




Broadford Secondary College

Child Safe Standards

Child Safe Standard 8

Policy and Procedure

Broadford Secondary College actively promotes the safety and wellbeing of all students. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.

Date Implemented	1 st July 2022
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Approval Authority (signature & date)	
Date Reviewed	
Responsible for Review	College Council / Policies Sub-Committee / Principal Class Officers
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References	DEECD

Purpose

The Child Safe Standards (the Standards) commenced in Victoria in January 2016. After five years, we have seen how the Standards improve safety for children and young people.

Changes are being made to make our Standards even stronger.

The new Standards set out minimum requirements and outline the actions Broadford Secondary College must take to keep children and young people safe. They provide more clarity for schools and are more consistent with Standards in the rest of Australia.

Objective

- to involve families and communities in Broadford Secondary College efforts to keep children and young people safe
- for a greater focus on safety for Aboriginal children and young people
- to manage the risk of child abuse in online environments
- in relation to governance, systems and processes to keep children and young people safe.

Scope

This policy applies to:

- all staff, including casual relief staff and volunteers who work at the school

Child Safe Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

- In complying with Child Safe Standard 8, Broadford Secondary College must, at a minimum, ensure:
- 8.1 Staff and volunteers are trained and supported to effectively implement Broadford Secondary College’s child safety and wellbeing policy.
- 8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.
- 8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.
- 8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Overview

This standard focuses on building child safety knowledge, skills and awareness in staff, volunteers and school governing authorities.

All schools should deliver training to new and existing staff and volunteers. The training must be tailored to the needs of the school and the role the person performs at the school.

Benefits of child safety knowledge, skills and awareness

By delivering tailored training to all staff and volunteers, everyone will share an understanding of:

- what child safety means
- the importance of child safety
- what to look for, and
- what to do.

This provides staff and volunteers with the knowledge and skills they need to create a schoolwide culture of child safety.

Appropriate training and supervision helps keep staff and students safe and helps schools meet their child safety and occupational health and safety legal requirements.

[Standard 6](#) provides more information about child safe recruitment and support for staff and volunteers.

Actions Broadford Secondary College will take

To comply with this standard, at minimum, schools must: Broadford Secondary College will:

- provide child safety training to staff engaged in child-connected work every year. This training should include:
 - the Child Safety and Wellbeing Policy and the Child Safety Code of Conduct
 - the procedures for responding to complaints and concerns about child abuse
 - guidance on recognising indicators of child harm, including harm caused by other children and students
 - guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
 - guidance on how to build culturally safe environments for children and students
 - guidance on their information sharing and recordkeeping obligations
 - guidance on how to identify and mitigate child safety and wellbeing risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities.
- Provide training and information to volunteers engaged in child-connected work that is appropriate to their role that will equip them with the knowledge, skills and awareness to keep children safe.

- Support staff and volunteers to implement the Child Safety and Wellbeing Policy and the Child Safety Code of Conduct where these policies apply to their role and responsibilities.
- Provide appropriate training and guidance to the members of the governing body every year. This training should include:
 - 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 the school
 - the child safety policies, procedures and practices of the school.

Relevant standards

- [Ministerial Order 1359 - Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises \(PDF, 363KB\)](#).
- [Child Safe Standard 8](#) – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

To implement this standard Broadford Secondary College will:

Induct new staff and volunteers to child safety requirements

- Nominate a child safety champion and support them to facilitate the induction and training programs for staff and volunteers.
- Provide an induction for new staff, volunteers and new school council members on child safety, appropriate to the person's role that covers:
 - the Child Safety and Wellbeing Policy
 - the Child Safety Code of Conduct
 - the Child Safety Responding and Reporting Obligations (incl. mandatory Reporting) policy and procedures
 - [signs of harm](#) and risk factors caused by peers or adults (including grooming and family violence) and the different ways young people express concerns or disclose harm
 - building culturally safe environments
 - privacy, information sharing and recordkeeping obligations
 - how to facilitate child-friendly ways for students to express their views, participate in decision making and raise concerns

Provide ongoing education and training

- Deliver regular child safety briefings for all staff, for example through staff meetings, newsletters, year level briefings.
- Require all staff with Mandatory Reporting obligations to refresh their [Protecting Children – Reporting and Other Legal Obligations \(Mandatory Reporting\)](#) training at least once a year.
- Inform staff and volunteers (as appropriate) of their responsibilities under the [information sharing and family violence reforms](#). These reforms support staff to meet their child safety obligations by enabling them to:

- Maintain records of annual child safety programs including presentation materials, agenda, minutes and list of attendees.
- Identify staff to attend [information sharing and family violence reforms training](#), available as online webinars or eLearning modules.
- Offer further training appropriate to staff and volunteers' level of involvement in the school community, on topics such as:
 - child safety (including family violence)
 - mandatory reporting
 - responding to student sexual offending
 - human rights and the rights of children
 - diversity and inclusion
 - harassment and bullying
 - cultural safety
 - privacy and information sharing.
- Offer a range of optional and compulsory education and training activities, including:
 - Staffroom briefings and 'toolbox talks'
 - Professional Learning Communities
 - Peer discussions, scenarios and worked examples
 - Presentations, seminars or webinars
 - Training days
 - E-learning modules, for example the [National Principles for Child Safe Broadford Secondary College modules](#).
- Remind staff regularly that they need to be alert for signs of harm and risk factors and aware of physical and online risks to child safety.
- Provide staff and relevant volunteers with up-to-date contact details for local support services for students and families.
- Consider staff needs when designing training, such as:
 - Cultural safety for the needs of staff and volunteers who are Aboriginal or Torres Strait Islander
 - Cultural sensitivity for staff and volunteers who are from culturally and linguistically diverse backgrounds
 - Inclusivity of gender diversity and sexuality
 - Accessibility for those with a disability, including individuals mobility, visual or hearing impaired
 - Accessibility to those who are rurally or remotely located or unwilling to attend physically.

Plan to resource and prioritise child safety training

- Develop and communicate your [Child Safe Code of Conduct](#), [Child Safety and Wellbeing Policy](#), and [Child Safety Responding and Reporting Obligations Policy](#).
- Include child safety improvement and training in school planning.
- Provide time-release for teachers, non-teaching and auxiliary staff to undertake child safety and related training.
- Direct staff to PROTECT for guidance on:
 - information to assist them to recognise indicators and risk factor of child harm, including harm caused by other children and young people
 - the processes to follow if a concern is raised.
- Keep a record of all staff and volunteers who complete child safety training to ensure all are appropriately trained and training is refreshed as required.

Resources

- [Child and Family Violence Information Sharing Schemes](#)
- [Duty of Care Policy](#)
- [Identifying and responding to all forms of abuse \(PDF, 2.86MB\)](#)
- [Information Sharing and Family Violence Reforms Toolkit and Contextualised Guidance](#)
- [Privacy and Information Sharing Policy](#)
- [Problem Sexual Behaviour](#)
- [Protecting Children – Reporting and Other Legal Obligations \(Mandatory Reporting\)](#)
- [Resilience Rights and Respectful Relationships: A Resource Kit for Victorian Schools](#)
- [Safe Schools](#)
- [School Council Training Policy](#)

Support

For further help to meet Child Safe Standard 8 and Ministerial Order 1359, contact child.safe.schools@education.vic.gov.au.