



Eastern Ranges School

Autism Spectrum Disorder

56 Dorset Road, Ferntree Gully 3156 | PO Box 400, Ferntree Gully 3156
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Child Safe POLICY

Purpose

The child safe environments policy sets out the school's approach to creating a child safe organisation where children and young people are safe and feel safe and provides the policy framework for the school's approach to the Child Safe Standards.

Scope & Audience

This policy will apply to all staff, volunteers, contractors, whether or not they work in direct contact with children or young people.

This policy will apply across all learning environments, i.e. camps, community access and outside of school hours.

Statement of Commitment to Child Safety

Eastern Ranges School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Eastern Ranges School has zero tolerance for child abuse.

Eastern Ranges School is committed to providing a child safe environment where children and young people are safe and feel safe, and their rights are considered when decisions are made 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, and most importantly for Eastern Ranges School the safety of children with a disability.

Every person involved at Eastern Ranges School 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.

In our planning, decision-making and operations Eastern Ranges School will

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;

7. Ensure children know who to talk with if they are worried or are feeling unsafe, and are supported with alternative communication methods to express their concerns and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
10. Value the input of and communicate regularly with families and carers.

Good Leadership and Governance

The child safe standards require all organisations that provide services for children to have strategies to embed an organisational culture of child safety, including effective leadership arrangements. Protecting children is everyone's responsibility, and an organisation's leadership is essential to instilling a child safety culture. Leadership must take preventative, proactive and participatory approach to child safety issues.

The school will create a child safety officer / leader position or role in the school to oversee the Action Plan.

Policy & Procedures:

Policies and procedures outlining Eastern Ranges School's approach to the Child Safe Standards are outlined below:

A child – safe culture

The school's culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden. Please refer to the following school policies & procedures on the School Public Drive:

- School Philosophy
- School Values
- School Strategic Plan
- Equal Opportunity
- Engagement & Wellbeing
- DET Child Wellbeing and Safety Framework
- OH&S Policy
- Student Code of Conduct

Personnel understand their roles and responsibilities / Code of Conduct

The principal and school leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. The staff are required to comply with the following guidelines and policies which can be found on the School Public Drive;

- Duty of Care Policy
- School Policy & Advisory Guide – Duty of Care
- Volunteer Policy & Handbook
- Staff Information Manual (particularly role descriptions & relevant policies)
- Camps & Excursions

- Sunsmart
- Medical Guidelines
- Swimming
- Anaphylaxis
- Administration of Medication
- Hygiene & Infection Control
- First Aid & Arrangements for Care of Ill Students
- Social Media
- Positive Behaviour Support

Human resources practices and training

The school applies best practice standards in the recruitment and screening of staff, and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with our children. We will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect. All prospective staff and volunteers are required to undergo and maintain a valid Working with Children Check. Please refer to the following school policies & procedures which can be found on the School Public Drive:

- Volunteer Policy & Handbook
- VIT & Working with Children Procedures
- Employment & Recruitment Procedures
- Professional Development

Reporting a child safety concern or complaint

The school has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action should include notifying the principal or a member of the school leadership team of their concerns and the reason for those concerns and the reporting of the concern to Child Protection. Any personnel who are mandatory reporters must comply with their duties. Please refer to the following school policies & procedures which can be found on the School Public Drive:

- Mandatory Reporting Policy and Procedure
- School Policy & Advisory Guide – Child Protection Reporting Obligations

Risk reduction and management

The school believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes. The school recognises there are potential risks to all children, but that our students are particularly vulnerable, so the school will take a risk management approach by undertaking preventative measures. Please refer to the following school policies & procedures on the School Public Drive:

- Incident Reporting
- Camps & Excursions
- School visitors & Student Arrivals / Departures
- Excursion Requests / Risk Assessments
- OH & S Policy

Empowering Students

The school has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents / caregivers. We encourage parent and caregiver involvement and engagement that informs safe school operations and builds the capacity of children and parents & caregivers to understand their rights and their responsibilities.

Our students will also be supported with their understanding and skill development via targeted curriculum, communication strategies and staff support.

Confidentiality and Privacy

The school collects, uses and discloses information about particular children and their families in accordance with Victorian Privacy Law. Please refer to the following school policy & procedures on the School Public Drive:

- Confidentiality Policy

Policy Evaluation & Review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self – evaluation undertaken as part of the school accountability framework.

Date Implemented	December 2016
Author	John Glare
Approved By	School Council
Approval Authority (Signature & Date)	Principal
Date Reviewed	December 2018
Responsible for Review	Principal/Assistant Principal
Review Date	December 2018
References	Victorian Government Schools Policy Advisory Guide



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Child Safe Incident REPORT

This report may be provided to a child or their family if they disclose an allegation of abuse or safety concern. Staff can also use this report to record disclosures.

All incident reports must be stored securely in the principal's office

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

If you believe a child is at immediate risk of abuse phone 000.

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No Yes, Aboriginal Yes, Torres Strait Islander

Please categorise the incident

Physical violence	<input type="checkbox"/>
Sexual offence	<input type="checkbox"/>
Serious emotional or psychological abuse	<input type="checkbox"/>
Serious neglect	<input type="checkbox"/>

Please describe the incident

When did it take place?	
Who was involved?	
What did you see?	
Other information	

Parent/carer/child use

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

Office use

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	

Has the incident been reported?

Child protection	
Police	
Another third party (please specify):	

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes No