



**Burwood East Special Developmental School**

## **Child Safety Policy**



**Help for non-English speakers**

**If you need help to understand the information in this policy, please contact school on 03 9803 4590.**

At Burwood East Special Developmental School we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently.

Safeguarding children underpins our policies and procedures in relation to the protection of children and young people and guides the following:

- Taking a preventative, proactive and participatory approach to child safety
- Valuing and empowering children to participate in decisions that affect their lives
- Fostering a culture of openness that supports all persons to safely disclose risks of harm to children
- Respecting diversity in cultures and child rearing practices while keeping child safety paramount;
- Providing written guidance on appropriate conduct and behaviour towards children
- Engaging only the most suitable people to work with children and have 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
- Reporting suspected abuse, neglect or mistreatment promptly to the appropriate authorities

Safeguarding children underpins our practices in relation to the following:

- Our open and effective communication with children and young people and their parents, which is valued
- The screening and recruitment of our personnel
- The behaviour of our staff towards children and young people
- The induction and training of our staff about safeguarding children and young people
- Our response to the abuse and neglect of children if it occurs
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
- Our maintenance of a safeguarding culture in our school

### **Purpose**

The Burwood East Special Developmental School Child Safety Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments.

If you do not understand any aspect of this policy, or you would like to talk about any concerns you have, please contact our school on 03 9803 4590 or [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au).

It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

## Scope

This policy:

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

## Definitions

The following terms in this policy have [specific definitions](#):

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer.

## Statement of commitment to child safety

Burwood East Special Developmental School (BESDS) is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives.

Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences. Child safety is a shared responsibility.

Every person involved in Burwood East Special Developmental School has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

## **Roles and responsibilities**

### **School leadership team**

Our school leadership team (comprising the principal, assistant principal and leading teachers) is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

Principals and assistant principals will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

### **School staff and volunteers**

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures and act in accordance with our Child Safety Code of Conduct [\[https://www.besds.vic.edu.au/\]](https://www.besds.vic.edu.au/)
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures <https://www.besds.vic.edu.au/>, including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

### **School council**

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at school council meetings [**Note** It is not necessary to discuss child safety at every school council meeting, but child safety should be discussed at some meetings to ensure that a culture of child safety is being embedded and school council members are informed and understand the issues]
- undertake annual training on child safety
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members
- when hiring school council employees, ensure that selection, supervision, and management practices are child safe. At our school, school council employment duties are delegated to the principal who is bound by this policy.

### **Specific staff child safety responsibilities**

BESDS has nominated the assistant principal and the Wellbeing PLC coordinator to support the principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of child safety champions are outlined at [Guidance for child safety champions](#). In addition to these roles, they are also responsible for:

Our principal and the assistant principal and student wellbeing coordinator are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- The principal is responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach them if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy.
- The principal is responsible for informing the school community about this policy, and making it publicly available
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

Our school has established a Wellbeing PLC. The Wellbeing PLC meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing and monitor the Child Safety Risk Register.

### **Child Safety Code of Conduct**

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct <https://www.besds.vic.edu.au/> also includes processes to report inappropriate behaviour.

### **Managing risks to child safety and wellbeing**

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

## **Establishing a culturally safe environment**

At BESDS, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

- Our Aboriginal and Torres Strait Islander Education Plan outlines the measures we have in place to maintain an inclusive and culturally safe school for Aboriginal children and students
- ATSI flags and acknowledgement of country displayed at the entrance to our school and in the reception area of our school
- Literacy resources for classrooms about aboriginal stories and culture
- Community Understanding and Safety Training for all staff [Community Understanding and Safety Training \(CUST\)](#)
- We seek support from other organisations e.g Koorie Engagement Support Officer
- We have a Marrung lead teacher at our school

## **Student empowerment**

To support child safety and wellbeing at BESDS, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging and implementing our whole school approach to Respectful Relationships, and our school values. The everyday school values devised for students to understand are as follows:

- Be a communicator
- Be a learner
- Be safe

We value and empower children to participate in decisions which affect their lives and give them the skills and confidence to recognise unsafe situations with adults or other students. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. We value the input of and communicate regularly with families and carers.

All students know who to talk to if they feel unsafe or are worried. Our speech therapists and staff have developed posters for the classrooms so that our students feel comfortable raising any issues. Students are encouraged to share how they are feeling each day using “Emotions” charts and emoji charts in the classroom and are supported by staff to continue their learning about their rights to be safe using the child safety posters and procedures in every classroom. Child Safety posters are displayed in the reception area of our school and in other locations in the school environment.

Teachers will also report any issues raised by students that they find concerning to leadership immediately.

Our staff are required to report any suspected child abuse to the Principal, the Assistant Principal, Leadership, Child Protection or the police. Burwood East Special Developmental School will cooperate with child protection and police and any other agencies to protect children and young people from harm.

