

Child Safe Standard 4

Human Resource Practices

Rationale

Mackellar Primary School (MPS) has embedded screening, supervision and training practices that reduce the risk of child abuse by new and existing staff. It is important for MPS to have strong human resources practices in place to help protect children from abuse.

MPS fosters a culture of openness and inclusiveness, as well as be aware that people who may wish to harm children could target specific organisations. Robust human resources practices are an effective way to reduce these risks. Human resources practices include the recruitment, training and supervision of all personnel.

To achieve this, our school needs to provide opportunities for staff to develop and maintain skills to ensure child safety such as the Protecting Children - Mandatory Reporting and other Obligations Online Module, that is required to be completed by all staff every year. The module supports our staff to understand the importance of child safety and wellbeing, and enable them to consistently follow child safety policies and procedures.

We will reinforce our organisation's commitment to child safety by recognising the good work and practices of all our staff and external providers in keeping children safe and protected.

Child Safety Officer (Refer to PROTECT Child Safe Standard 1 - School Child Safety Officer)

Mackellar Primary has an appointed Primary Welfare Officer with specified child-safe duties in the job description, including being the designated person, as well as the Principal, to hear or be informed about all allegations or concerns, and providing support to other personnel. This will assist our school 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 our legal requirements, policies and procedures.

The Primary Welfare Officer provides a single contact for children, parents, staff and external providers to seek advice and support regarding the safety and wellbeing of children associated with our school.

Training and Induction

At Mackellar Primary School, training and induction is an important tool to help staff understand that child safety is everyone's responsibility. Staff and external providers (in addition to parents/guardians and children) need to be supported to discuss child protection issues and to detect signs of potential child abuse.

Staff receive induction and ongoing training. New staff need support and information when



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they begin their role at our school, and existing staff may require clarification or develop new skills and knowledge to meet the requirements of their positions.

Training and support also promotes an awareness of the appropriate standards of care required to be met by employees and external providers to ensure that the school meets its duty of care when providing services to children.

Training should enhance the skills and knowledge of our staff and external providers as a prevention to reduce exposure to risks.

Staff and external providers working with children need to receive training in the following areas:

- identifying, assessing and reducing or removing child abuse risks
- MPS policies and procedures
- 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 the Child Safety Reporting Process
- cultural awareness training.

Training can be formal, such as:

- training offered by external organisations
- training developed and delivered internally

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 staff and external providers is managed in a way that protects children from abuse and improves accountability and performance, without being onerous or heavy-handed.

As a matter of good practice, new staff and external providers 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 must be reported through appropriate channels, including your school's internal reporting procedures; Principal and Primary Welfare Officer, the Department of Health and Human Services (child protection) or police if a child is believed to be at imminent risk.



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MACKELLAR PRIMARY SCHOOL

A proactive performance development strategy is used to improve staff 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.

Performance is measured against the organisation's standards of conduct and care to ensure that employees and volunteers meet expected outcomes. These standards must 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.

The MPS Staff Code of Conduct and disciplinary procedures are accessible and transparent, and clearly demonstrate the consequences of breaches of the code of conduct. These procedures are used if an allegation of child abuse is made, or a breach of the code of conduct is known or suspected.

Staff and external providers are aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within the school. Staff are also 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.

Children and their families are encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported.

Our school's disciplinary procedures clearly outline what staff or external providers 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.

Resources and References

- Commission for Children and Young People - A Guide for Creating a Child Safe Standard Organisation – Fourth Edition
- Department of Education and Training (2016) *Recruitment in Schools*
- Department of Education and Training (2016) *Suitability for Employment*
- Victorian Government Education & Reform Act 2006, Gazette No. S2, January 2016, *Child Safe Standards Managing the Risk of Child Abuse in Schools*, Ministerial Order No. 870.
- Victorian Registration and Qualifications Authority (2016) *Child Safety Standard 4: Staff Selection Checklist*



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Evaluation

This policy will be reviewed as part of the school's three-year review cycle, following a significant incident if it occurs or if guidelines change. We will ensure that staff, families and children have the opportunity to contribute. Where possible, we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

This policy was ratified by School Council on

Name:

Signature:

References:

Child Safe Standards Toolkit
A Guide for Creating a Child Safe Standard Organisation – Fourth Edition
Amplify - <https://www.education.vic.gov.au>

