

## CHILD SAFE STANDARD 1: ACTION PLAN

Action Plan Lead name: Jennifer Cox

Action Plan review date: End of Term 3, 2016

Child Safe Standard	Does your school meet the Standard? YES/NO	What action(s) does the school need to take to better meet the Standards?	Responsibility (Who)	Responsibility (When)
1. Strategies to embed an organisational culture of child safety, through effective leadership arrangements	N	<ul style="list-style-type: none"> <li>• Appoint a Child Safety Officer</li> <li>• Incorporate Child Safe Agenda under General Business in School Council Agenda</li> <li>• School Council Schedule 12 month review of Policies to be done at the <b>start</b> of each school year or after any incident</li> <li>• School Council to review any gaps and determine timelines to address gaps identified</li> <li>• Reviews to be documented and include strategies for improvement and communicated to all stakeholders</li> <li>• Tarwin Lower PS Child Safety Standards Organisational Structure approved by School Council August 2016</li> <li>• School Statement of Philosophy, Mission and Vision updated to acknowledge the importance of child safety and protecting children from abuse, including acceptable and unacceptable behaviours and approved by School council August 2016</li> <li>• Good Leadership and governance in child safe organisations to be given to ALL School Council Members at the start of each year as part of the induction pack</li> <li>• Annual Briefing sessions for staff as part of the Annual Induction Process at the start of each year, or when they are appointed</li> <li>• Child Safety is a regular agenda item in Staff/ Leadership Meetings</li> </ul>	Principal, School Council President, School Council.	Beginning of each year

		<ul style="list-style-type: none"> <li>• ALL staff at Tarwin Lower Primary School are responsible for ensuring Child Safety and responding appropriately</li> <li>• Communicate to all parents re Child Safety Standards at Tarwin Lower PS via website and newsletters</li> <li>• Communicate the Child Safety Policy and Statement of Commitment to Child Safety via the newsletter and website, include relevant roles/responsibilities</li> <li>• Communicate Tarwin Lower PS commitment to <b>zero tolerance of Child Abuse</b> and expectations at the Main Office and during every induction of staff, volunteers and contractors</li> <li>• Inform CRT's of Policies by putting relevant information in CRT folders</li> <li>• Keep the community informed of any updates via the Website/ newsletter/ Compass – whichever is most relevant to the update</li> <li>• Community members encourage to raise any concerns about child abuse with the Principal or report directly to Child Protection/ Police</li> <li>• Protective Behaviour Sessions to be held every 2 years for all students with the support of Student Support Service Officers</li> <li>• ALL staff to participate in mandatory reporting online modules and to inform the Principal of any concerns immediately. Certificates will be kept in staff files</li> <li>• Annual Report includes a report on Child Safety</li> </ul>		
2. A Child Safe Policy or Statement of Commitment to Child Safety		<ul style="list-style-type: none"> <li>• Child Safety Policy and statement of commitment to Child Safety to be taken to School Council for ratification in August 2016 and presented to staff at staff meeting</li> <li>• Review the Policy annually or as required by DET/ following any incident</li> <li>• Child Safety policy and statement of commitment to be given to ALL staff and School Council members at Tarwin Lower PS during the annual induction process</li> <li>• Policy to be in the volunteer/ contractor induction folders and inductees to be made aware via checklist</li> <li>• The policy to be published on the website/ newsletter and kept updated</li> </ul>	Principal, School Council President, School Council.	Beginning of each year

