

Standard Four **Child Safe**

Child Safe Standards 4 (Human Resource Practices)

It is important for schools to have strong human resources practices to help protect children from abuse. At Echuca Primary School we foster a culture of openness and inclusiveness as well as being aware that people who may wish to harm children could target schools. We believe that robust human resources practices are a good way of reducing these risks. Human resources practices include the recruitment, training and supervision of all personnel. To achieve this, we provide opportunities for employees and volunteers to develop and maintain skills to ensure child safety. This will support staff and volunteers to understand the importance of child safety and wellbeing and enable them to consistently follow child safety policies and procedures. Echuca Primary School reinforces our commitment to child safety by recognising the good work and practices of employees and volunteers in keeping children safe and protected.

Child Safety Officer

Employees and volunteers are supported through the appointment of an individual child safety officer with specified 'child safe' duties in their job description including being the designated person to hear or be informed about all allegations or concerns and providing support to other personnel. This will assist us in ensuring that child safety is prioritised and that any allegations or abuse or safety concerns are recorded and responded to consistently and in line with DET legal requirements and policies and procedures. The designated child safety officer also provides a single contact for children, parents and employees/volunteers to seek advice and support regarding the safety and wellbeing of children associated with the organisation.

Training and Induction

Training and education is an important tool to help people understand that child safety is everyone's responsibility. Echuca Primary School's employees and volunteers (in addition to parents/guardians and children) are supported to discuss child protection issues and to detect signs of potential child abuse. Staff will receive induction and ongoing training. New staff will be provided support and information when they begin their new role and existing staff provided support to develop new skills and knowledge to meet the requirements of their positions and expand their career options. We believe that training and support promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that Echuca Primary School meets its duty of care when providing services to children.

Our staff are committed to promoting the safety and wellbeing of children. Training provided will enhance the skills and knowledge of our employees and reduce exposure to risk.

Employees working with children will receive training in the following areas:

- Identifying, assessing and reducing or removing child abuse risks
- Echuca Primary School's policies and procedures (including the Code of Conduct and Child Safe Policy)

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- Legislative requirements such as obligations to report child abuse, reduce or remove known risks of child abuse and to hold Working With Children Checks where required
- How to handle a disclosure or suspicion of abuse, including your organisations reporting guidelines
- Cultural awareness training

Training can be formal such as:

- Higher education training and accreditation
- Training offered by external organisations
- Training developed and delivered internally
- On the job training meeting key objectives

Training can also be informal such as:

- Inviting other professional to speak at meetings or functions
- Inviting local Aboriginal and Torres Strait Islanders elders, Aboriginal and Torres Strait Islanders community controlled organisations and community members to speak at meetings and events
- Inviting local culturally and or linguistically diverse community members to speak at meetings and events
- Internal monitoring and coaching

Supervision

Supervision of employees and volunteers is managed in a way that protects children from abuse and improves accountability and performance without being onerous or heavy handed. As a matter of good practice new employees and volunteers are supervised regularly to ensure they understand their role and learn skills as well as to check that their behaviour towards children is appropriate.

Any warning signs should be reported through appropriate channels including the Echuca Primary School internal reporting procedures such as the child safety officer and leadership, DHHS or police if a child is believed to be at imminent risk.

Code of Conduct and disciplinary procedures

Disciplinary procedures are accessible and transparent and clearly demonstrate the consequences of breaches of the code of conduct. These procedures will be used if an allegation of child abuse is made or a breach of the code of conduct is known or suspected.

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Employees and volunteers will be made aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within Echuca Primary School. Members of our school will also be made aware of their duty to raise concerns about the behaviour of any person who may present a risk of child abuse without fear of repercussions.

Our Code of Conduct is publicly available. Children and their families will be encouraged to raise any concerns about the behaviour of any person and can expect to be listened to and supported.

Echuca Primary School's disciplinary procedures clearly outline what employees or volunteers should do if they are concerned that their actions or words have been misunderstood or they believe that their concerns have not been investigated in a timely manner.

Evaluation: Child Safe Standards 4 (Human Resource Practices)
was endorsed by School Council on: **29/04/2019**

