

# Craigieburn Primary School

## Child Safety and Wellbeing Policy

(Child Safe Standard)



### Help for non-English speakers

If you need help to understand this policy, please contact school principal.

## PURPOSE

The Craigieburn Primary School Child Safety and Wellbeing Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments.

It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

## SCOPE

This policy:

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers.
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

## DEFINITIONS

The following terms in this policy have [specific definitions](#):

child  
child safety  
child abuse  
child-connected work  
child-related work  
school environment  
school boarding environment  
school staff

school boarding premises staff  
school governing authority  
school boarding premises governing authority  
student  
volunteer.

## STATEMENT OF COMMITMENT TO CHILD SAFETY

Craigieburn Primary School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQA+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

## ROLES AND RESPONSIBILITIES

### School leadership team

Our school leadership team (comprising the principal, assistant principals F – 3 & 4 -6, leading teachers and learning specialists) is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

Principals and assistant principals will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed.
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing.
- enable inclusive practices where the diverse needs of all students are considered.
- reinforce high standards of respectful behaviour between students and adults, and between students.
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings.
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of, and responding to abuse.
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

### School staff and volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures.
- act in accordance with our Child Safety Code of Conduct.
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures, including following the [Four Critical Actions for Schools](#).
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives.
- implement inclusive practices that respond to the diverse needs of students.

### School council

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

- promote a child safe culture with the broader school community.
- ensure that child safety is a regular agenda item at school council meetings.
- undertake annual training on child safety using the Child Safe Standards School Council Training slide presentation available on [PROTECT](#).
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members.
- when hiring school council employees, ensure that selection, supervision, and management practices are child safe. At our school, school council employment duties are delegated to the principal who is bound by this policy.

### Specific staff child safety responsibilities

Craigieburn Primary School has nominated the school leadership team as child safety champions to support the principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the child safety champion as per the [Guidance for child safety champions](#) include the following:

## PROMOTE CHILD SAFETY CULTURE

- Promote child safety and wellbeing. For example, at staff and parent meetings, through newsletters and staff bulletins.
- Ensure the school's child safety policies and procedures:
  - are current and fit for purpose
  - are publicly accessible
  - are known and implemented.
- Promote a culture of listening to students and families and acting on their child safety concerns.
- Support staff and volunteers to focus on the child safety needs of vulnerable students.

## PROVIDE SUPPORT AND GUIDANCE

- Be a point of contact for child safety concerns for staff, volunteers and students.
- Provide guidance to students, staff and volunteers on child safety policies and procedures.
- Work with school leadership to respond to child safety incidents.
- Maintain current skills and knowledge to support child safety and wellbeing, including:
  - child-focused complaint processes, reporting obligations and the [Four Critical Actions](#)
  - student rights, participation and empowerment
  - Aboriginal cultural safety and inclusive practices to meet students' diverse needs
  - child safety risk management including online safety
  - child safety information sharing and record-keeping obligations
  - working with relevant agencies to refer students and families to appropriate support
  - keeping across emerging research and best practice guidance in child safety and wellbeing.

## TRAIN AND EDUCATE

- Provide child safety induction programs for new school staff, volunteers and school council members.
- Provide child safety training for school staff, volunteers and school council members.
- Ensure mandatory reporters complete the annual mandatory reporting training.
- Provide child safety updates and information to staff and volunteers, as needed.

## MONITOR, REVIEW AND REPORT

- Record child safety complaints and concerns, and analyse trends as needed.
- Coordinate reviews following significant safety incidents and recommend improvements.
- Maintain the school's child safety risk register.
- Coordinate child safety policy and practice reviews in consultation with the school community.
- Maintain detailed, accurate, secure written records of concerns and referrals.

Our principal and child safety champions are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

The school principal is responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach the school principal if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy.

The school principal is responsible for informing the school community about this policy and making it publicly available.

Other specific roles and responsibilities are named in 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 Child Safety Risk Register.

