



# Haddon Primary School



## Child Safe Standard 1 Embedding a Child Safe Environment



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School office on 4344 4139.

## RATIONALE

Leadership must take a preventative, proactive and participatory approach to child safety issues. The safety and wellbeing of children at Haddon Primary School is a paramount consideration when developing activities, policies and management practices.

'Ministerial Order 870 identifies five elements that schools have to satisfy to meet the requirements of Child Safe Standard One. They are: developing strategies, allocating roles and responsibilities, informing the school community, putting the strategies into practice, and periodic review.'

### Implementation

#### Strategies to embed Child Safe Practices at Haddon Primary School

- **Leadership**
  - Is responsible for embedding a culture of child safety at Haddon Primary School.
  - Will take the lead in developing, implementing and embedding the seven Child Safe Standards in the school. The Standards are:
    - Embed an organisational culture of child safety
    - Implementing a child safe policy
    - Develop a code of conduct that establishes clear expectations for appropriate behaviour with children
    - Ensure the screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
    - Clarify processes for responding to and reporting suspected child abuse
    - Strategies to identify and reduce or remove risks of child abuse
    - Promote the participation and empowerment of children.
  
- All allegations of child abuse and child safety concerns will be treated very seriously. This includes complying with all legal requirements, including reporting suspicions of child abuse to police and/or child protection.
- The school will implement an on-going approach to prevent, detect and respond to child abuse risks. This includes a risk management strategy and policy that sets out how Haddon Primary School identifies, assess, and takes steps to reduce or remove child abuse risks.
- A Child Safe Policy that outlines the school's commitment to promoting children's wellbeing and protecting children from abuse is in place
- The school has in place a code of conduct which specifies the standards of conduct and care required when working and interacting with children. The Student Code of Conduct will also highlight and encourage appropriate behaviour between children and further standards for visitors, volunteers, parents and staff.
- All reasonable steps to ensure that the most suitable and appropriate people to work with children are employed or allowed to act as volunteers in the school will be taken. This could



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include Working with Children Checks, face-to-face interviews and detailed reference checks from previous employers, including from the applicant's most recent line manager.

- All volunteers and employees who work with children will have ongoing supervision, support and training so that their performance is developed and enhanced to help protect children from abuse.
- Recognising and promoting inclusion
- Student voice as part of decision making will be fostered eg: Junior School Council, Student Leaders, Code of Conduct etc
- **If you believe a child is at immediate risk of abuse phone 000.**

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Reminders in our school newsletter
- Hard copy available from school administration upon request
- Discussed at School Council Meetings
- Included as part of student curriculum in programs such as respectful relationships, JSC etc.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- Haddon Primary School Website: <https://haddonps.vic.edu.au/our-school/policies>
- For further information on child safe standards contact: [childsafestandards@dffh.vic.gov.au](mailto:childsafestandards@dffh.vic.gov.au)

## FURTHER INFORMATION AND RESOURCES

Our school also follows Department of Education and Training policy relating to bullying including:

- [Bullying Prevention and Response](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Equal Opportunity and Human Rights - Students](#)
- [LGBTIQ Student Support Policy](#)

The following websites and resources provide useful information on prevention and responding to bullying, as well as supporting students who have been the target of bullying behaviours:

- [Bully Stoppers](#)



- [Report racism or religious discrimination in schools](#)
- [Kids Helpline](#)
- [ReachOut Australia](#)
- [Lifeline](#)
- [Bullying. No way!](#)
- [Student Wellbeing Hub](#)
- [eSafety Commissioner](#)
- [Australian Student Wellbeing Framework](#)

## EVALUATION

This policy will be reviewed every 3 years, or earlier as required following an incident or analysis of new research or school data relating to bullying, to ensure that the policy remains up to date, practical and effective.

Data will be collected through:

- discussion and consultation with students and parent/carers
- regular student bullying surveys
- regular staff surveys
- assessment of other school-based data, including the number of reported incidents of bullying in each year group and the effectiveness of the responses implemented
- Attitudes to School Survey
- Parent Opinion Survey

Proposed amendments to this policy will be discussed with teaching staff and School Council.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- Haddon Primary School Website: <https://haddonps.vic.edu.au/our-school/policies>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
Consultation	Invite feedback from the Parent Community via Compass in November 2025
Approved by	Principal
Next scheduled review date	November 2026

## Child Safe Standard 2 Statement of Commitment



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School office on 4344 4139.

## PURPOSE

Haddon Primary School's Child Safety Policy sets out the school's commitment and approach to creating and maintaining 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. This is with particular focus on Aboriginal and Torres Strait Islander children within our school

### Scope

This policy applies to all staff, volunteers, and contractors in the school environment, whether or not they work in direct contact with children or young people. This policy also applies to school council members where indicated.