Burwood East Special Developmental School encourages staff, students, parents and the school community to raise, discuss and scrutinise child safety concerns. All of our child safety policies are available online on our website or a hard copy can be requested at school reception.

- The Child Safety Code of Conduct
- The Child Safety policy

- The Child Safety Responding and Reporting obligations (including Mandatory reporting) Policy and Procedures
- The Four Critical Actions
- Identifying and Responding to all forms of abuse
- <https://www.besds.vic.edu.au/>

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

### **Family engagement**

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at Burwood East Special Developmental School we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- All of our child safety policies and procedures are available for students and parents on our website and hard copies at reception on request <https://www.besds.vic.edu.au/>
- Newsletters and Compass will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters are displayed in the reception area of the school, and child safety posters developed by staff for our students, are displayed in the reception area of the school, courtyard, and the Multi Purpose room as well as the classrooms.
- Our approach to child safety is shared with the community at e.g school events, picnics and orientation sessions

### **Diversity and equity**

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

Our Student Wellbeing and Engagement Policy provides more information about the measures we have in place to support diversity and equity.

We also celebrate wellbeing, equity and diversity through whole school events such as:

- Happiness festival
- R U Ok day
- Up Up and away day

- Seeking support from e.g Koorie Engagement Support Officer

### **Suitable staff and volunteers**

At Burwood East Special Developmental School, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

#### **Staff recruitment**

When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- [Recruitment in Schools](#)
- [Suitability for Employment Checks](#)
- [School Council Employment](#)
- [Contractor OHS Management.](#)

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration
- All external therapists must fill in the appropriate BESDS child safety forms with proof of identity and other qualifications
- collect and record:
  - proof of the person's identity and any professional or other qualifications
  - the person's history of working with children
  - references that address suitability for the job and working with children.
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### **Staff induction**

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program.

The program will include a focus on:

- the Child Safety Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- Reading the policies on our website <https://www.besds.vic.edu.au/>
- Reading the related policies in the child safety folders in every classroom

### **Ongoing supervision and management of staff**

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by regular performance reviews.

- Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount. For example:
  - All interview questions and referee checks include questions about child safety
  - Staff trained in Child Safety and roles and responsibilities at the beginning of the year
  - Child safety folders in every classroom
  - Teachers to read and sign off on The Victorian Teaching Profession Code of Conduct
  - Speech therapy staff to read and sign off on Speech Pathology Australia Code of Ethics
  - Occupational therapists to read and sign off on Occupational Therapy Australia Code of ethics

## **Suitability of volunteers**

All volunteers are required to comply with our Volunteers Policy , <https://www.besds.vic.edu.au/> which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

## **Child safety knowledge, skills and awareness**

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters. In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually through edupay
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

All teaching staff complete the eLearning module of "Protecting Children – Mandatory Reporting Obligations and non mandatory reporters are strongly encouraged to complete the module once each calendar year All staff attend annual child safe training each year. Staff attend a whole school Child Safety briefing at the beginning of each year and child safety is an agenda item for all staff meetings and section meetings so that any child safety concerns can be raised and discussed.

## **School council training and education**

To ensure our school council is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- BESDS's child safety and wellbeing policies, procedures, codes and practices

## **Complaints and reporting processes**

BESDS fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy can be found at <https://www.besds.vic.edu.au/>



If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees must follow our Child Safety Responding and Reporting Obligations Policy and Procedures <https://www.besds.vic.edu.au/>

Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our Student Wellbeing and Engagement Policy <https://www.besds.vic.edu.au/> and Bullying Prevention Policy <https://www.besds.vic.edu.au/> cover complaints and concerns relating to student physical violence or other harmful behaviours.

### **Communications**

BESDS is committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters in the staffroom, and PROTECT posters and child safety posters designed by staff for our students in the reception area of the school, and child safety posters displays in the courtyard and the multipurpose room.
- updates in our school newsletter
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings, section meetings, and school council meetings.

### **Privacy and information sharing**

Burwood East Special developmental School collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: [Schools' Privacy Policy](#).

### **Records management**

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: [Records Management – School Records](#)

### **Review of child safety practices**

At Burwood East Special Developmental School, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.
- Child safe posters and procedures designed by staff for our student cohort, are displayed on school grounds and in classrooms, with opportunities for students to communicate with staff and peers, using their preferred communication method.

## Related policies and procedures

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Bullying Prevention Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- Complaints Policy
- Bullying Prevention Policy
- Digital Learning Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Statement of Values & School Philosophy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Yard Duty & Supervision Policy
- Volunteers Policy

<https://www.besds.vic.edu.au/>

## Related Department of Education and Training policies

- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)
- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

## Other related documents

- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

## Policy status and review

The principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/carers and the school community.

**Approval**

Review date	October 2022
Consultation with School Council	24/10/2022
Consultation with School Community by Newsletter	04/11/2022
Consultation with School Community by Website	November 2022
Endorsed by	Principal
Endorsed on	17/10/2022
Next review date	October 2024