to students or members of the</p>		<p>Copies of Working with Children Checks (WWCC) obtained for all Volunteers. Where a WWCC has not be provided the Volunteer or their workers are not permitted to conduct work in the presence of any student without a member of Staff being present at all times.</p>	<p>Deputy Principal</p>

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	broad community.			
Contractors not aware of their child safety obligations	<p>A Child Safe policy and Code(s) of Conduct have been developed.</p> <p>The Child Safe policy and Code of Conduct are reviewed regularly.</p> <p>The Child Safe policy and Code of Conduct are readily available on the school's website.</p> <p>Written communication is made with Contractors regarding the processes and requirement of conducting work in a school environment</p> <p>Restricting (where possible) works to outside student attendance times i.e. School holidays</p>		<p>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.</p> <p>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.</p> <p>Contractors are retrained in induction material, including the Child Safe Policy and Code of Conduct, regularly and records of this are maintained.</p> <p>Contractors are provided with a copy of the School's Child Safety Code of Conduct and asked to sign this document annually.</p>	<p>Business Manager</p> <p>Child Protection Officer</p>
Staff not aware of their child safety obligations	<p>A Child Safe policy and Code(s) of Conduct have been developed, in consultation with staff and volunteers.</p> <p>The Child Safe policy and Code of Conduct are</p>		<p>All Staff Members, Clergy, Casual Relief Teachers and Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this document annually.</p> <p>Members of the School Community are regularly</p>	<p>Child Safety Officer</p>

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	<p>reviewed regularly.</p> <p>The School's Child Safety Policy, Code of Conduct &amp; Reporting Requirements are provided to all members of the school community and made available via the school website.</p> <p>The Child Safe policy and Code of Conduct are active components of induction processes for new staff, and records of this induction are maintained centrally and in each staff member's personnel file.</p> <p>The Child Safe policy and Code of Conduct are included in ongoing staff professional learning each year and central records of this are maintained.</p>		<p>provided with Child Safety and Reporting information.</p> <p>Child Safety requirements including reporting obligations are regularly discussed at Staff Meetings, communicated via newsletters and displayed on the school's website.</p> <p>Staff Members undergo regular training on signs of abuse and must complete the Department of Education's online eLearning Mandatory Reporting Training annually. They must provide the school with a copy of their completion certificate.</p> <p>Staff Members will be provided with a copy of the school's Child protection &amp; reporting guidelines and be required to participate in relevant training.</p> <p>The school appointed a Child Protection Officer to provide guidance and support to all teachers with regards to reporting suspected abuse, disclosures or breaches of the School's Code of Conduct.</p> <p>Staff Members will participate in regular Child Safety related training and be assigned a mentor to ensure they are aware of their responsibilities for maintaining a safe environment for all students.</p>		
Volunteers not aware of their child safety obligations	A Child Safe policy and Code(s) of Conduct have		Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and		Child Safety Officer

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	<p>been developed, in consultation with staff and volunteers.</p> <p>The Child Safe policy and Code of Conduct are reviewed regularly.</p> <p>The Child Safe policy and Code of Conduct are readily available on the school's website.</p> <p>The Child Safe policy and Code of Conduct are active components of induction processes for volunteers and records of this induction are maintained centrally.</p> <p>The Child Safe policy and Code of Conduct are included in ongoing volunteer training each year, and records of this are maintained.</p>		<p>asked to sign this document annually.</p> <p>The School's Child Safety Policy, Code of Conduct &amp; Reporting Requirements are provided to all members of the school community and made available via the school website.</p> <p>Child Safety requirements including reporting obligations are regularly discussed at Staff Meetings, communicated via newsletters and displayed on the school's website.</p> <p>Volunteers undergo regular training on signs of abuse and must complete the Department of Education's eLearning Mandatory Reporting online training annually. They must provide the school with a copy of their completion certificate.</p> <p>The school has appointed a Child Protection Officer to provide guidance and support to all teachers with regards to reporting suspected abuse, disclosures or breaches of the School's Code of Conduct.</p>		
<b>ENVIROMENT AND SUPERVISION</b>					
<p>Risk of relationships and interactions with students among people involved with the school e.g. welfare staff, tutors, administration and support</p>	<p>Child safety code of conduct</p>		<p>Confirmation is provided annually of any student engagement – completed by Survey Monkey.</p>		