The policy will apply to the school environment (see Definitions section). The policy covers both school hours and outside of school hours.

## 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 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).

## STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

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

“The school’s approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. At Haddon Primary School our mission is *‘to develop life-long learners who strive to achieve their best atmosphere of mutual respect and cooperation that celebrates student success.’* We know children can struggle to achieve their personal best if they are not safe from abuse.

At Haddon Primary School our values guide the decisions and behaviours of all members of our school community, including in relation to child safety:

- Respect – for ourselves and others – Caring for, understanding, accepting and appreciating ourselves and others.
- Kindness– being kind to ourselves and others.

Haddon Primary School has zero tolerance for child abuse.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable

Every person involved in Haddon Primary School has a responsibility to understand the important and specific role they play 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.



## Child safety principles

In its planning, decision-making and operations, Haddon Primary 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 that they are comfortable and encouraged to raise such concerns;
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; and
10. Value the input of and communicate regularly with families and carers

## POLICY

### Strategies to embed a child safe culture

Haddon Primary School's culture encourages staff, students, parents and the school community to raise, discuss and scrutinise child safety concerns. This makes it more difficult for abuse to occur and remain hidden.

All child safety documents, including this policy, the Child Safety Code of Conduct, the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, [Identifying and Responding to All Forms of Abuse in Victorian Schools](https://haddonps.vic.edu.au/our-school/policies) and the [Four Critical Actions for Schools](https://haddonps.vic.edu.au/our-school/policies) are readily available online at <https://haddonps.vic.edu.au/our-school/policies> and in hard copy from the school office for all staff and students to read at any time.

Child safety is everyone's responsibility. **All school staff** are required to:

- Act in accordance with the school's Child Safety Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour
- Act in accordance with the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures at all times, including following the [Four Critical Actions for Schools](https://haddonps.vic.edu.au/our-school/policies) where necessary
- Undertake annual guidance and training on child safety
- Act in accordance with their legal obligations, including:
  - Failure to disclose offence (applies to all adults)
  - Duty of care (applies to all school staff)
  - Mandatory reporting obligations (applies to all mandatory reporters, including teachers, principals, registered psychologists, and registered doctors and nurses)
  - Failure to protect offence (applies to a person in a position of authority within the school)
  - Reportable conduct obligations (applies to all school staff in reporting conduct to the principal, and applies to the principal in reporting to Employee Conduct Branch)
  - Organisational duty of care (applies to the school as an organisation)



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- For more information on these obligations, see [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

As part of Haddon Primary School's child safe culture, **school leadership** (including the principal and assistant principal) will:

- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when implementing the Child Safe Standards
- Ensure that child safety is a regular agenda item at school leadership meetings and staff meetings
- Encourage and enable staff professional learning and training to build deeper understandings of child safety and prevention of abuse
- Ensure that no one is prohibited or discouraged from reporting an allegation of child abuse to a person external to the school or from making records of any allegation.

As part of Haddon Primary School's child safe culture, **school mandatory reporting staff** are required to:

- Complete the [Protecting Children – Mandatory reporting and other obligations](#) online module every year
- Read the school's Child Safety Code of Conduct on induction, and maintain familiarity with that document
- Read the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on induction, and maintain familiarity with that document
- Read the school's Child Safety Policy (this document) on induction, and maintain familiarity with that document.

As part of Haddon Primary School's child safe culture, in performing the functions and powers given to them under the *Education and Training Reform Act 2006*, **school councils and school council members** will:

- Ensure that child safety is a regular agenda item at school council meetings
- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when making decisions regarding the Child Safe Standards
- Undertake annual guidance and training on child safety, such as the [Child Safe Standards School Council Training PowerPoint](#).
- Approve the Child Safety Code of Conduct to the extent that it applies to school council employees and members, and if updated, note the new document in its school council meeting minutes
- When hiring employees, ensure that selection, supervision and management practices are child safe (unless delegated to the principal).

School leadership will maintain records of the above processes.



## Roles and responsibilities

School leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the

school's Child Safety Code of Conduct, which sets out clearly the difference between appropriate and inappropriate behaviour.

Specific child safety responsibilities:

- The Principal is responsible for reviewing and updating the Child Safety Policy every 3 years.
- The Principal is responsible for monitoring the school's compliance with the Child Safety Policy. The school community should approach the Principal if they have any concerns about the school's compliance with the Child Safety Policy.
- The Principal is responsible for informing the school community about this policy, and making it publicly available.
- Other specific roles and responsibilities are named in Haddon Primary School's other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and risk assessment register.

## Recruitment

Haddon Primary School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the [Department's website](#).

