

Human Resources Practices

(Child Safe Standard 4)

Overview

It is important for schools to have strong human resources practices to help protect children from abuse. At Wilandra Rise Primary School, we foster a culture of openness and inclusiveness, as well as being aware that people who may wish to harm children could target schools. We believe that robust human resources practices are a good way of reducing these risks. Human resources practices include the recruitment, training and supervision of all personnel.

To achieve this, we provide opportunities for employees and volunteers to develop and maintain skills to ensure child safety. This policy refers to teaching and non-teaching staff as well as anyone employed through School Council. This will support staff and volunteers to understand the importance of child safety and wellbeing, and enable them to consistently follow child safety policies and procedures.

Wilandra Rise Primary School reinforces our commitment to child safety by recognising the good work and practices of employees and volunteers in keeping children safe and protected.

Recruitment

Implementing child safe standard 4- Departmental and school actions

The table below outlines the steps that will be implemented to meet the requirements of Standard 4.

| Requirement | Departmental action | School action |
|---|--|--|
| <p>1. <i>Each job or category of jobs for school staff and non-teaching staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant</i></p> | <ul style="list-style-type: none"> The 'Recruitment in Schools' Guide has been updated and requires that position descriptions for all new positions advertised from 1 August 2016 include the following standard 'Child safe environments' clause: "Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safety Code of Conduct will be available on the school's website. In the near future, position descriptions generated in Recruitment Online (ROL) will be automated to include a standard clause regarding child safety. The Principal Class Contract of Employment has been updated to include the text italicised in the below: <ul style="list-style-type: none"> Preamble: The aims of the Department include: "... the provision of a child safe environment" Schedule B – Accountabilities of a principal | <ul style="list-style-type: none"> Ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide. For existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Standard 3. Note that the Principal Class Contract of Employment has been updated to include reference to the Standards, and all contracts offered on or after 1 August will include the revised wording. |

| Requirement | Departmental action | School action |
|--|--|---|
| | <p>– Student Support: “Pt 2) Plan, implement and monitor arrangements to ensure the care, safety, security and general well-being of all students in attendance at the school including compliance with the Child Safe Standards “ This will apply for future contracts.</p> | |
| <p>2. All applicants for jobs (either teaching or non-teaching) that involve child connected work for the school must be informed about the school’s child safety practices (including the code of conduct).</p> | <ul style="list-style-type: none"> • As above | <ul style="list-style-type: none"> • As above |
| <p>3. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work :</p> <p>4. The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous 12 months</p> | <ul style="list-style-type: none"> • The ‘Recruitment in Schools’ Guide has been updated to include that, the Principal, prior to an external applicant person commencing employment, must be satisfied that the person: “meets the Child Safe Standards.” http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx | <ul style="list-style-type: none"> • Principals implement practices to ensure that they are satisfied an external applicant <i>meets the Child Safe Standards</i> prior to the applicant’s employment including: <ol style="list-style-type: none"> a) Working with Children Check status, or similar check; b) proof of personal identity and any professional or other qualifications; c) the person’s history of work involving children; and d) references that address the person’s suitability for the job and working with children. |
| <p>5. The school must ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work</p> | <ul style="list-style-type: none"> • Advice on alignment of/ changes to Induction will be developed in 2016. • Advice on alignment of/ changes to Performance and Development will be developed in 2016, with changes to be determined for the 2017-18 Performance and Development cycle. | <ul style="list-style-type: none"> • Note that further advice on requirements related to Induction and Performance and Development will be developed in 2016 to ensure schools fully meet this Standard. |
| <p>6. The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety</p> | <ul style="list-style-type: none"> • As above. | <ul style="list-style-type: none"> • School Council to oversee and review Standard 4 as part of the school’s Annual Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2] |

Child Safety Officer

Employees and volunteers are supported through the appointment of an individual child safety officer with specified ‘child-safe’ duties in their job description, including being the designated person to hear or be

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informed about all allegations or concerns, and providing support to other personnel. This will assist us in ensuring that child safety is prioritised, and that any allegations of abuse or safety concerns are recorded and responded to consistently and in line with (Department of Education and Training) DET legal requirements and policies and procedures.

