



### Child Safety Implementation Action Plan 2016

The following Child Safety Implementation Action Plan has been developed after completing the VRQA Child Safe Standards Readiness Tool (completed 24 February 2016) and with reference to

- CECV Guide to meeting the minimum standards for school registration and other State and Federal Requirements for Victorian Catholic Schools
- Child Safe Standard Tool Kit produced by DHHS

Standards	Action	Process	Person Responsible	Time Frame
Standard 1 <b>Strategies to embed an organizational culture of Child Safety</b>	Revisit Vision, Mission and objectives of the school so that it has specific reference to child safety.	<ul style="list-style-type: none"> <li>• To be completed as part of the SHC The Longview Strategic process</li> <li>• Update Schedule for Term 1 New Staff Induction Workshops to include Child Safety workshop to be delivered by DP Student Wellbeing and Director of Students</li> <li>• Upload Child safety Policies on SHC Website</li> </ul>	Principal  DP Student Wellbeing, Director Student (People and Culture Leader)  DP Student Wellbeing	SHC Longview Workshop 11 May 2016.  Ready for 2017 new staff induction  Policies currently on website (checked 13/4/2016)
Standard 2 <b>A Child safety policy or statement of commitment to child safety</b>	Amend 2015 Protecting our Students Policy to include a statement and commitment to child safety	DP Student Wellbeing to update policy Updated Policy to be tabled at Policy Committee Presentation of Policy to College Council for recommendation to Principal	DP Wellbeing    PA Assistant	1 June 2016  1 June 2016  23 June 2016  23 June 2016

	Review current Mandatory Reporting proforma against Child safe standard Toolkit: Resource 7 : Sample Incident Report	Upload amended policy to website	DP Well being	
Standard 3 <b>A child safety code of conduct</b>	Use Vic State Government Template to create Code of Conduct	<p>Download Template Update as per SHC Upload onto SHC website</p> <p><b>Communication-</b></p> <p>Current Staff – upload onto CANVAS eStaff Handbook  New Staff – included with letter of appointment  SHC Committees (including Advisory Council and Sub – committee members, Alumni, Rowing, Scholarship – issued via letter when reappointed or appointed to a Committee  Volunteers – Indemnity form to include a copy of Code of Conduct to be returned with Indemnity form  Parent Power - trigger return of Parent Power form - results in the issue of SHC Child Safe Code of Conduct</p> <p>Contractors – to be added to Contractors package to be</p>	<p>Principal</p> <p>Principal</p> <p>Principal and People and Culture Leader  Principal and PA</p> <p>DP Student Wellbeing</p> <p>Community Liaison Co-Ordinator</p> <p>Business Manager</p>	Prior to 1 August 2016

		signed when signing in at the College and left with Reception Staff. CRT - to be included in their induction pack	People and Culture Co-Ordinator	
Standard 4 <b>School staff selection, supervision and management practices for a child-safe environment</b>	<ul style="list-style-type: none"> <li>• Design and adhere to recruitment and selection processes that focus on: <ul style="list-style-type: none"> <li>○ factors that may indicate a risk to child safety, i.e. “red flags” (e.g. reluctance to undergo a Working with Children Check or police check)</li> <li>○ understanding of child safety</li> <li>○ understanding and respecting Aboriginal culture, cultural and linguistic diversity and needs of children with a disability.</li> </ul> </li> <li>• Undertake recruitment and selection practices including: <ul style="list-style-type: none"> <li>○ Working with Children Checks when required</li> <li>○ police checks</li> <li>○ face-to-face interviews</li> </ul> </li> </ul>		People and Culture Co-Ordinator	

	<p>where possible</p> <ul style="list-style-type: none"> <li>o interview questions to assess people's motives when working with children</li> <li>o referee checks that assess the quality of the applicant's previous experience</li> <li>o probation periods</li> <li>o references to the child safe policy or statement in recruitment advertisements.</li> </ul> <p>Regularly provide information, training and education for employees and volunteers about child abuse and child safety,</p>	<p><b>Employees to complete on line Professional Learning modules each year during Term 2 in:</b></p> <ul style="list-style-type: none"> <li>•Protecting Children – Mandatory Reporting and other obligations eLearning Module (DET)</li> <li>Protecting Children and Vulnerable Adults (MEL)</li> <li>DHHS - Powerpoint for Affiliate groups</li> </ul>	<p>DP Staff Wellbeing and People and Culture Leader</p> <p>CLT Leader of Group</p>	<p>Term 2 of each school Year</p>
<p>Standard 5 <b>Procedures for responding to and reporting allegations of suspected child abuse</b></p>	<ul style="list-style-type: none"> <li>• Update Child Safety Policy</li> <li>• Application of Section 13 Managing Employment Concerns VCMEA 2013</li> </ul>	<p>As per Standard 2</p> <p>As needed</p>	<p>As per Standard 2</p> <p>Principal</p>	<p>As per Standard 2</p> <p>As needed</p>
<p>Standard 6 <b>Processes for responding to and reporting suspected child abuse</b></p>	<p><b>Risk Management</b></p> <p>Assessments to include a child safety statement – Indicating risk mitigation</p>	<p>Update Risk Management online process</p> <p>-</p>	<p>Tony Grant - Business Manager</p>	<p>Term 2, 2016</p>

	<ul style="list-style-type: none"> <li>• Correct ratio of staff to students</li> <li>• Staff supervisors – male/female ratio</li> <li>• Staff supervisors – 1 to 2 years teaching experience</li> <li>3 to 5 years experience</li> <li>5 to 10 years</li> <li>10 + years of experience</li> </ul>			
Standard 7 <b>Strategies to promote the participation and empowerment of children</b>	<p>Include in School Planner – Child Safety Policy Bullying and Harassment Policy</p> <p>Create a CANVAS – Student Handbook which has links to : Operation Harmony Bullying and Harassment Policy SIF Student Well being Feedback to be analysed</p> <p>Audit where child safety is taught in the Curriculum and co-curricula activities</p>	<p>Include in 2017 draft of School Planner</p> <p>DP Student Wellbeing to meet with Director of Students</p> <p>DP Student Wellbeing and SIF sphere group. Annual Action Plan to be prepared</p> <p>Process is to be developed between DP Student Wellbeing – and Health and Wellbeing Co-Ordinator</p>	<p>DP Student Wellbeing</p> <p>Health and Wellbeing Co-Ordinator</p>	<p>Term 3</p> <p>Term 4 2016</p> <p>Term 3 2016</p>