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staff, volunteers, LSO's and other students					
Risk of engagement with children in the online environment	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Staff Members and Volunteers must adhere to requirements outlined in the School's relevant policies including:</p> <ul style="list-style-type: none"> <li>a. Staff Social Media Usage Policy</li> <li>b. Staff Email Usage Policy</li> <li>c. Staff Internet Usage Policy</li> </ul> <p>The school actively maintains internet 'gateway' platforms to protect and monitor internet usage.</p> <p>Staff Members are not permitted to use personal email or social networking in the presence of children.</p> <p>All correspondence with students and parents through school</p>		<p>Annual review of Digital Technology Policy</p> <p>Further development of Acceptable Use Agreements</p> <p>Train students and staff to detect inappropriate behaviour</p> <p>Ongoing monitoring and review of appropriate settings on all student technologies</p> <p>Staff are required to acknowledge their understanding of requirements of these procedures annually or where changes to the policies have been made.</p>		Principal ICT Committee

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	<p>communication channels such as email &amp; telephone.</p> <p>The school maintains a photograph / Video permission form when their child commences school.</p> <p>Parents &amp; Volunteers are not permitted photograph or video students whilst conducting Child Connected Works.</p> <p>Staff Members &amp; Volunteers are not permitted to take photographs or video of students or young people using their own mobile phones.</p>			
Risk of abuse via online and electronic media; including email, social media, youtube, SMS, telephone, photography and videography	Cyber safety curriculum		<p>Train students and staff to detect inappropriate behaviour</p> <p>Ensure appropriate settings on all student technologies</p>	Principal ICT Committee
Staff, volunteers and contractors are not appropriately supervised and monitored to ensure continued suitability to work with children	All staff, volunteers, contractors and visitors must sign in (during school hours) prior to being authorised to enter the school site.		<p>All staff, volunteers, contractors and visitors when signing in must acknowledge and agree to the code of conduct prior to being authorised to enter the school site.</p> <p>Staff members are to remain vigilant and approach any volunteer or member of the school</p>	Principal Business Manager Child Protection Officer

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	All volunteers, contractors and visitors are as a minimum required to wear printed identification outlining their details at all times.		community (during school hours) found on site without the appropriate identification and make arrangements for directing or escorting them to the school office.		
Supervision of external contractors – contractors entering the school environment at ad-hoc times such as maintenance	<p>Contractors must sign in (during school hours) prior to being authorised to enter the school site.</p> <p>Contractors are as a minimum required to wear printed identification outlining their details at all times.</p> <p>Restricting (where possible) works to outside student attendance times i.e. School holidays</p>		<p>All Contractors and their workers must sign in at the Administrative Office prior to commencing work and ensure that they sign out upon leaving.</p> <p>Contractors when signing in must acknowledge and agree to the code of conduct prior to being authorised to enter the school site.</p> <p>Staff members are to remain vigilant and approach any volunteer or member of the school community (during school hours) found on site without the appropriate identification and make arrangements for directing or escorting them to the school office.</p> <p>Where contractors are required to enter the site to perform a 'one-off' activity for a short period of time and it is not reasonably practical to formally induct them, i.e. (Sanitary Bin Maintenance / Courier Deliveries) a staff member must supervise the activity and remain in close proximity to the contractor at all times.</p>		Business Manager
Supervision of external school activities – potential for unknown people and environments at camps and	Prior to any Camp or Excursion being authorised by the Leadership Team the coordinator must ensure that the service		<p>Assessment of new or changed environments for child safety risks</p> <p>Ensure that the code and strategies apply in all</p>		Deputy Principal Leadership Team

