



CRANBOURNE  
SECONDARY COLLEGE

## CHILD SAFETY POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 5996 3544.

### Statement of Belief:

Cranbourne Secondary College is a school that is totally committed to the care, safety and wellbeing of its students. The College has a zero tolerance to child abuse. The school's commitment to the community is to develop respectful, responsible and safe learners with a vision based on the holistic education of our students. We seek to ensure that all students reach their academic, social and emotional potential, within the school's Positive Behaviour Support framework.

The purpose of this policy is to outline Cranbourne Secondary College's commitment to the care, safety and wellbeing of our students. It provides information on the procedures we have in place to ensure student safety at school, online or whilst participating in any school related activity. This policy has been developed in line with **Ministerial Order 870** and applies to all members of the College community including Teachers, Educational Support Staff, Contractors (employed by the school or the department) and volunteers.

All staff working with students in this school have a moral and legal obligation and a duty of care to protect any child under their care from reasonably foreseeable harm (not just staff who are classified as mandatory reporters).

The school takes its responsibility seriously to provide protection and support from bullying, child abuse and sexual assault. It also responds appropriately to abuse, neglect or sexual assault. All staff abide by mandatory reporting requirements. The school provides access to counselling support, pro-active school programs and support units and agencies in the community as appropriate.

### General Principles

1. The College policies and procedures are compliant with the relevant legislation.
2. All students have the right to attend a learning environment that is safe caring and looks after their wellbeing.
3. All students have the right to an education that is aimed at maximising their individual potential.
4. All adult members of our school community including teachers, educational support staff, parents, contractors and volunteers have a responsibility to protect students from harm. To effectively screen, manage and supervise any visitor to the school, procedures have been established to record and monitor all visitors.
5. All staff at the school are familiar with the Code of Conduct which outlines acceptable and unacceptable behaviour as well as the School Child Safe procedures. These are available on our website.
6. All members of the College community are expected to report to school Principal Class Members and the Student Wellbeing team any concerns regarding child safety with the knowledge their concerns will be taken seriously and they will be supported to follow the Four Critical Actions.
7. In situations where harm has been disclosed or is suspected, those involved will be provided appropriate support and treated with sensitivity and respect.
8. Principals can declare and ban harmful items from school premises, or in the possession of students at school or when engaged in teacher supervised activities. Principals and authorised teachers have the power to search for and seize these items.
9. The College believes that the education of its students is a partnership involving students, parent's/carers and teachers and actively encourages all parties to be involved in the decision making process.
10. The College embraces its cultural diversity and (has zero tolerance for discrimination) promotes the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students as well as students from a wide range of culturally and/or linguistically diverse backgrounds.

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SECONDARY COLLEGE

11. The College promotes the safety, participation and empowerment of students with a disability.
12. All members of the College community have a right to appropriate confidentiality. DET/ Ratified by School Council 13th June 2019

## **Responsibilities**

### **School Leadership**

The Cranbourne Secondary College Council, Principal, Assistant Principals and Leader of Learning have a responsibility to promote awareness to the fact that child safety is the collective responsibility of the school community.

Responsibilities include:

- Ensuring the Colleges complies with Ministerial order No 870.
- Providing a safe and supportive environment for students.
- Modelling professionally appropriate teacher student behaviours.
- Ensuring all staff members and volunteers have a clear understanding of their responsibilities in relation to child safety matters.
- Providing appropriate professional development to enable staff to meet their child safety obligations.

### **School Staff**

This includes Teachers, Educational Support Staff and Volunteers. Responsibilities include:

- Ensuring they are aware of and adhere to the Colleges Child Safety Code of Conduct and the Four Critical actions.
- Provide a safe and supportive learning environment where students are treated with courteous and respect.
- Providing a duty of care to protect students at the College.
- Work with students to develop their understanding and enactment of the College's values.
- Follow the schools procedures when reporting child abuse, bearing in mind the legal obligation to report to Victoria Police where they form a reasonable belief that a sexual offence has been committed by an adult against a child under the age of 16.

## **Student Safety Participation and Empowerment**

Cranbourne Secondary College strives to holistically educate our students and they are encouraged to speak up and express their views and concerns in an open, honest and respectful manner. Avenues to raise concerns are regularly discussed with students. The College values student voice and has avenues for students to be actively in all aspect of the College, including whole school decision making.

The Wellbeing Team, Coordinators and Pastoral Care Teachers work in unison to deliver a range of proactive programs that are aimed at developing the resilience, empowerment and safety of our students.

The College has a professional Student Wellbeing Team lead by a Psychologist who regularly meets with coordinators to support our students. The College has well defined referral processes for students and parents all aimed at supporting our students.

## **Reporting and Responding**

Cranbourne Secondary College keeps accurate records of child safety complaints and mandatory reports made by staff. Our school has established processes to ensure that appropriate action is taken to respond to student safety and their wellbeing. The College Wellbeing Team consists of highly trained professionals who provide social-emotional support to our students. When staff have concerns for a child's safety or are making a mandatory report they are required to contact a member of the Principal Class and a member of the Student Wellbeing Team.

College has structures, programs and professional development in place to assist staff to:

- Identify the warning signs for students at risk of harm
- Understand when they are required to make a mandatory report
- Assist staff in making a mandatory report
- Support students when needed.



**CRANBOURNE**  
SECONDARY COLLEGE

The College has a clearly communicated complaints process for all members of the College community, whereby all concerns and complaints are dealt with promptly and everyone is treated with respect, fairness and dignity.

### **Employment Practices**

Cranbourne Secondary College has thorough and rigorous selection and screening processes in place for the recruitment of staff and volunteers who work with students at the College.

The College has checks in place to:

- Ensure all prospective new staff are interviewed.
- Confirm identity.
- Undertake reference checks to confirm work history and suitability to work with our students.
- Ensure applicants and volunteers have a Working with Children Check.

The College has an ongoing review process that helps assess the suitability of all our staff to continue to work with our students and all teaching staff are required to have current VIT Registration.

### **Child Safety Staff Education and Training**

Cranbourne Secondary College provides ongoing professional development to its staff to ensure that all staff are familiar with their legal obligations and the Colleges expectations in relation to child safety, mandatory reporting and student wellbeing on an annual basis.

### **Communication**

The College communicates information to parent's teachers and students via information nights, the communication schedule, the school web site, our compass platform, staff handbook, form assemblies and year level assemblies.

- All new staff receive a copy of our Child Safety Policy and Staff Code of Conduct which is discussed as part of their induction to the College.
- Upon enrolment at the College all parents and students receive a copy of our Child Safety Policy, Code of Conduct, Complaints Process and Parents Guide to Child Protection Issues.
- Regular information sessions are held for staff volunteers and students.

### **Child Safety Officer**

Any incidents or concerns relating to the safety of students must be reported to the College Child Safety Officer Mrs Catherine Gilchrist.

### **Policy Review and approval**

Policy last reviewed	DET/ Ratified by School Council 13 <sup>th</sup> June 2019
Approved by	Principal - David Caughey
Next scheduled review date	This policy will be reviewed in the life of the Strategic Plan or sooner to ensure that it meets the needs of our students and complies with the requirements of Ministerial Order 870.