



Child Safety Implementation Action Plan 2016 -2019

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	Completed
Standard 1 Strategies to embed an organisational culture of Child Safety	Revisit Vision, Mission and objectives of the school so that it has specific reference to child safety.	<ul style="list-style-type: none"> • To be completed as part of the SHC The Longview Strategic process • 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 • Upload Child safety Policies on SHC Website 	Principal	SHC Longview Workshop 11 May 2016.	√
	Reportable Conduct and Mandatory Reporting Education Program		DP Student Wellbeing, Director of Students (People and Culture Leader)	Ready for 2017 new staff induction	√
	Regularly provide information, training and education for employees and volunteers about child abuse and child safety	<ul style="list-style-type: none"> • Staff to complete online professional learning modules: <ul style="list-style-type: none"> – Protecting Children and Vulnerable Adults (biennial) – Protecting Children – Mandatory Reporting – Disability Standards DEET module 	DP Student Wellbeing	Policies currently on website (checked 13/4/2016)	√ Updated policies on web and staff handbook
			Principal; HR Manager/HR Coordinator; DP – Student Wellbeing	Periodically in accordance with the learning module schedule	√ Ongoing as per schedule

	Review current Mandatory Reporting proforma against Child safe standard Toolkit: Resource 7 : Sample Incident Report	<ul style="list-style-type: none"> Staff undertake training through Mercy Education modules on Reportable Conduct every 2 years and Mandatory Reporting every year 			
	In response to CECVE GE 18/0014 - Updating Boards on Child Safety	<ul style="list-style-type: none"> Child Safety Implementation Action Plan circulated to all members of the College Advisory Council meeting September 2018 Child Safety permanent item on College Advisory Council Agenda beginning – September 2018 	Principal/Principal PA	September 2018	
Standard 2 A Child Safety policy or statement of commitment to child safety	Amend 2015 Protecting our Students Policy to include a statement and commitment to child safety	<ul style="list-style-type: none"> DP Student Wellbeing to update policy 	DP Wellbeing	1 June 2016	√
		<ul style="list-style-type: none"> Updated Policy to be tabled at Policy Committee 	DP Well being	1 June 2016	√
		<ul style="list-style-type: none"> Presentation of Policy to College Council for recommendation to Principal 	Principal's Assistant	23 June 2016	√
		<ul style="list-style-type: none"> Upload amended policy to website 	Principal's Assistant	23 June 2016	√
	Implement Reportable Conduct Requirements	<ul style="list-style-type: none"> Update Culture of Child Safety Policy and present to Policy Sub-Committee of the College Advisory Council in July 2017 – once approved post onto website/parent portal 	Acting DP Well Being Principal's Assistant	July 2017	√
<ul style="list-style-type: none"> Review SHC Complaints Policy against Staff Policy to reflect procedures that enable students to report complaints easily and present to the Policy Subcommittee of the Advisory Council – once approved post on website/parent portal /Student CANVAS page and notify staff 		Principal	July 2017	√	
<ul style="list-style-type: none"> Update Critical Incident Procedure to include – Four Critical Actions for Schools – Responding to Incidents, Disclosures 		Principal	June 2017	√	

		and Suspicions of Child Abuse PROTECT Flow chart			
		<ul style="list-style-type: none"> Workshop - YLC and Wellbeing Teams 	DP Wellbeing	July 2017	√
		<ul style="list-style-type: none"> Staff Workshop – Compliance Day 2017 – Brief staff Using fact sheets provided by Complispace Victoria 2017 Child Protection update Briefing Paper and Vic Government fact sheets: <ol style="list-style-type: none"> About the Reportable Conduct Scheme What is reportable conduct? Responsibilities of the Head of an Organisation Investigation Overview Other Reporting Obligations Direct Staff to updated policies Child Safe Culture Policy and Procedure Complaints against Staff Policy and Procedure 	Business Manager, DP Wellbeing, Principal	August 2017	√
		<ul style="list-style-type: none"> Staff receive refresher training on Reportable Conduct practices and procedures. 	DP – Student Development	Periodically	√
Standard 3 A child safety code of conduct	Use Vic State Government Template to create Code of Conduct	<p>Create Code of Conduct from Template and upload to all relevant locations</p> <p>Communication-</p> <ul style="list-style-type: none"> Current Staff – upload onto CANVAS eStaff Handbook New Staff – included with letter of appointment SHC Committees (including Advisory Council and Subcommittee members, Alumni, Rowing, Scholarship – issued via letter when reappointed or appointed to a Committee 	Principal	Prior to 1 August 2016	√ SHC Code of Conduct August 2016 – contains Code of Conduct V3
			Principal; People and Culture Leader; Principal's Assistant Community Liaison Officer		√
					√
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		<ul style="list-style-type: none"> • 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 • Contractors – to be added to Contractors package to be signed when signing in at the College and left with Reception Staff. • CRT - to be included in their induction pack 	<p>Business Manager; Property Manager</p> <p>HR Coordinator; Daily Organiser</p>		<p>√</p> <p>√</p>
<p>Standard 4 School staff selection, supervision and management practices for a child-safe environment</p>	<ul style="list-style-type: none"> • Design and adhere to recruitment and selection processes that focus on: <ul style="list-style-type: none"> – 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) – understanding of child safety – understanding and respecting Aboriginal culture, cultural and linguistic diversity and needs of children with a disability. • Undertake recruitment and selection practices including: <ul style="list-style-type: none"> – Working with Children Checks – police checks – identity checks – face-to-face interviews where possible – complete employment or volunteer history (application for employment form) 	<p>HR to ensure all recruitment practices reflect child safe approaches and are reviewed and updated in line with CEM and best practice</p>	<p>HR Manager; HR Coordinator</p>	<p>Ongoing schedule</p>	<p>√</p> <p>√</p>