All prospective volunteers are required to comply with our school's Volunteers Policy, including in relation to assessing the suitability of prospective volunteers and obtaining checks required under this policy.

## Training and supervision

Training and education is important to ensure that everyone in the school understands that child safety is everyone's responsibility.

Our school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in coming forward with any allegations or suspicions of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse. This training occurs annually or more often as required.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse, to promote the cultural safety of Aboriginal and Torres Strait Islander children and children from linguistically and/or diverse backgrounds, and the safety of children with a disability and vulnerable children.

New employees and volunteers will be inducted into the school, including by being referred to the Child Safety Policy (this document), the Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on the school website. They will also be supervised regularly to ensure they understand our school's commitment to child safety, and that their behaviour towards children is safe and appropriate. All employees of our





school will be monitored and assessed via regular performance review to ensure their continuing suitability for child-connected work. Any inappropriate behaviour will be reported by school staff to the Principal or Assistant Principal and will be managed in accordance with Haddon Primary School's

Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures where required.

## Reporting a child safety concern or complaint

The school has clear expectations for all staff and volunteers (including homestay providers) in making a report about a child or young person who may be in need of protection. All staff (including school council employees) must follow the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, including following the [Four Critical Actions for Schools](#) if there is an incident, disclosure or suspicion of child abuse. Immediate actions should include reporting their concerns to DHHS Child Protection, Victoria Police and/or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.

Haddon Primary School will never prohibit or discourage school staff from reporting an allegation of child abuse. The school will always take action to respond to a complaint in accordance with the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures. In accordance with Action 4 of the Four Critical Actions for Schools, Haddon Primary School will provide ongoing support for students affected by child abuse.

The Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures can be found at <https://haddonps.vic.edu.au/our-school/policies>.

## Risk reduction and management

Haddon Primary School believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes, found in the school's risk assessment register. The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.

We will identify and mitigate the risks of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment and the characteristics and needs of all children expected to be present in that environment.

Haddon Primary School monitors and evaluates the effectiveness of the actions it takes to reduce or remove risks to child safety, more information can be found in the school's risk assessment register.

## Listening to, communicating with and empowering children

Haddon Primary School has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/carers to understand their rights and their responsibilities. Our school is committed to supporting and encouraging students to use their voice to raise and share their concerns with a trusted adult at any time of need. Students can access information on how to report abuse at the office, with their classroom teacher or by talking to the Assistant Principal or Principal.



When the school is gathering information in relation to a complaint about alleged misconduct with or abuse of a child, the school will listen to the complainant's account and take them seriously, check understanding and keep the child (and/or their parents/carers, as appropriate) informed about progress.

The school will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children, including:

- All of our child safety policies and procedures will be available for the students and parents at Haddon Primary School to read at the office or on the school website
- PROTECT Child Safety posters will be displayed across the school
- School newsletters will inform students and the school community about the school's commitment to child safety, and strategies or initiatives that the school is taking to ensure student safety

The school will use its health and wellbeing programs to deliver appropriate education to its students about:

- standards of behaviour for students attending the school;
- healthy and respectful relationships (including sexuality);
- resilience; and
- child abuse awareness and prevention.

The school also participates in the Respectful Relationships program and teachers revisit the concepts taught often with students.

## Communications

This school is committed to communicating our child safety strategies to the school community through:

- Ensuring that the Child Safety Policy (this document), Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure are available on the school website
- Once per term reminders in the school newsletter of our school's commitment to child safety
- Ensuring that child safety is a regular agenda item at school leadership meetings and staff meetings for discussion
- Running Child Safe sessions with School Council each year
- Including aspects of Child Safety in the Curriculum

## Confidentiality and privacy

This school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law and other relevant laws. The principles regulating the collection, use and storage of information is included in the Department of Education and Training's [Schools' Privacy Policy](#).

## Related policies and documents

Related policies and documents include:

- Code of Conduct



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

## COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request
- Discussed with students in the classroom
- Included in School Council Meetings on a yearly basis

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department's Policy and Advisory Library (PAL): [Structured Workplace Learning](#)

Haddon Primary School Website: <https://haddonps.vic.edu.au/our-school/>

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
Consultation	Invite feedback from the Parent Community via Compass in November 2025
Approved by	Principal
Next scheduled review date	November 2026

## CHILD SAFE STANDARD 3 Child Safe Code of Conduct



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School office on 4344 4139.

### PURPOSE

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All staff, volunteers, contractors, visitors to the school and School Council of Haddon Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below. The Principal and school leaders will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

### Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- always upholding the school's statement of commitment to child safety and adhering to the school's child safe policy
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.



• listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child

- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's leadership [Include <or child safety officer's> if school has assigned someone to this role]
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## **Unacceptable behaviours**

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.



