

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. In accordance with **Ministerial Order No. 870 – Child Safe Standards - Managing the risk of child abuse in schools**, Moonee Ponds West Primary School must and will take action to manage and reduce the risk of 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. Moonee Ponds West Primary School will consider and address child abuse situations and risks in an integrated and proactive fashion.

Definitions

Child abuse

Child abuse includes:

- any act committed against a child involving:
 - a sexual offence; or
 - grooming; and
- the infliction, on a child, of:
 - physical violence; or
 - serious emotional or psychological harm; and
- serious neglect of a child.

Child-connected work

Child-connected work means work authorised by the school, school council, or Secretary of the Department of Education and Training and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child safety

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

School environment

School environment means any physical or virtual place made available or authorised by the school for use by a child during or outside school hours, including:

- a campus of the school;
- online school environments (including email and intranet systems); and

- other locations provided by the school for a child’s use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, homestays, and other school activities or events)

School staff

School staff means an individual working in a school environment who is:

- employed by the Department of Education and Training;
- directly engaged or employed by a school council; or
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).

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 that takes into account the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.
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;
- Providing information to staff, contractors and volunteers regarding relevant laws, organisational policies and procedures, and the organisation’s Code of Conduct;
- Providing 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;
- 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;
- 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);
- 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. Failure to disclose the information to the police is a criminal offence and applies to all adults in Victoria (Failure to Disclose Offence - s.327).

Any staff member in a position of authority who becomes aware that an adult associated with their organisation poses a risk of sexual abuse to a child under 16 years of age, must take all reasonable steps to reduce or remove that risk (Failure to Protect – s.49C (2)). The offence of grooming prohibits predatory conduct designed to 'prepare' or 'groom' a child for future sexual activity. The offence applies to communication (in person or online) with children under 16 years of age (Grooming Offence – s.49B (2)).

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.

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).

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.

Related policies and documents include:

- School's Child Safe Code of Conduct Policy
- Risk assessment register
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)

The policy will be reviewed as part of the review cycle, in line with DET policy and directives. Due to be reviewed in 2022.



- [Policy and Advisory Library – Duty of Care](#)
- [Policy and Advisory Library – Child Protection Reporting Obligations](#)
- [Schools' Privacy Policy](#).

References

This policy must be read in conjunction with:

- Ministerial Order No. 870 – Child Safe Standards - Managing the risk of child abuse in schools
- 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.