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excursions	<p>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.</p> <p>All Staff Members &amp; Volunteers are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this.</p> <p>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.</p> <p>Parents and guardians are informed of Child Safety arrangements associated with the activity prior to commencement via writing, email / or online app.</p> <p>Staff members responsible for arranging the excursion or camp must complete the school's Excursion &amp; Camp Planner Risk Assessment and provide it to the</p>		<p>school contexts</p> <p>Action plan developed to strengthen the risk assessment process.</p>		
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	<p>Principal or Member of the Leadership Team for approval.</p> <p>Staff Members are to complete the CEM School off Site Activity Log identifying hazards and appropriate control measures associated with Child Safety.</p> <p>Arrangements are to be made to ensure that no Volunteer is left alone with one student.</p> <p>Where practical, Staff Members should ensure that at least one other adult is present at all times.</p> <p>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'.</p>				
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<p>Supervision of students – areas of the school environment that may be isolated from general view or students alone with one other person unsupervised</p>	<p>Staff Members &amp; other members of the school community should try to avoid being in the presence of students in isolation. Another student or members of staff should be present at all times.</p> <p>Students should never be in the presence of Clergy without a Staff Member present.</p> <p>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.</p> <p>Students are to be provided with education on Child Safety and be made aware of appropriate &amp; inappropriate behavioural standards.</p> <p>Students to be encourage to take immediate action &amp; report events where they feel unsafe.</p>		<p>Review of supervision areas</p> <p>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.</p> <p>The student's safety is of paramount concern.</p> <p>Attending staff members must scour the yard and toilet facilities for potential 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.</p> <p>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.</p> <p>Staff members must remain visible and continue moving at all times.</p> <p>Staff Members must not venture into areas with a child alone 'out of the line of sight' of other students.</p> <p>Staff members must refrain from any behaviours which may be construed as unnecessary physical.</p> <p>Staff members must not initiate unnecessarily</p>		<p>Child Protection Officer</p>
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			<p>physical contact with children or do things of a personal nature that a child can do for themselves.</p> <p>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.</p> <p>Staff Members required to attend scheduled supervision time (before school) must ensure that they attend their classroom prior to the commencement of their class.</p> <p>Students are not permitted in classrooms unsupervised.</p> <p>Ensuring clear windows in walls to enable visibility of occupants including blinds being left open</p> <p>Training for staff and students to detect inappropriate areas including between St Mary's Primary School.</p> <p>Should one on one supervision be required strict protocols are in place.</p> <p>Regular walk throughs to check potential risk situations</p>		
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<p>Supervision of students – potential for unsupervised recreational or other activities</p>	<p>Organising Staff Members must ensure that they conduct a thorough Risk Assessment, identifying all hazards and risk in the planning stage of the event.</p> <p>Consideration must be given to ensuring all aspects of Child Safety are assessed.</p> <p>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.</p> <p>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.</p> <p>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</p>		<p>Implement separate risk treatment plans as part of the planning process for recreational and other activities ie. school fete, graduation ceremonies, assemblies, grandparent’s day etc.</p> <p>Review of processes at the end of all events</p>		<p>Deputy Principal</p>
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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.

The school's Child Protection Officer or an appointed nominee must be visible at the event and governed with the sole responsibility for monitoring behaviours at the event.

The Child Protection Officer or appointed nominee must remain visible at all times and regularly patrol all areas, in particular toilets and blind spots.

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



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	<p>suspiciously or are unsure of their identify.</p> <p>Students are not to attend toilets or other buildings without an accompanying Volunteer and at least one buddy.</p> <p>The Students safety is of paramount concern.</p>			
Proximity to St Mary's Primary School and younger children			<p>Out of bounds/restricted areas have been designated.</p> <p>Yard duty staff are aware of out of bounds/restricted areas and are required to follow behaviour management procedures should any student be found in those areas.</p>	Child Safety Officer
Heightened risks of abuse in the following school environments:				Child Safety Officer
a. Classrooms and learning environments			<p>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.</p> <p>Where these areas cannot be secured a staff member will remain on duty until all students have entered the classrooms.</p> <p>Doors to classrooms with external access must remain locked at all times when unattended. This includes before school, recess, lunchtime and</p>	

