

Child Safe Standard 1

Strategies to embed an organisational culture of child safety

Purpose

This policy addresses the legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](#).

The purpose of this policy is to demonstrate the strong commitment Manor Lakes P-12 College has to the safety, wellbeing and inclusion of all students at the college. It provides an outline of the policies, procedures and strategies developed to keep students safe from harm, including all forms of abuse or neglect in our college environment, on campus, online and in other locations provided by the college.

Scope

This policy applies to; students, parents and caregivers, college staff including college employees, volunteers, contractors and college council members and is intended to complement other professional and occupational codes.

Policy and Implementation

Governing authority and the developed strategies to embed a culture of child safety at the school

Victoria's Charter of Human Rights and Responsibilities outlines the basic human rights of all people. It was introduced in Victoria through the Charter of Human Rights and Responsibilities Act 2006. The Charter requires that governments, local councils and other public authorities act in conjunction with the Charter and hence the introduction of the 7 Child Safe Standards of which Manor Lakes P-12 College adheres and responds to. The college has created the following documents to assist our Governing Authorities in embedding the Child Safe Standards in all Student Management & Wellbeing practices in addition to curriculum content and pedagogy.

- [Statement of Commitment](#)
- [Statement of culture and Implementation](#)
- [Statement of Values and College Philosophy](#)
- [School Pulse Check](#)
- [Child Safe Standards action plan template](#)
- [Flowchart of Responsibility](#)
- [Annual Implementation Plan Lotus](#)
- [Unit Plan non-negotiables](#)

A commitment to child safety modelled by the school's leadership

The safety of the wellbeing of our school population is our highest priority and informs all of the governing bodies decision making processes. Any allegation and safety concerns will be prioritised and addressed with robust policies and procedure. Leadership will support staff to meet their

professional mandatory reporting obligations and to adhere to the Child Safe Standards. The Leadership Team has developed a response to the Child Safe Standards and will review each standard periodically as amendments are made to the guiding document. The following supporting policies and processes assist leadership to ensure compliance with each standard:

- [Statement of Values & School Philosophy](#)
- Communication with school community processes
- School Council & Decision Making Policy

Allocated roles and responsibilities for achieving the strategies

College leaders and managers at Manor Lakes P-12 College will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the school's *Child Safety Code of Conduct* (outlined in this policy) that sets out a clear awareness of the difference between appropriate and inappropriate behaviour. The college has allocated roles and responsibilities for child safety, wellbeing and inclusion and are organised and documented in the following implementation documents:

- [School audit of Child Safe Standards](#)
- [School Pulse Check](#)
- [Statement of culture and implementation](#)
- [Roles and Responsibilities Flowchart](#)

Informing the school community about the strategies and allocated roles and responsibilities

Manor Lakes P-12 College takes strategic opportunities to communicate to the school community about the strategies and allocated roles to develop a safe environment for all staff, students and community members.

Manor Lakes P-12 College provide opportunities for student agency and voice and are able to contribute to discussions and assist in problem solving issues concerning child safety. We have student council representatives that advocate for their cohort and are empowered to instigate change. As part of the process of establishing any student management protocol, a panel of students is assembled that aims to represent our diverse college community. Here they are provided with opportunities to voice their opinions and provide feedback that may better address the needs of their peers. Staff at Manor Lakes P-12 College will consistently let students know that their views are valued and respected.

The college will allocate staff meeting times so that all teaching and non-teaching staff will be provided with an opportunity to participate in reviewing college practices to proactively assist in identifying areas of risk, harm or injury.

The following avenues are utilized when communicating with our college community about what strategies are embedded in our practice to ensure student safety:

- Confidential emails to parents
- Staff briefing agenda meetings
- Newsletter Articles
- Compass posts
- School Facebook posts

- Parent information sessions
- Community meetings
- Regular updates to school council through a standing agenda item
- Integration of Child Safe Standards in curriculum and unit design
- Parent meetings
- Staff professional learning
- PCT standing agenda item

Putting the strategies into practice and informing the school community about these practices

- Students will engage with the Child Safe Standards as part of their yearly curriculum. Units of work will be identified in unit planners where standards are being explicitly addressed. All students will be provided with the flowchart of adults that they can approach for support if they are feeling unsafe
- All staff will be provided with annual professional learning about processes and protocols that promote child safety with explicit connections made to the Child Safe Standard. This professional learning will commence at the beginning of each school year. Staff handbooks will also be provided for quick reference throughout the school year.
- New staff and trainee teachers will be trained as part of the induction process
- Parents will be informed of Child Safe Standards practices through the college's approved communication forums. Parent Handbooks as part of the enrolment process are also provided.

The school governing authority & periodic reviews of the effectiveness of the strategies

The Child Safe Standards will be reviewed and updated annually. The College will complete the Child Safety Review to assist the school in identifying what strategies are effective and what areas need further development.

The following key stakeholders will be provided with opportunities to provide feedback for the purpose of refining the Child Safe Standards policy:

- Students
- School council
- Consultative Committee
- Principal Class
- Leadership team
- Professional Learning Teams
- Non-teaching staff

Feedback garnered from these sessions will assist the Child Safe Standards Officer to create the action plan for the following year.

Further information and resources

[Charter of Human Rights 2006](#)

[Staff Communication Protocols](#)

Review Period

This policy was last updated on 07/02/2019 and is scheduled for review in 1 year.

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