### 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

This policy applies to: “All staff, volunteers, contractors, whether or not they work in direct contact with children or young people.”

This policy applies: during school hours, camps, excursions, Outside School Hours Care & Vacation Care, as well online and outside of school hours.

### Statement of Commitment & Principles

**COMMITMENT TO CHILD SAFETY**

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

Tungamah Primary School has zero tolerance for child abuse. See Tungamah Primary Schools’ statement commitment to Child Safety policy.

### Policy and procedures

Introduce the policy and procedures that will be outlined. For example, “Policies and procedures outlining school’s approach to the Child Safe Standards are outlined below.”

For more information Miss Christine Purcell, Principal Tungamah Primary School (03) 57 644 343

### 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.”

The school’s plan for creating a child safe culture can be found on the website at http://www.Tungamahps.vic.edu.au/ and in the policy folder located in the main office and on the schools internal server; U:\School Documents\Policies\2016\VRQA Child Safety

### Personnel understand their roles and responsibilities/ Code of conduct

**All school staff** 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 Code of Conduct.

The school’s Code of Conduct sets out clear awareness of the difference between appropriate and inappropriate behaviour.

### Human resources practices and training

Tungamah Primary School applies best practice standards in the recruitment and screening of staff, and will take all reasonable steps to ensure that it engages the
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<th>Code of Conduct reviewed School Council Meeting : 7th September 2016</th>
<th>Code of Conduct review 2018</th>
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<th>Reporting a child safety concern or complaint</th>
<th>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 reporting their concerns to the DHHS Child Protection 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. The school will take action to respond to a complaint.” Further information can be found in the policy folder located in the main office.</th>
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<th>Risk reduction and management</th>
<th>Tungamah Primary 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 children and young people and will take a risk management approach by undertaking preventative measures. Further information can be found in the policy folder located in the main office.</th>
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| Listening to children | Tungamah Primary School has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/care givers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/care givers to understand their rights and their responsibilities.”

“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 of things and take them seriously, check understanding and keep the child (or their parent/carer) informed about progress.” |
|---------------------------------------------------------------|----------------------------|

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<th>Confidentiality and Privacy</th>
<th>This school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. The principles regulating the collection, use and storage of information is included in the School Privacy Policy.</th>
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<th>Policy evaluation and review</th>
<th>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. The review will include input from students, parents and the school community.”</th>
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Definitions

Ministerial Order 870 provides definitions, including:

**Child abuse** includes—
- any act committed against a child involving:
  - a sexual offence or
  - an offence under section 49B(2) of the Crimes Act 1958 (grooming)
- the infliction, on a child, of:
  - physical violence or
  - serious emotional or psychological harm
  - serious neglect of a child.

**Child-connected work** means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

**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 governing authority for use by a child during or outside school hours, including:
- a campus of the school
- online school environments (including email and intranet systems)
- other locations provided by the school for a child’s use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

School staff being: an individual working in a school environment who is:
- directly engaged or employed by a school governing authority;
  a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary); or
- a minister of religion.

Related policies and documents

- DET Child Wellbeing and Safety Framework