

Moonee Ponds West Primary School



Child Safe Policy

PURPOSE

Moonee Ponds West Primary School is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

Everyone working at Moonee Ponds West Primary School is responsible for the care and protection of children and reporting information about child abuse.

POLICY STATEMENT

Moonee Ponds West Primary School will:

1. Facilitate the prevention of child abuse occurring within Moonee Ponds West Primary School.
2. Work towards an organisational culture of child safety.
3. Prevent child abuse within Moonee Ponds West Primary School.
4. Advise all parties of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
5. Provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
6. Provide a clear statement to staff/volunteers/contractors forbidding any such abuse.
7. Provide assurance that any and all suspected abuse will be reported and fully investigated.

IMPLEMENTATION

Responsibilities

The Principal of Moonee Ponds West Primary School is responsible for:

- Dealing with and investigating reports of child abuse;
- Provide information to staff, contractors and volunteers regarding relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Provide information to all adults within the Moonee Ponds West Primary School community regarding their obligation to report suspected sexual abuse of a child in accordance with policies and procedures;
- Providing information to all staff, contractors and volunteers regarding their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing information to staff, contractors and volunteers regarding their child protection responsibilities.

All school leaders must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate/minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.
- Teachers should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All staff/volunteers/parents/carers/contractors share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and Moonee Ponds West Primary School's policy and procedures in relation to child protection, and comply with all requirements;
- Sign in at the front office, collect an identification badge and wear it at times;
- Staff will report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Volunteers, parents/carers and contractors should report any suspicion that a child's safety may be at risk to a teacher or member of the principal class (or, if the teacher/principal class are involved in the suspicion, to a responsible person in the organisation); and
- Provide an environment that is supportive of all children's emotional and physical safety.

Employment of new personnel

- Persons applying for a role as a teacher with the school must be registered with the Victorian Institute of Teaching.
- Moonee Ponds West Primary School may require applicants to provide a police check in accordance with the law and as appropriate, before they commence working at Moonee Ponds West Primary School and during their time with Moonee Ponds West Primary School at regular intervals.
- Moonee Ponds West Primary School will undertake thorough reference checks as per the approved internal procedure.

Risk Management

- Moonee Ponds West Primary School will ensure that child safety is a part of its overall risk management approach.
- Moonee Ponds West Primary School will have a school leadership team committed to identifying and managing risks at Moonee Ponds West Primary School. The school leadership team will receive regular training in relation to child safety.

Reporting

Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise their supervisor about their concern.

In situations where a member of the principal class is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision (e.g. leading teacher).

Teachers must report complaints of suspected abusive behaviour or misconduct to the Principal which must be followed through with a report to an external regulatory body such as Child Protection or the police.

Investigating

If the appropriate child protection service or the police decide to conduct an investigation of this report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the Principal will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Principal may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The Principal will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the principal shall coordinate the investigation with the appropriate investigators and or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

Responding

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached Moonee Ponds West Primary School's policies or Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of Moonee Ponds West Primary School's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the school. The findings of the investigation will also be reported to any external body as required.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Moonee Ponds West Primary School will have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

Monitoring, evaluation and review

Every two years, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the organisation's care.

Definitions

Child means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child abuse means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include

the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable grounds for belief is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- (a) The child is in need of protection,
- (b) The child has suffered or is likely to suffer "significant harm as a result of physical injury",
- (c) The parents/carers are unable or unwilling to protect the child.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- a) A child states that they have been physically or sexually abused;
- b) A child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- c) Someone who knows a child states that the child has been physically or sexually abused;
- d) Professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- e) Signs of abuse lead to a belief that the child has been physically or sexually abused.

References

- This policy must be read in conjunction with:
- The law of the Commonwealth or of the relevant state or territory;
- The Victorian Teaching Profession Code of Conduct;
- The organisation's Code of Conduct;
- Termination of Employment Policy and Misconduct Procedures.