<p>3. A Code of Conduct that establishes clear expectations for appropriate behaviour with children</p>		<ul style="list-style-type: none"> <li>• Code of Conduct to be taken to School Council for Approval in August and presented to staff at a staff meeting</li> <li>• Code of Conduct to be in School Council/ Staff/ Volunteer/ Contractor Induction Folders and referred to as part of the induction process</li> <li>• ALL teaching staff to abide by the Victorian Teaching Profession Code of Conduct. VIT document to be included in the annual induction folder for teachers</li> <li>• Review Annually or as required</li> </ul>	<p>Principal, School Council President, School Council.</p>	<p>Beginning of each year</p>
<p>4. Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel</p>		<ul style="list-style-type: none"> <li>• Child Safety Standards Staff Selection Policy to be taken to School Council August 2016 for ratification and distributed to all teaching staff/ members of interview panels as part of the interview process</li> <li>• Human resources practices for Child Safe organisations and Recruitment Practices for child safe organisations to be used during the recruitment process</li> <li>• Pre-employment reference checks that include checking for child safety</li> <li>• Checking ID as part of recruitment process</li> <li>• Confirming currency of Working with Children Checks/ VIT registration</li> <li>• Obtain verified academic transcripts as part of recruitment</li> <li>• Query gaps in employment history</li> <li>• Induction in child safety of all staff/ volunteers/ contractors/ visitors</li> <li>• Update induction handbook (include 4 Critical Actions, Incident report template, add WWCC and Police Check)</li> <li>• ALL staff at Tarwin Lower PS complete the Mandatory reporting online modules and are trained to detect inappropriate behavior through staff meeting PD</li> <li>• Staff are encouraged to report inappropriate behaviour</li> <li>• Screening and review of suitability of existing staff through the Performance and Development process</li> <li>• Positive behaviours are recognised and encouraged</li> <li>• Foster a culture of openness with approachable and supportive managers</li> <li>• Through the whole school Protective Behaviours Program, students are</li> </ul>	<p>Principal</p>	<p>Beginning of each year</p>

		<p>made aware of how to detect and report inappropriate behavior</p> <ul style="list-style-type: none"> <li>• Children are encouraged to report inappropriate behaviour to one of their 5 named, trusted adults or nominated contact people i.e Principal/Teacher</li> <li>• Child Safe reporting procedures – report to the Principal or directly to Child Protection/ SOCKIT if the Principal is unavailable</li> <li>• Counselling provided through SSSO's/ CASA to support children</li> <li>• Child safety strategies apply to ALL locations and times within the school and also on camps/excursions and during incursions</li> <li>• All visitors to the school to report to the office, sign in, read the 'What to expect at Tarwin Lower Primary School' information and wear a numbered badge, labeled visitor.</li> <li>• Any adult collecting a child from a class must go to the office first and the adult must sign the child out at the office.</li> <li>• Update ALL induction handbooks to include all relevant material</li> <li>• Review Annually or as required</li> </ul>		
5. Processes for responding to and reporting suspected child abuse		<ul style="list-style-type: none"> <li>• Take Mandatory Reporting Policy to School Council for Approval in August 2016</li> <li>• Present Mandatory Reporting Policy and Incident Report and 'Responding to and reporting Suspected Child Abuse' template to staff at staff meeting</li> <li>• Update ALL staff induction handbooks to include all relevant material; include 4 Critical Actions for schools, PROTECT: Identifying and responding to ALL Forms of Abuse in Victorian Schools, Incident report template. Include supporting material "What to do when an allegation of child abuse is made' and the Step by Step Guide to making a report to Child Protection or Child FIRST</li> <li>• Review annually or as required</li> </ul>	Principal	Beginning of each year
6. Strategies to identify and reduce or remove risks of child abuse		<ul style="list-style-type: none"> <li>• Take the Child Safety Standards Risk Assessment Policy to School Council in August 2016 for ratification.</li> <li>• School Council to complete the Child Safe Standard 6: Risk Assessment template August 2016 and eliminate any risks identified. Use the PROTECT Child Safe Standard 6: 'Strategies to identify and</li> </ul>	Principal, School Council President, School	Beginning of each year

		<p>reduce or remove risks of child abuse’ to help to complete the assessment</p> <ul style="list-style-type: none"> <li>• Ensure all risk assessments for camps and excursions include Child Safety risk assessment template</li> <li>• Review Annually or as required</li> </ul>	Council.	
7. Strategies to promote the participation and empowerment of children		<ul style="list-style-type: none"> <li>• All students to participate in the Protective Behaviours Program every 2 years with the support of the Student Support Services</li> <li>• Principal to use the ‘Empowerment and participation of children’ tip sheet for child safe organisations to build staff capacity in empowering students</li> <li>• Bounce Back, the well-being and resilience program, to remain at Tarwin Lower PS. KidsMatter (or its equivalent) to be implemented in 2017 (whole-school approach to improving children’s mental health and wellbeing)</li> <li>• School Council to be informed of strategies and to review annually or as required</li> <li>• Student Engagement Policy to be updated and will be included in Child Safe information on the new website</li> <li>• Catching on Early and Respectful Relationships education to be taught through the health program P-6</li> <li>• To develop a Health Education Policy (See strategies to promote child empowerment and participation (PROTECT))</li> <li>• Continue to participate in resilience projects and develop the resilience of our students through Bounce Back</li> </ul>	Principal	Beginning of each year