







Aiming High

Showing Respect

Being Safe

STATEMENT OF COMMITMENT TO CHILD SAFETY

Manor Lakes P-12 College is committed to the safety and wellbeing of all children and young people. This will be a primary focus of our care and decision making. The College is committed to providing a child safe environment where children and young people are safe and feel safe to have their voice heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with complex and multiple needs.

Every person involved in Manor Lakes College P-12 has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

State schools have a moral and legal responsibility to create nurturing environments where children and young people are respected, their voices are heard and they are safe and feel safe. This legislative requirement falls under the Victorian Child Safe Standards as set out in Ministerial Order No. 870.

In its planning, decision-making and operation Manor Lakes P-12 College will; Uphold the priority of safety and wellbeing in children and young people by:

- implementing policies and practices that demonstrate compliance with legislative requirements and cooperation with governments, the police and human services agencies.
- committing to provide 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.
- taking a preventative, proactive and participatory approach to child safety
- ensuring that all students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers

In its planning, decision-making and operation Manor Lakes P-12 College will; Empower families, children, young people and staff to have a voice and raise concerns by:

- valuing and empowering children to participate in decisions which affect their lives
- fostering a culture of openness that supports all persons to safely disclose risks of harm to children
- working 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.
- ensuring that staff, parents/guardians/caregivers, volunteers, contractors, and students feel free to raise concerns about child safety, knowing these will be taken seriously by college leadership.
- respecting diversity in cultures and child rearing practices while keeping child safety paramount





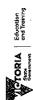
In its planning, decision-making and operation Manor Lakes P-12 College will; Implement rigorous risk management and employment practices by:

- providing written guidance on appropriate conduct and behaviour towards children
- engaging only the most suitable people to work with children and ensure high quality staff and volunteer supervision and professional development
- ensuring children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
- ensuring that all persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- committing to provide 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.
- reporting suspected abuse, neglect or mistreatment promptly to the appropriate authorities
- sharing information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- maintaining appropriate confidentiality, with information being provided to those who have a right or a need to be informed, either legally or pastorally.
- committing to continuously reviewing and improving our systems to protect children from abuse.

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Student Sexual Offending











a student has engaged in sexual offending

tells you about the offence) directly observed student victim, or another person ■ You must act even if you sexual offending (e.g. if a are unsure and have not student sexual offending and/or 4 critical actions as soon as you disclosure or form a suspicion You must act by following the witness an incident, receive a that a student is a victim of a

As a school staff member, you play a critical role in protecting children in your care.

YOU MUST TAKE ACTION

You must use the Responding to Student Sexual Offending template to keep clear and comprehensive notes.

RESPONSE TO AN INCIDENT MMEDIATE

REPORTING TO AUTHORITIES

If there is no risk of immediate harm go to Action 2.

If a child is at immediate risk of harm you must ensure their safety by:

VICTORIA POLICE All instances on 000

- separating alleged victims
 - administering first ald and others involved
- calling 000 for urgent medical and/or police assistance
- identifying a contact person at the school for future liaison with Police. health or safety concerns

to respond to immediate

need to maintain the integrity of Where necessary you may also the potential crime scene and



preserve evidence.





If you believe that

As soon as immediate health and safety concerns are addressed you must report incidents,

suspicions and disclosures of student sexual offending as soon as possible:

- a the victim's parent/carers are unable or unwilling to protect the child
- a the student who is alleged to have engaged in the student sexual offending is:
- of therapeutic treatment to a ged over 10 and under 15 years and may be in need
 - address these behaviours physical and behavioural indicators of being the victim of child abuse*. may be displaying

liaison with Victoria Police and/or Child Protection and seek You must identify a contact person at the school for future advice about contacting parents/carers (see Action 3). See the Four Critical Steps for Schools: Responding Incidents, Disclosures. and Suspicions of Child Abuse for further guidance in these circumstances.

CONTACTING

PARENTS/CARERS

support for students who are engaged in a sexual offence. Your school must provide ONGOING victim to a student sexual

Your Principal must consult with

Victoria Police or DHHS Child information can be shared with Protection to determine what parents/carers of all impacted

offence AND students who have This is an essential part of your duty of care requirements.

the development of a Student development of a safety plan, direct support and referral to Support Plan in consultation with weilbeing professionals, This support should include outlining support strategies. Strategies may include the wellbeing professionals.

to contact the parents/carers and

must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion).

provide agreed information (this-

minor and has requested that their

parent/carer not be notified)

or where the student is a mature

carers is likely to adversely affect

where contacting the parents/

carers (e.g. in circumstances m not to contact the parents/ students. They may advise:

leadership team (all instances)

School Principal and/or Government Schools:

ALSO report internally to:

INTERNALLY

DHMS CHILD PROTECTION

DET Security Services Unit Diocesan education office

■ Catholic Schools:

a Victoria Police investigation

CONTACT

DMHS CHILD PROTECTION

West Division (Metro) 1300 664 977 West Division (Rural) 1800 075 599 North Division 1300 664 977 South Division 1300 655 795 East Division 1300 360 391

public holidays 13 12 78 After hours, weekends, AFTER HOURS

EMPLOYEE CONDUCT BRANCH

DIOCESAN OFFICE

(03) 9637 2595

www.dhs.vic.gov.au

000 or contact your local VICTORIA POLICE police station **DET SECURITY SERVICES UNIT** STUDENT INCIDENT AND RECOVERY UNIT (03) 9589 6266

(03) 9651 3622

Melbourne **(03) 9267 0228** Sandhurst (03) 5443 2377 Ballarat (03) 5337 7135 Sale (03) 5622 6600

INDEPENDENT SCHOOLS (03) 9825 7200 VICTORIA