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communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter, photograph or video a child in a

school environment except in accordance with school policy or where required for duty of care purposes

Staff and volunteers must be conscious of their Child Safe responsibilities and their relevant professional responsibilities with respect to:

- Contact with a child or their family outside of the school
- Online contact with a child or their family
- Photographing or videoing a child in a school environment

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to HADDON PRIMARY SCHOOL Child Safety Officer

The Principal has been delegated with the responsibility of managing adherence to this standard by Haddon Primary School Council on May 18, 2019.

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

## Policy Evaluation and Review

This policy will be reviewed every four years and/or following significant incidents if they occur.

## Breaches to the Child Safety Code of Conduct

All Haddon Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Haddon Primary School Child Safety Code of Conduct must be reported to the principal at [haddon.ps@education.vic.gov.au](mailto:haddon.ps@education.vic.gov.au).

If the breach or suspected breach relates to the principal, contact South Western Victoria Regional office via email [swvr@education.vic.gov.au](mailto:swvr@education.vic.gov.au) or by phone 1300 333 232.

## Communications

This school is committed to communicating our child safety strategies to the school community through:



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- Ensuring that the Child Safety Policy (this document), Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure are available on the school website
- Once per term reminders in the school newsletter of our school's commitment to child safety
- Ensuring that child safety is a regular agenda item at school leadership meetings and staff meetings for discussion

- Running Child Safe sessions with School Council each year
- Including aspects of Child Safety in the Curriculum

## FURTHER INFORMATION AND RESOURCES

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## POLICY REVIEW AND APPROVAL

<b>Created date</b>	August 2024
<b>Consultation</b>	Sent out to the School Community in August 2022 via Compass for feedback. Emailed to SC and Staff 5 <sup>th</sup> August 2022.
<b>Endorsed by</b>	School Council
<b>Endorsed on</b>	8 <sup>th</sup> August 2022
<b>Next review date</b>	August 2025

# HPS

Child Safe Standard 4  
Human Resources and Recruitment Practices



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School office on 4344 4139.

## PURPOSE

### Overview

Haddon Primary School fosters a culture of openness and inclusiveness. Robust human resources practices are in place to include the recruitment, training and supervision of all personnel.

### Implementation

#### Human Resource Practices at Haddon Primary School will include:

- All staff to have clearly stated roles and to be fully informed as to Child Safe Practices.
- The school principal will be an on-going Child Safety Officer.
- A second Child Safety Officer will be appointed each year.
- Induction and ongoing training for all staff. New staff will receive support and information when they begin their new role, and existing staff might need to develop new skills and knowledge to meet the requirements of their positions and expand their career options.

### Recruitment Guidelines

Haddon Primary School will follow Department of Education and Training guidelines when employing any staff. Merit and equity will be adhered to at all levels of the employment process at all times. These guidelines include specific information on:

Selection criteria in job descriptions

Advertising

Face-to-face interviews including behavioural-based questions and questions about motives for wanting to work with children

[Working with Children Checks](http://www.workingwithchildren.vic.gov.au) <[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)>

Reference checks over the telephone with recent line managers

Probation periods.

### Training and Induction

Employees and volunteers working with children need to receive training in the following areas:  
Identifying, assessing and reducing or removing child abuse risks





Haddon Primary School's policies and procedures (including the Code of Conduct and Child Safe Policy)

Legislative requirements, such as obligations to report child abuse, reduce and 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 Haddon Primary School reporting guidelines

Cultural awareness training.

Internal mentoring and coaching.

## Supervision

The supervision of all employees and volunteers is to ensure children are protected from abuse and improves accountability and performance. To help ensure correct practice:

- No staff member or volunteer is to be in a room alone with a child
- Two staff members are recommended when assisting a child with a disability
- New employees and volunteers will be supervised regularly to ensure they are implementing their role effectively, are improving skills, as well as to ensure their behaviour towards children is 'Child Safe' appropriate. Any warning signs should be reported through appropriate channels.
- Staff and volunteers will have their performance reviewed against the 'Child Safe Standards' and their professional role
- Staff or volunteers who breach any element of the Child Safe Standards Code of Conduct could face disciplinary procedures.

## COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request
- Discussed with students in the classroom
- Discussed at school council on a yearly basis

## FURTHER INFORMATION AND RESOURCES

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- Childsafestandards@dffs.vic.gov.au



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## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Approved by	School Council
Next scheduled review date	August 2025 and/or following significant incidents if they occur.



## Child Safety Responding and Reporting Obligations Policy and Procedures



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School office on 4344 4139.

### PURPOSE

The purpose of this policy is to outline the procedures our school has in place to respond to complaints or concerns relating to child abuse and to ensure that all staff and members of our school community understand and follow the various legal obligations that apply to the reporting of child abuse to relevant authorities.