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			<p>after school.</p> <p>Staff Members must ensure, where practical that they are not alone with a single child in a classroom at any time.</p> <p>Students are not permitted in classrooms unsupervised.</p>		
b. Toilets and student change rooms			<p>Where possible a nominated Staff Member is to inspect student toilets for intruders at the commencement of class time and recess &amp; lunch time.</p> <p>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.</p> <p>Students who require the toilet during school hours, must first seek permission from the teacher.</p>		
c. Staff workplaces and offices			<p>Staff Members must ensure, where practical that they are not alone with a single child in a room/office at any time.</p>		
d. Transport facilities and locations e.g. buses, bus stops			<p>Bus interchange zone supervised before and after school.</p>		
e. Boarding House	Specific policies and procedures established for		Continued review of the policies and procedures		Deputy Principal

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	the risk management of the Boarding House including inductions and training for boarding house staff.		to ensure student safety.  Regular monitoring of hot spots		
TRAINING AND UNDERSTANDING					
Children are subjected to grooming behaviour			Provision and promotion of Grooming policy from within the Child Safety Policy.  Inclusion of the above in all staff, volunteer & contractor inductions.  Inclusion of this policy in the annual training cycle for all staff and volunteers.		Child Protection Officer
Staff awareness of abuse issues; lack of understand of the scope of child abuse	A Child Safe policy and Code(s) of Conduct have been developed, in consultation with staff and volunteers.  The Child Safe policy and Code of Conduct are reviewed regularly.  The School's Child Safety Policy, Code of Conduct & Reporting Requirements are provided to all members of the school community and made available via the school website.  The Child Safe policy and		All Staff Members, are to be provided with a copy of the School's Child Safety Code of Conduct and asked to sign this document annually.  Members of the School Community are regularly provided with Child Safety and Reporting information.  Child Safety requirements including reporting obligations are regularly discussed at Staff Meetings, communicated via newsletters and displayed on the school's website.  Staff Members undergo regular training on signs of abuse and must complete the Department of Education's online eLearning Mandatory Reporting Training annually. They must provide the school with a copy of their completion certificate.		Child Protection Officer

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	<p>Code of Conduct are included in ongoing staff professional learning each year and central records of this are maintained.</p>		<p>Staff Members will be provided with a copy of the school's Child protection &amp; reporting guidelines and be required to participate in relevant training.</p> <p>The school appointed a Child Protection Officer to provide guidance and support to all teachers with regards to reporting suspected abuse, disclosures or breaches of the School's Code of Conduct.</p> <p>Staff Members will participate in regular Child Safety related training and be assigned a mentor to ensure they are aware of their responsibilities for maintaining a safe environment for all students.</p> <p>Posters displaying procedures to follow up on child safety issues are displayed in classroom, staff areas and general areas.</p> <p>Child Safety information in newsletter and staff and school handbooks.</p>		
<p>Consistent reporting of abuse issues; complacency in reporting due to familiarity with student and/or family of child abuse</p>	<p>Child safety code of conduct</p> <p>Clear child safety reporting procedures</p> <p>Performance management</p>		<p>Strategies to embed organisational culture of child safety are reviewed annually.</p> <p>Refresher training for staff – see eLearning mandatory reporting module.</p> <p>Child safety code of conduct signed and reviewed annually.</p>		<p>Child Protection Officer</p>

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			Clear and concise child safety reporting procedures further developed. Regular performance management.		
Staff familiarity; natural trust of long term employees (who may have developed issues over time)	Undertaking annual performance management		Annual refresher training for all staff – eLearning Mandatory Reporting.		Child Protection Officer
Failure of teachers to make a Mandatory Report			Provision and promotion of Mandatory Reporting policy. Inclusion of the above in all staff inductions. Inclusion of this policy in the annual training cycle for staff.		Child Protection Officer
Staff breaching failure to protect provision of <i>Crimes Act</i> 1958 (Vic)			Provision and promotion of Failure to Protect policy within reporting obligations. Inclusion of the above in all staff, volunteer & contractor inductions. Inclusion of this policy in the annual training cycle for all staff and volunteers.		Child Protection Officer
Staff breaching failure to disclose legal obligations			Provision and promotion of Failure to Disclose policy within reporting obligations. Inclusion of the above in all staff, volunteer & contractor inductions. Inclusion of this policy in the annual training cycle for all staff and volunteers.		Child Protection Officer
Lack of understanding of complaints procedures and handling false allegations	Processes established for handling complaints – complaints and grievances policy developed		All members of the School community are made aware and regularly reminded of inappropriate behaviours and the process for reporting.		Deputy Principal