	<ul style="list-style-type: none"> - interview questions to assess people's motives when working with children - referee checks that assess the quality of the applicant's previous experience - references to the child safe policy or statement in recruitment advertisements. 				
Standard 5 Procedures for responding to and reporting allegations of suspected child abuse	<ul style="list-style-type: none"> • Update Child Safety Policy • Application of Section 13 - Managing Employment Concerns VCMEA 2013 • Ensure existing documentation supports Mandatory Reporting and Reportable Conduct legislation and guidelines, as well as any other that may necessitate a review of procedures 	As per Standard 2 As needed	As per Standard 2	As per Standard 2 As needed	√
Standard 6 Processes for responding to and reporting suspected child abuse	<p>Risk Management Assessments to include a child safety statement - indicating risk mitigation:</p> <ul style="list-style-type: none"> • Correct ratio of staff to students • Staff supervisors - male/female ratio • Staff supervisors - 1 to 2 years teaching experience <p>3 to 5 years experience 5 to 10 years 10 + years of experience</p>	INSERT MORE HERE	Business Manager/	Term 2, 2016 Ongoing schedule	√
Standard 7 Strategies to promote the participation and empowerment of children	<p>Include in School Planner</p> <ul style="list-style-type: none"> • Child Safety Policy • Bullying and Harassment Policy (updated to be Inclusive Communities and Bullying Awareness Policy) 	Include in 2017 draft of School Planner	DP Student Wellbeing	Term 3	Friday 26 August drafts for 2017 Planner to be completed √

	<p>Create a CANVAS – Student Handbook which has links to:</p> <ul style="list-style-type: none"> • Operation Harmony • Bullying and Harassment Policy • SIF Student Wellbeing Feedback to be analysed 	<p>DP Student Wellbeing to meet with Director of Students DP Student Wellbeing and SIF sphere group. Annual Action Plan to be prepared</p>		Term 4 2016	√ CANVAS Student Space √
	<p>Audit where child safety is taught in the Curriculum and co-curricula activities</p>	<p>Process is to be developed between DP Student Wellbeing – and Health and Wellbeing Co-Ordinator</p>	Health and Wellbeing Co-Ordinator	Term 3 2016	√
	<p>Raise awareness amongst staff regarding the Principles of Inclusion</p>	<ul style="list-style-type: none"> • Distribute resource guides in hard copy via staff room and notice boards and electronic copy to: <ul style="list-style-type: none"> – staff – Wellbeing Subcommittee (which will feed up to Advisory Council) • Disability Modules and Mercy Ed modules cover the topics also. • Continue to make updated information available to staff via the above methods 	DP – Student Development; HR Manager	Term 3 2018	√
	<p>In response to CECV circular GE180014 and GE 180002 -Review child safe policies and procedures in light of the Principles of Inclusion</p>	<ul style="list-style-type: none"> • To update the policy as needed to reflect any changes. • Child friendly version of the Child Safe policy to be created 	DP – Student Development DP – Student Development	Term 2 2018	√
	<p>Make available to all staff a Disability Inclusion module</p>	<p>Staff have access to a DEET eLearning module</p>	Lisa Fletcher/Lisa Carew	Term 2, 2018	√