### SCOPE

This policy applies to complaints and concerns relating to child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school (physical and online).

### DEFINITIONS

#### Child abuse

Child abuse includes:

- physical violence inflicted on a child
- sexual offences committed against a child
- grooming of a child by an adult
- family violence committed against or in the presence of a child
- serious emotional or psychological harm to a child
- serious neglect of a child.

The definition of child abuse is broad and can include student to student incidents and concerns, as well as behaviour committed by an adult.

#### Grooming

Grooming is a criminal offence under the *Crimes Act 1958* (Vic) and is a form of child abuse and sexual misconduct. This offence targets predatory conduct undertaken by an adult to prepare a child under the age of 16 to engage in sexual activity at a later time, either with the groomer or with another adult.



Grooming can include communicating (including electronic communications and communicating by conduct) and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer.

## School staff member

For the purpose of this policy a school staff member includes a contractor engaged by the school or school council to perform child-related work.

## POLICY

HPS understands the important role our school plays in protecting children from abuse. We have a range of policies and measures in place to prevent child abuse from occurring at our school or during school activities.

## Information for students

- All students should feel safe to speak to any staff member to raise any concerns about their safety or any other concerns that they have.
- If a student does not know who to approach at Haddon they should start with Classroom teacher or well being coordinator

## Identifying child abuse

To ensure we can respond in the best interests of students and children when complaints or concerns relating to child abuse are raised, all staff and relevant volunteers must:

- understand how to identify signs of child abuse and behavioural indicators of perpetrators - for detailed information on identifying child abuse and behavioural indicators of perpetrators refer to [Identify child abuse](#).
- understand their various legal obligations in relation to reporting child abuse to relevant authorities - for detailed information on the various legal obligations refer to Appendix A
- follow the below procedures for responding to complaints or concerns relating to child abuse, which ensure our school acts in the best interests of students and children and complies with both our legal and Department policy obligations.

At Haddon we recognise the diversity of the children, young people, and families at our school and take account of their individual needs and backgrounds when considering and responding to child safety incidents or concerns.

## Procedures for responding to an incident, disclosure, allegation or suspicion of child abuse

In responding to a child safety incident, disclosure, allegation or suspicion, Haddon will follow:

- the [Four Critical Actions for Schools](#) for complaints and concerns relating to all forms of child abuse



- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

- our Student Wellbeing and Engagement Policy and Bullying Prevention Policy for complaints and concerns relating to student physical violence or other harmful student behaviours.

## School staff and volunteer responsibilities

### 1. Immediate action

If a school staff member or volunteer witnesses an incident of child abuse, or reasonably believes, suspects or receives a disclosure or allegation that a child has been, or is at risk of being abused, they must:

- If a child is at immediate risk of harm, separate alleged victims and others involved, administer first aid (appropriate to their level of training) and call 000 for urgent medical or police assistance where required to respond to immediate health or safety concerns.
- Notify the Principal as soon as possible, who will ensure our school follows the steps in these procedures.

NOTE for staff and volunteers:

- if you are uncertain if an incident, disclosure, allegation or suspicion gives rise to a concern about child abuse you must always err on the side of caution and report the concern to Maryanne Moody
- If the Maryanne Moody is unavailable, will take on this role.
- If the concerns relates to the conduct of a staff member the nominated member must notify the Principal notify the who must then take on responsibility for ensuring our school follows these procedures.

Refer to Appendix B for guidance on how to respond to a disclosure of child abuse.

### 2. Reporting to authorities and referring to services

As soon as immediate health and safety concerns are addressed, and relevant school staff have been informed, the Maryanne Moody **must** report all incidents, suspicions and disclosures of child abuse as soon as possible.

The following steps will ensure our school complies with the four critical actions as well as additional actions required under the Child Safe Standards.

The nominated staff member must ensure:

- all relevant information is reported to the Department of Families, Fairness and Housing (DFFH) Child Protection, Victoria Police or relevant services where required



- the incident is reported to the Department's [eduSafe Plus portal](#) or the Incident Support and Operations Centre (1800 126 126) in accordance with the severity rating outlined in the [Managing and Reporting School Incidents Policy](#)
- all [reportable conduct](#) allegations or incidents are reported by the Principal to the Department's Employee Conduct Branch (03 7022 0005) – where a reportable conduct allegation is made against the Principal, the Regional Director must be informed who will then make a report to Employee Conduct Branch

NOTE: In circumstances where staff members are legally required to report child abuse to DFFH Child Protection or Victoria Police and they are unable to confirm that the information has been reported by another person at the school or the designated member of school staff does not agree that a report needs to be made, the staff member who has formed the reasonable belief must still contact DFFH Child Protection and Victoria Police to make the report.

