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1. Rationale:

- 1.1 Lyndhurst 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.

2. Scope:

- 2.1 Lyndhurst Primary School's 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.
- 2.2 This policy also applies to school council members where indicated.
- 2.3 The policy will apply to the school environment (see Definitions section).
- 2.4 The policy covers both school hours and outside of school hours.

3. Definitions:

3.1 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.

3.2 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.


3.3 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.

3.4 School environment

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)

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3.5 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).

4. Statement of Commitment to Child Safety:

4.1 Lyndhurst 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.

4.2 Values and Mission:

The school’s approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. *“Our aim is to develop the skills, attitudes and abilities of students to achieve their full academic, creative and social potential and to make positive contributions throughout their lives.”*

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

Optimism

“Optimism is the faith that leads to achievement.” Helen Keller

Respect

“Respect. Have it not only for others, but also for yourself.” — Xondra Day

Integrity

“Real integrity is doing the right thing, knowing that nobody’s going to know whether you did it or not.” - Oprah Winfrey

Empathy

“Seeing with the eyes of another, listening with the ears of another, and feeling with the heart of another.” — Alfred Adler


Responsibility

Accept responsibility for your life. Know that it is you who will get you where you want to go, no one else. - Les Brown

4.3 Lyndhurst Primary School has zero tolerance for child abuse.


4.4 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.

4.5 Every person involved in Lyndhurst 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.

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5. Child safety principles

- 5.1 In its planning, decision-making and operations, Lyndhurst Primary School will:
- Take a preventative, proactive and participatory approach to child safety;
 - Value and empower children to participate in decisions which affect their lives;
 - Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
 - Respect diversity in cultures and child rearing practices while keeping child safety paramount;
 - Provide written guidance on appropriate conduct and behaviour towards children;
 - Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
 - 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;
 - Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
 - Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
 - Value the input of and communicate regularly with families and carers


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6. Strategies to embed a child safe culture

- 6.1 Lyndhurst 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.
- 6.2 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](#) and the [Four Critical Actions for Schools](#) are readily available online and in hard copy at the main office for all staff and students to read at any time.
- 6.3 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 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)
- For more information on these obligations, see [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).
- 6.4 As part of Lyndhurst Primary School’s child safe culture, school leadership (including the principal and assistant principals) 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


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- 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.
- 6.5 As part of Lyndhurst 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 on induction, and maintain familiarity with that document.
- 6.6 As part of Lyndhurst 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).
- 6.7 School leadership will maintain records of the above processes.

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7. Child Safe Officer

- 7.1 The identification of Child Safe Officers provides students, staff and parents with a clearly identifiable support network in the event of a suspected child safety issue.
- 7.2 However, this does not remove the statutory obligation of all adults to report child abuse as per Crimes Act 1958 (Vic) and Mandatory Reporting regulations, nor does it take away the opportunities of any child to speak to any member of staff should they have concerns.
- 7.3 Responsibilities
Child Safe Officers will be able to:
- Provide Authoritative Advice
 - Act as a source of support, advice and expertise to staff on matters of child safety.
 - Liaise with the Principal and leaders to maintain visibility of child safety.
 - Lead the development of Lyndhurst’s child safety culture, including being a child safety champion and provide coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety.
 - Have an understanding of the processes for reporting any incident of child abuse and liaise with the Department of Health and Human Services (DHHS) and Community Service Organisation’s eg Orange Door to support the health and protection of children
 - Raise Awareness
 - Ensure the Lyndhurst Child Safe policies are known by staff and the community and used appropriately.
 - Encourage among all staff a culture of listening to children and taking into account their wishes and feelings in any measures to protect them.
 - Ensure each member of staff is aware and understands the Lyndhurst Primary School Child Safety policy, reporting procedures and the Child Safe Code of Conduct
 - Guide Child Safety incident management and reporting
 - Promptly manage the response to an allegation or disclosure of child abuse and ensuring the allegation or disclosure is taken seriously.
 - Responding appropriately to a child who makes or is affected by an allegation of child abuse and follow appropriate procedures including:
 - Informing appropriate authorities
 - Making, securing and retaining records of the allegation of child abuse and the subsequent response.
- 7.4 The school has a number of Child Safe Officers and may include the following: Student Well-being Leader, Assistant Principal (Student well-being), Principal, Sub-School Leaders, Members of the Student Well-being Team.
Posters in every classrooms and around the school, will clearly identify, for children and for community members, the names of the school’s Child Safe Officers.

