



# Yarraville West Primary School

## Child Safe Policy

This policy was written to demonstrate the strong commitment of the leadership, staff and volunteers of Yarraville West Primary School to child safety and to provide an outline of the policies and practices we have developed to keep everyone safe from any harm, including child abuse. Our school upholds and complies with the Child Safe Standards as outlined in Ministerial Order 870.

### **Commitment to child safety**

All children who come to Yarraville West Primary School have a right to feel and be safe. The welfare of the children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child-safe and child-friendly environment where children feel safe and have fun and their opportunities for learning are maximised.

This policy was developed in collaboration with staff, the children and the school community who use our services. This policy applies to all staff, volunteers, children and individuals involved in our organisation. This policy also applies to all environments including camps, excursions, incursions and not just the classrooms.

### **Children's rights to safety and participation**

Yarraville West Primary school staff and volunteers encourage children to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them. We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children and/or their parents raise with us.

### **Valuing diversity**

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families
- welcome children with a disability and their families and act to promote their participation.

### **Recruiting staff and volunteers**

Yarraville West Primary School applies the best practice standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require police checks and Working with Children Checks for relevant positions. Our commitment to Child Safety and our screening requirements are included in all advertisements.

### **Supporting staff and volunteers**

Yarraville West Primary School seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Child Safety Code of Conduct to provide guidance to our staff and volunteers, all of

whom receive training on the requirements of the Code. This training will form part of the induction process for staff and volunteers. We have also developed guidelines specifically for volunteers at YWPS.

### **Reporting a child safety concern or complaint**

The Assistant Principal (Welfare) has been appointed as the Child Safety Officer with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. See also the Mandatory Reporting Policy and Procedures, the Student Engagement Policy and the Bullying Prevention Policy.

### **Risk Management**

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

### **Reviewing this policy**

This policy will be reviewed every two years and we will undertake to seek feedback and ideas from children, parents and/or carers, staff and volunteers as appropriate

This Child Safe Policy was approved by the YWPS School Council on **26<sup>th</sup> October 2016**.

This policy will be reviewed as part of the school's three year review cycle (October 2019) or as needed.