Our school has a Wellbeing Team who meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing.

## CHILD SAFETY CODE OF CONDUCT

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct Craigieburn Primary School also includes processes to report inappropriate behaviour.

## MANAGING RISKS TO CHILD SAFETY AND WELLBEING

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

## ESTABLISHING A CULTURALLY SAFE ENVIRONMENT

At Craigieburn Primary School, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

- Commitment 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, in particular

Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

- Ensure that the wellbeing and safety of all children and young people is at the forefront of all staff and every decision they make.
- 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.
- 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 issues.
- 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.
- Value the input of and communicate regularly with families and carers.

## ABORIGINAL LEARNING, SAFETY AND WELLBEING

We understand the importance of celebrating the culture, knowledge and experiences of First Nations Peoples. We have measures in place to support Aboriginal learning, safety and wellbeing to ensure that we maintain an inclusive and culturally safe school for Aboriginal children and students. These measures are outlined below:

### Family and community perspectives and feedback

We recognise that our school's practices must be regularly reviewed and updated in partnership with our families and local communities. We actively seek participation and feedback from Koorie students, families and Community by:

- acknowledging the existing knowledge of Koorie students and their families and seeking their feedback on how well we are meeting their needs. This is done during Student Support Group meetings and during the development of Individual Education Plans.
- working with our regional Koorie Engagement Support Officers (KESOs) for advice on how we can create a culturally inclusive learning environment and to build our capacity to provide support for individual Koorie students attending our school.

### Training and professional development of staff

To ensure our staff are equipped with the skills and knowledge necessary to create and maintain a positive and inclusive school environment we:

- will endeavour to complete the [Community Understanding and Safety Training \(CUST\)](#) training
- support teachers to develop teaching and learning activities within the Victorian Curriculum priorities to enable staff to build their confidence with Aboriginal and Torres Strait Islander content and to recognise opportunities to draw upon Aboriginal pedagogies and practices within their classrooms
- Leadership will endeavour to completed a Cultural Action Tool (CAT) with our KESO, which will be used to improve our current practices to support our Koorie students and families.

### Curriculum Learning

We support the development of high expectations and individualised learning for Koorie students and creates a learning environment for all students that acknowledges, respects and values Aboriginal and Torres Strait Islander cultures and identities. This includes:

- embedding indigenous perspectives in the curriculum
- ensuring that all Koorie students have individual education plans developed in partnership with students, families, and KESOs.
- using culturally relevant resources, such as Indigenous guided reading material for students
- celebrating cultural events, including NAIDOC Week
- offering opportunities for Koorie students to engage in cultural practices, such as art, dance, or storytelling.

#### **Assemblies and other school events and activities**

We ensure our school events and activities acknowledge and celebrate Aboriginal and Torres Strait Islander culture by:

- acknowledging at the start of every school assembly and meeting, the Wurundjeri people, Traditional Owners of the Kulin Nation, the land on which our school is located
- arranging activities recognising key events and anniversaries that celebrate Aboriginal and Torres Strait Islander culture.

#### **Built and digital environment**

We ensure our built environment and website demonstrates an appreciation and acknowledgment of Aboriginal and Torres Strait Islander culture through:

- flying the Aboriginal flag on school grounds.
- including an Acknowledgement of Country and Traditional Owners on our website home page
- displaying Aboriginal artwork around the school
- displaying student voice in an Acknowledgement of Country at the main office.

## **STUDENT EMPOWERMENT**

To support child safety and wellbeing at Craigieburn Primary School we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging through implementing our whole school approach to Respectful Relationships, our student Code of Conduct, our school values of Respect, Personal Excellence, Inclusion and Cooperation and Honesty and Trust.

We inform students of their rights through our whole school approach to Respectful Relationships and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns by contacting the school office on 9308 1228.

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our

understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

## FAMILY ENGAGEMENT

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at Craigieburn Primary School we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- Sharing the policy with staff, school council and families for feedback. Changes will be made to the policy before it is ratified and school council.
- All of our child safety policies and procedures will be available for students and parents on the school website and from the front office.
- Newsletters will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters will be displayed across the school including in the main buildings, the staff centre and community hub.