If you believe that a child is not subject to abuse, but you still hold significant concerns for their wellbeing you must still act. This may include making a referral or seeking advice from Child FIRST or The Orange Door (in circumstances where the family are open to receiving support) DFFH Child Protection or Victoria Police.

### 3. Contacting parents or carers

The nominated staff member must ensure parents and carers are notified unless advised otherwise by DFFH Child Protection or Victoria Police, or there are other safety and wellbeing concerns in relation to informing parents/carers.

Principals may contact the Department of Education and Training Legal Division for advice on notifying parents and carers, and where relevant, the wider school community.

For further guidance, refer to [PROTECT Contacting parents and carers](#)

### 4. Ongoing protection and support

The nominated staff member must ensure appropriate steps are taken by the school to protect the child and other children from any continued risk of abuse. These steps must be taken in consultation with any relevant external agency or Department staff such as DFFH Child Protection, Victoria Police, Legal Division or Employee Conduct Branch. Ongoing protection will also include further reports to authorities if new information comes to light or further incidents occur.

Appropriate, culturally sensitive and ongoing support must be offered and provided to all affected students. Ongoing support will be based on any available advice from the Department, parents and carers, health practitioners, and other authorities (such as DFFH or Victoria Police) and may include referral to wellbeing professionals, development of a safety plan, student support group meetings, and, for student to student incidents, behaviour management and support measures.

### 5. Recordkeeping

The Maryanne Moody will ensure that:

- detailed notes of the incident, disclosure, allegation or suspicion are taken optional but recommended: using the [Responding to Suspected Child Abuse: Template](#) or the [Responding](#)



- to [Student Sexual Offending: template](#)] including, where possible, by the staff member or volunteer who reported the incident, disclosure, or suspicion to them
- detailed notes are taken of any immediate or ongoing action taken by the school to respond to the incident, disclosure, allegation or suspicion
  - all notes and other records relating to the incident, disclosure, allegation or suspicion, including the schools immediate and ongoing actions, are stored securely in locked office filing cabinet, secure admin folder.

## For school visitors and school community members

All community members aged 18 years or over have legal obligations relating to reporting child abuse – refer to Appendix A for detailed information.

Any person can make a report to DFFH Child Protection or Victoria Police if they believe on reasonable grounds that a child is in need of protection. For contact details, refer to the [Four Critical Actions](#).

Members of the community do not have to inform the school if they are making a disclosure to DFFH Child Protection or the Victoria Police. However, where a community member is concerned about the safety of a child or children at the school, the community member should report this concern to the principal so that appropriate steps to support the student can be taken

## Additional requirements for all staff

All staff play an important role in supporting student safety and wellbeing and have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students.

Fulfilling the roles and responsibilities in the above procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse. This means that if, after following the actions outlined in the procedure, a staff member reasonably believes that a child remains at risk of abuse, they must take the following steps:

- if they are concerned that the school has not taken reasonable steps to prevent or reduce the risk, raise these concerns with the principal in the first instance, and escalate to the regional office if they remain unsatisfied.
- report the matter to the relevant authorities where they are unable to confirm that the information has been reported by another staff member

Staff must refer to Appendix A for further information on their obligations relating to reporting to authorities.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent, carer, student communication method)
- Included in staff induction processes and annual staff training



- Included in volunteer induction processes and training for relevant volunteers
- Discussed an annual staff briefings or meetings
- Included in staff handbook or manual
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

The following Department of Education and Training policies and guidance are relevant to this policy:

- [Child Safe Standards](#)
- [Protecting Children — Reporting and Other Legal Obligations](#)
- [Managing and Reporting School Incidents](#)
- [Reportable Conduct](#)
- [Restraint and Seclusion](#)
- [Identify child abuse](#)
- [Report child abuse in schools \(including four critical actions\)](#)
- [Identify and respond to student sexual offending](#)

The following school policies are also relevant to this policy:

- Child Safety [and Wellbeing] Policy
- Child Safety Code of Conduct
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2024
Consultation	Invited feedback from the Parent Community via Compass in September 2025 and School Council September 2025
Approved by	Principal
Next scheduled review date	October 2026



Child Safe Standard 6  
Identifying and Reducing Risks of Child Abuse



**Help for non-English speakers**

If you need help to understand the information in this policy please contact the School office on 4344 4139.

RATIONALE

RATIONALE

The school is required to develop, implement, monitor and evaluate risk management strategies to ensure child safety in all school environments.