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8. Roles and responsibilities


- 8.1 School leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect.
- 8.2 Staff will comply with the school's Child Safety Code of Conduct, which sets out clearly the difference between appropriate and inappropriate behaviour.
- 8.3 Specific child safety responsibilities:
- The Principal is responsible for reviewing and updating the Child Safety Policy every 3 years.
 - The Principal Class Team is responsible for monitoring the school's compliance with the Child Safety Policy. The school community should approach any member of the Principal Class team 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 Lyndhurst 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.

9. Recruitment

- 9.1 Lyndhurst Primary School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the Department's website.
- 9.2 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.

10. Training and supervision

- 10.1 Training and education is important to ensure that everyone in the school understands that child safety is everyone's responsibility.
- 10.2 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.
- 10.3 We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.
- 10.4 This training occurs annually or more often as required.
- 10.5 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.
- 10.6 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

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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.

10.7 All employees of our school will be monitored and assessed via regular performance review to ensure their continuing suitability for child-connected work.

10.8 Any inappropriate behaviour will be reported by school staff to the Principal or Assistant Principal and will be managed in accordance with Lyndhurst Primary School's [Child Safety Responding and Reporting Obligations \(including Mandatory Reporting\) Policy and Procedures](#) where required.

11. Reporting a child safety concern or complaint

11.1 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.

11.2 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.

11.3 Lyndhurst Primary School will never prohibit or discourage school staff from reporting an allegation of child abuse.

11.4 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](#).

11.5 In accordance with Action 4 of the Four Critical Actions for Schools, Lyndhurst Primary School will provide ongoing support for students affected by child abuse.


12. Risk reduction and management

12.1 Lyndhurst 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.

12.2 The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.


12.3 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.

12.4 Lyndhurst 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.

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13. *Listening to, communicating with and empowering children*

- 13.1 Lyndhurst Primary School has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers.
- 13.2 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.
- 13.3 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 from the school's Child Safe Posters or from a Child Safety Officer.
- 13.4 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.
- 13.5 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 Lyndhurst Primary School to read at school reception or on the schools' [Policies web page](#).
 - PROTECT Child Safety posters will be displayed across the school along with the school's Child Safe Posters.
 - 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
 - Age-appropriate discussion of child safety with students will be conducted in all classrooms.
 - Students leaders will have a role in developing and communicating to students about the child safety posters, their purpose and meaning.
 - Child safety policies and procedures, written in child-friendly language will be developed.
 - Four Critical Actions are actively taught to mandatory reporters and other school staff.
 - The whole school is encouraged to contribute to risk assessment and mitigation.
- 13.6 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
 - child abuse awareness and prevention
 - Healthy Habits/Happy Kids, and
 - e-smart behaviours

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14. **Communications**

14.1 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.
- A Child Safety page on the school’s online newsletter.
- Ensuring that child safety is a regular agenda item at school leadership meetings and staff meetings for discussion
- Displaying the school’s Child Safety Posters in all classrooms and around the school.
- Utilising student leaders as a key part of the communication of Child Safety to students.

15. **Confidentiality and privacy**

15.1 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.


16. **Related policies and documents**


16.1 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.](#)

17. **Policy evaluation and review**

17.1 To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years. The review will include input from students, parents/carers and the school community.

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18. Appendix 1: School Child Safety Poster

Lyndhurst Primary School is a safe place for children



**At Lyndhurst Primary School, all students have the right to:
feel safe, be happy and learn.**

If you feel unsafe.....
(this may be any form of 'hurt' including physical or emotional) either at school, at home, online or in the community, you can:

- speak to your classroom teacher
- speak to any other staff member
- speak to a member of the Child Safe Team:

_____ , _____ , _____ , _____

What will happen?

- you will be listened to and believed
- you will be given help so that you feel safe

Lyndhurst Primary School is committed to the protection of children in line with the Victorian Government Child Safety reforms