## DIVERSITY AND EQUITY

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQA+.

Our Student Wellbeing and Engagement Policy provides more information about the measures we have in place to support diversity and equity.

## SUITABLE STAFF AND VOLUNTEERS

At Craigieburn Primary School, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

## STAFF RECRUITMENT

When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- Recruitment in Schools
- Suitability for Employment Checks
- School Council Employment
- Contractor OHS Management.

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration
- collect and record:
  - proof of the person's identity and any professional or other qualifications
  - the person's history of working with children
  - references that address suitability for the job and working with children.
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## STAFF INDUCTION

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

## ONGOING SUPERVISION AND MANAGEMENT OF STAFF

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate. This will be done by:

- Leadership walk arounds
- Mentoring and coaching practices
- Professional Learning
- Follow up practices in response to concerns or complaints
- Increased supervision where applicable.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by meeting with the staff, seeking feedback by leading teachers and through the review process (PDP).

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

## SUITABILITY OF VOLUNTEERS

All volunteers are required to comply with our Volunteers Policy, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

## CHILD SAFETY KNOWLEDGE, SKILLS AND AWARENESS

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

## SCHOOL COUNCIL TRAINING AND EDUCATION

To ensure our school council is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- Craigieburn Primary School child safety and wellbeing policies, procedures, codes and practices

## COMPLAINTS AND REPORTING PROCESSES

Craigieburn Primary School fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy is located on the school website or can be obtained by contacting the school office.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employee) must follow our Child Safety Responding and Reporting Obligations Policy and Procedures. Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our Student Wellbeing and Engagement Policy and Bullying Prevention Policy cover complaints and concerns relating to student physical violence or other harmful behaviours.

## COMMUNICATIONS

Craigieburn Primary School is committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters around the school
- updates in our school newsletter
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school council meetings.

## PRIVACY AND INFORMATION SHARING

Craigieburn Primary School collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: [Schools' Privacy Policy](#).

## RECORDS MANAGEMENT

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: [Records Management – School Records](#)

## REVIEW OF CHILD SAFETY PRACTICES

At Craigieburn Primary School, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

## RELATED POLICIES AND PROCEDURES

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

Bullying Prevention Policy  
Child Safety Responding and Reporting Obligations Policy and Procedures  
Child Safety Code of Conduct  
Complaints Policy  
Digital Learning Policy  
Inclusion and Diversity Policy  
Student Wellbeing and Engagement Policy  
Visitors Policy  
Volunteers Policy

## RELATED DEPARTMENT OF EDUCATION AND TRAINING POLICIES

- Bullying Prevention and Response Policy
- Child and Family Violence Information Sharing Schemes
- Complaints Policy
- Contractor OHS Management Policy
- Digital Learning in Schools Policy
- Family Violence Support
- Protecting Children: Reporting Obligations Policy
- Policy and Guidelines for Recruitment in Schools
- Reportable Conduct Policy
- Student Wellbeing and Engagement Policy
- Supervision of Students Policy
- Visitors in Schools Policy
- Volunteers in Schools Policy
- Working with Children and other Suitability Checks for School Volunteers and Visitors

### Other related documents

- Identifying and Responding to All Forms of Abuse in Victorian Schools
- Four Critical Actions for Schools
- Identifying and Responding to Student Sexual Offending
- Four Critical Actions for Schools: Responding to Student Sexual Offending
- Recording your actions: Responding to suspected child abuse – A template for Victorian schools

## POLICY STATUS AND REVIEW

The school principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/carers and School Council.

## APPROVAL

<b>Created date</b>	<b>July 2025</b>
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<b>Consultation</b>	School Council Aug 2025
<b>Endorsed by</b>	School Principal
<b>Endorsed on</b>	September 2025
<b>Next review date</b>	September 2027