Implementation:

**Strategies to identify and reduce or remove risks of child abuse**

The Haddon Primary School, School Council will develop and implement risk management strategies regarding child safety in all school environments. Some of these strategies will include:

- Embed an organisational culture of child safety, through effective leadership arrangements
- Develop a Child Safe Policy or Statement of Commitment to Child Safety
- Develop a Code of Conduct that establishes clear expectations for appropriate behaviour with children
- Implement human resource practices that reduce the risk of child abuse by new and existing personnel
- Develop processes for responding to and reporting suspected child abuse
- Implement strategies to identify and reduce or remove risks of child abuse
- Implement strategies to promote the participation and empowerment of children

**The Haddon Primary School governing body will:**

- Identify, assess and document the school's child safety risks across the range of school environments (including excursions, camps, online).
- Identify any existing risk mitigation measures or existing controls.
- Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.
- If the risk rating is more than the 'acceptable level', identify further risk management strategies through additional treatments or other prevention, detection or mitigation strategies and then re-assess the risk (once in place these treatments will then become controls).



- Monitor and evaluate the effectiveness of the implementation of its risk controls.
- Ensure that appropriate guidance and training is provided to those who work with children in the school on at least an annual basis.

### Risks Assessment

- The risk management process will be documented, recorded and reviewed periodically.
- Effective risk management strategies need to be transparent, well understood and diverse

### COMMUNICATION

This policy will be communicated to our school community in the following ways

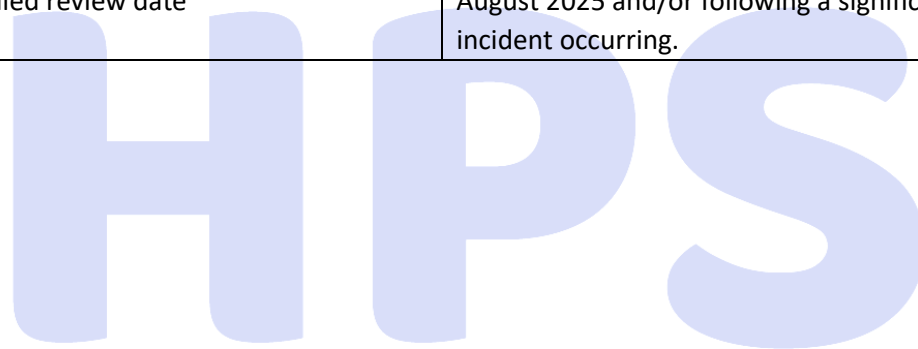
- Available publicly on our school’s website
- Included in staff induction processes
- In the staff handbook
- Made available in hard copy from school administration upon request
- Discussed at school council on a yearly basis

### FURTHER INFORMATION AND RESOURCES

- the Department’s Policy and Advisory Library (PAL): [Duty of Care](#)
- the Department’s Policy and Advisory Library (PAL): [Structured Workplace Learning](#)
- Haddon Primary School Website: <https://haddonps.vic.edu.au/our-school/policies>

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Approved by	School Council
Next scheduled review date	August 2025 and/or following a significant incident occurring.



Child Safe Standard 7, Promoting Child Empowerment  
and Participation



**Help for non-English speakers**

If you need help to understand the information in this policy please contact the School office on 4344 4139.

**RATIONALE**

Child Safe Standard Seven requires schools to develop strategies to deliver appropriate education about:

- standards of behaviour for students attending the school;
- healthy and respectful relationships (including sexuality);
- resilience; and
- child abuse awareness and prevention.

**Implementation**

Haddon Primary School will ensure the following policy and curriculum initiatives are in place and reviewed regularly to ensure Child Safe Standard Seven is fully implemented:

- Student Engagement Policy – That highlights the maintenance of a safe, supportive and inclusive school environment.
- Code of Conduct for all school users that highlights the expectations of behaviour and is based on Restorative Practice
- Curriculum programs and initiatives are implemented to support student development – eg:
  - Health and Human Relations for the Grade Five and Six students
  - Life Education Van visits bi-annually
  - Cyber Safety – Haddon Primary is an eSmart and Cyber Safe School
- Values Education – The school values underpin how everyone in the school interacts. The Code of Conduct and Classroom Agreements are all based on the school You Can Do It values of: Persistence, Getting Along, Resilience, Organisation and Confidence but are underpinned by School Wide Positive