The designated child safety officer also provides a single contact for children, parents and employees/volunteers to seek advice and support regarding the safety and wellbeing of children associated with your organisation.

Training and induction:

Training and education is an important tool to help people understand that child safety is everyone's responsibility. Wilandra Rise Primary School's employees and volunteers (in addition to parents/guardians and children) are supported to discuss child protection issues and to detect signs of potential child abuse.

Staff will receive induction and ongoing training. New staff will be provided support and information when they begin their new role, and existing staff provided support to develop new skills and knowledge to meet the requirements of their positions and expand their career options.

We believe that training and support promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that Wilandra Rise Primary School meets its duty of care when providing services to children.

Our staff is committed to promoting the safety and wellbeing of children by signing Wilandra Rise Primary School's Code of Conduct. Training provided will enhance the skills and knowledge of our employees and volunteers, and reduce exposure to risks.

Employees and volunteers working with children will receive training in the following areas:

- identifying, assessing and reducing or removing child abuse risks
- Wilandra Rise 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 your organisation's reporting guidelines
- cultural awareness training

Training can be formal such as:

- higher education training and accreditation
- training offered by external organisations
- training developed and delivered internally
- on-the-job training meeting key objectives

Training can also be informal such as:

- inviting other professionals to speak at meetings or functions
- inviting local Aboriginal Elders, Aboriginal community controlled organisations and community members to speak at meetings and events
- inviting local culturally and/or linguistically diverse community members to speak at meetings and events
- internal mentoring and coaching

Supervision:

Supervision of employees and volunteers is managed in a way that protects children from abuse and improves accountability and performance, without being onerous or heavy-handed. For instance, where practical, two staff members are present during activities with children. In particular, children with a disability may require additional supervision.

As a matter of good practice, new employees and volunteers are supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate. Any warning signs should be reported through appropriate channels, including Wilandra Primary School's internal reporting procedures (such as your child safety officer and leadership), the Department of Health and Human Services (child protection), or police if a child is believed to be at imminent risk.

Performance and development review:

A proactive performance development strategy is used to improve employees and volunteers skills and knowledge on child safety. This is also an opportunity to improve knowledge and skills in working with children, as well as recognising and responding to suspected abuse. As a result the school will outline the requirements of the CSS Standards within every new job description. The school will also include CSS statement and action plan within the AIP with a mechanism that effectively audits actions taken across the 7 standards throughout the year.

Performance is measured against Wilandra Rise Primary's School's standards of conduct and care to ensure that employees and volunteers meet expected outcomes. These standards align with those of the Code of Conduct and Child Safe Policy so everyone can be aware of the expectations of our school and appropriate behaviour.

Code of conduct and disciplinary procedures:

Disciplinary procedures are accessible and transparent, and clearly demonstrate the consequences of breaches of the code of conduct. These procedures will be used if an allegation of child abuse is made, or a breach of the code of conduct is known or suspected.

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Employees and volunteers will be made aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within Wilandra Rise Primary School. Members of our school will also be made aware of their duty to raise concerns about the behaviour of any person who may present a risk of child abuse, without fear of repercussions.

Our Code of Conduct is publicly available on our website. Children and their families will be encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported.

Wilandra Rise Primary School's disciplinary procedures clearly outline what employees or volunteers should do if they are concerned that their actions or words have been misunderstood, or they believe their concerns are not investigated in a timely manner.

Further information

Further information on [child safe standards](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations) can be found on the Department of Health and Human Services' website www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations.

Additional resources for organisations in the child safe standards toolkit can be found on the [Department of Health and Human Services website](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards): www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards. In particular, [**An Overview to the Victorian child safe standards**](#), has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: <www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>

Licensed children's services enquiry line: 1300 307 415