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	CEOB services and resources for support		<p>Protect resources displayed throughout the school to ensure easy access to reporting process information.</p> <p>Allegations are brought to the immediate attention of the accused and they will be made aware of their rights.</p> <p>All allegations of suspected abuse will be dealt with in the strictest of confidence.</p> <p>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 (i.e. mischievous) then legal action may be sort.</p> <p>Where any false allegations are made against Staff Members, Clergy, Casual Relief Teachers, Contractors or Volunteers, professional counselling &amp; support services will be provided.</p> <p>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.</p>		
Lack of availability and transparency of information regarding school strategies to			Communication plan developed to ensure all staff remain informed.		Principal Child Protection

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achieve Child Safety and the school's compliance with child safe standards				Officer
<b>WELLBEING</b>				
Potential personal issues can increase vulnerability of staff and parents	Appointment of Student Wellbeing Group Establishment of wellbeing support structures within the school		Availability to EAP – Access. Professional learning on wellbeing and issues that can affect people's behavior.	Director of Students
Lack of understanding of the characteristics and needs of all students	Appointment of Student Wellbeing Group Establishment of wellbeing support structures within the school		Professional learning on wellbeing and issues that can affect people's behavior. Development of ILP's for students. Online wellbeing surveys. Provision of counselling and other resources. Review of support services.	Director of Students
<b>STUDENT ENGAGEMENT</b>				
18-year-old students not aware of their child safety obligations			Students are to be provided with education on Child Safety and be made aware of appropriate & inappropriate behavioural standards. Students to be encourage to take immediate action & report events where they feel unsafe.	Director of Students
Students are not aware of the Child Safe Standards			Students are to be provided with education on Child Safety and be made aware of appropriate & inappropriate behavioural standards.	Directors of Students

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			<p>Students to be encourage to take immediate action &amp; report events where they feel unsafe.</p> <p>Mental Health First Aid training offered for students and staff.</p> <p>Posters developed by the Students and displayed throughout school.</p> <p>Student developed guidelines for child safety.</p> <p>Student code of conduct.</p> <p>Procedure for reporting any form of abuse- such as in student diary/school app- accessible to students.</p>		
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**MONITORING AND EVALUATION**

Appropriate strategies have not been developed and/or implemented to monitor and evaluate the risk register	Development of a Child Safety Risk Register		<p>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.</p> <p>An assessment must be completed of any new risk or exposure that has the potential to pose a risk to child safety.</p> <p>Upon completion of the risk assessment, identified control measures must be incorporated</p>		Child Protection Officer
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			into the school risk register and communicated to all staff members and where relevant other members of the School Community.		
Potential concerns in the monitoring of who is on the premises	Sign In/Sign Out Processes		Staff members are regularly reminded to remain vigilant and approach any volunteer or member of the school community (during school hours) found on site without appropriate identification and make arrangements for directing or escorting them to the school office.		Child Safety Officer
<b>DIVERSITY AND INCLUSION</b>					
Lack of commitment and practice to addressing student diversity and the principals of inclusion			<p>Provide a culturally safe environment for Aboriginal children, those from culturally diverse backgrounds and for those with disabilities.</p> <p>Provision of ILPs.</p> <p>Curriculum design.</p> <p>Adaptive play strategies.</p> <p>Professional learning on diversity and inclusion. (resilience project)</p> <p>Strategies for student voice and empowerment.</p> <p>Identify student characteristics as part of data analysis.</p> <p>Partnerships with agencies.</p> <p>Support for student learning- eg intervention,</p>		

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			acceleration, LSOs, groupings, inquiry-based activities, revisiting and consolidating learning.		
Lack of strategies outlining different risk controls necessary for particular groups.			Identify student characteristics as part of data analysis.		

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## Appendix B: Risk Treatment Plan

<b>Risk Treatment Plan for:</b>	
<b>Risk Owner:</b>	
<b>Date:</b>	
<b>Description of Risk</b>	
<b>Controls and Actions to Mitigate Risks:</b>	
<b>Resources Required:</b>	
<b>Responsibilities and Task Owner/s</b>	
<b>Monitoring and Reporting</b>	

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