# Haddon Primary School

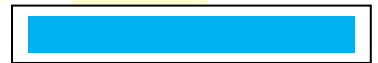
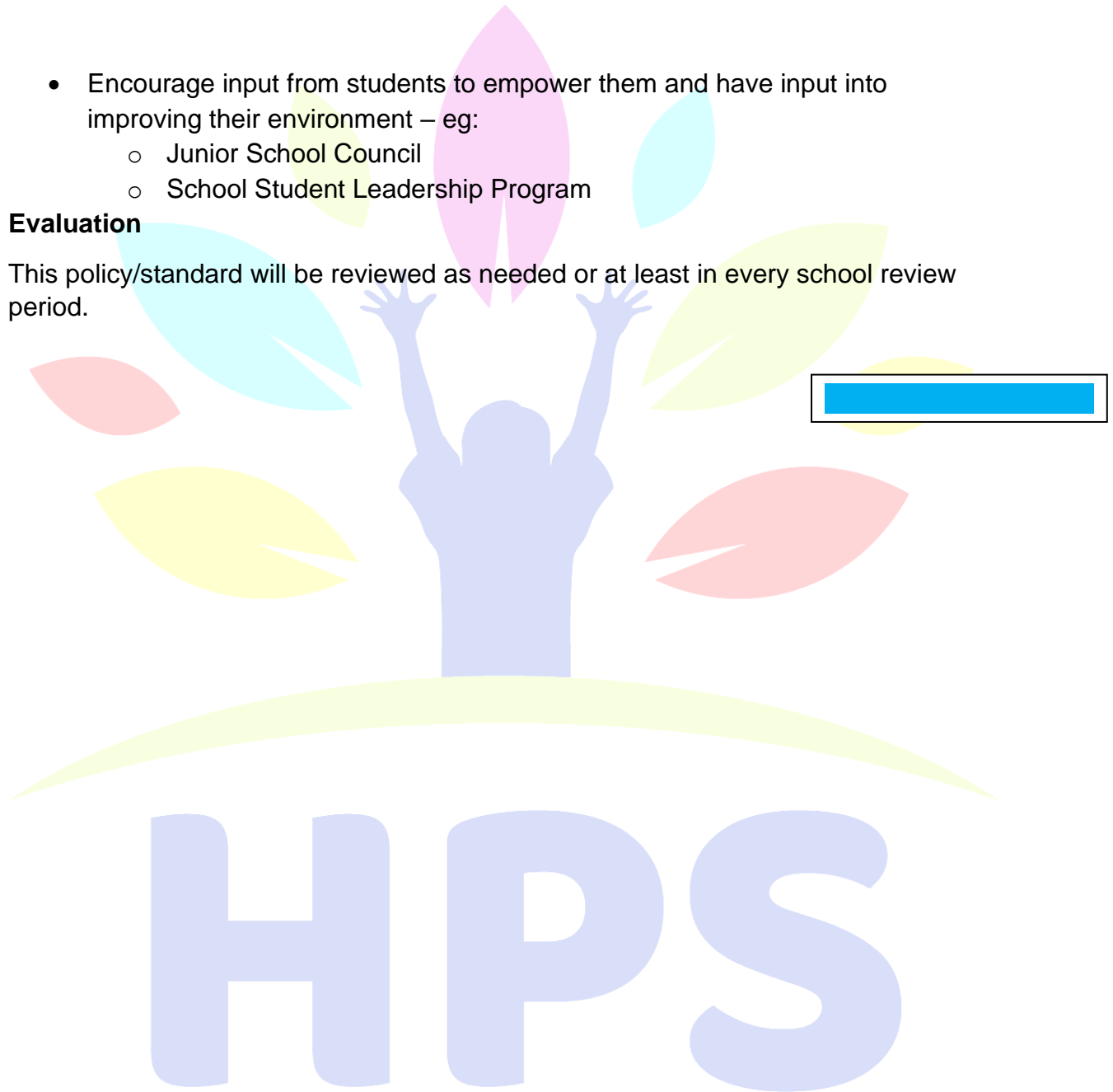


Behaviour Support principles: We Learn, We Show Respect and We Are Safe; in our classrooms, our school grounds and in our community.

- Health Education programs are promoted and parents encouraged via the newsletter to send children to school with healthy foods.
- Regular training, retraining, induction of people who work with students to ensure they understand and meet the requirements of Child Safe Standards
- Encourage input from students to empower them and have input into improving their environment – eg:
  - Junior School Council
  - School Student Leadership Program

## Evaluation

This policy/standard will be reviewed as needed or at least in every school review period.



## Child Safety Code of Conduct



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School office on 4344 4139.

### PURPOSE

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Haddon staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

### Acceptable behaviours

As HPS staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our HPS commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, trans and gender diverse, intersex, queer, questioning and asexual (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the Principal
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.



## Unacceptable behaviours

As Haddon staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

## Breaches to the Child Safety Code of Conduct

All Haddon staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the HPS Child Safety Code of Conduct must be reported to the principal

If the breach or suspected breach relates to the principal, contact Ballarat Regional Office Anne Gaiwth Senior Advisor

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
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# Haddon Primary School



Consultation	Invite feedback from the Parent Community via Compass in November 2025
Approved by	School Council
Next scheduled review date	November 2026





Haddon Primary School







Haddon Primary School





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