



Catholic Schools Child Safe Schools



**St Philip's Catholic Primary School
Blackburn North**

**Child-friendly edition of
our Child Safety Policy**



Date of policy: 9/8/18

Ratified by the School Education Board:

Date of next major review:

Policy Title	St Philip's Catholic Primary School Child Friendly- Child Safe Policy
Introduction	<p>This policy was developed by the Senior Leaders and SRC representatives of St Philip's Primary School with the support of the Student Wellbeing Leader and the Principal.</p> <p>What does our school value and why is child safety important in our school?</p> <p>At St Philip's we believe that God is present within us. We value our faith and respect our self, others and the environment. The safety of all children and letting them have a say in decisions is important at St Philip's. Here the students are able to learn and be educated well.</p>
Purpose	<p>Why do we have a policy?</p> <p>This policy is to ensure the safety of our students and the St Philip's community. We want everyone to feel safe and welcomed at St Philip's, this is very important to us. This policy is to help those who work at St Philip's know what to do if a student feels hurt or unsafe. You should always feel you can ask for help from any of our staff.</p>
Principles	<p>What are the important ideas that guide our actions?</p> <p>Students at St Philip's should always have the right to feel safe regardless of their culture and beliefs. Violence of any type will not be tolerated. As a community we are here to support each other. The safety of the school environment is always maintained. We make sure that staff are up to date with the Child Safe Standards. We work with parents on how to keep students safe. The Principal makes sure that the staff understand their responsibilities in protecting the students.</p>

Policy commitments	<p>What pledges do we make to our school community?</p> <p>St Philip's pledges to always put child safety and protection first. The right to feel safe at school is not the only responsibility of those who work at St Philip's but also teaching students to help themselves and others to be safe.</p>
Expectation of our school staff	<p>Why do we have a Code of Conduct for adults working in our school?</p> <p>St Philip's Primary School's Code of Conduct makes sure that all members of our school are safe and that all who sign this Code of Conduct will behave appropriately. Our Code of Conduct clearly outlines the behaviour that needs to be shown towards all members of the school.</p>
Student participation	<p>How are students involved in child safety discussions and planning for improvements in our school?</p> <p>There are a number of ways that students at St Philip's participate in child safety discussions and planning for improvements in our school. These include:</p> <ul style="list-style-type: none"> ● S.R.C Meetings ● Leadership Groups ● Lessons to educate by professionals ● Social/Emotional Learning and Religious Education ● Safe behaviour in sport ● Seasons for Growth program ● First Aid ● Evacuation and Lockdown Drills ● Emergency Procedures ● Weekly School Assembly
Reporting and responding	<p>How do we report our concerns and how do staff respond?</p> <p>If a student has a concern they can let staff know, then staff can take appropriate action in line with their professional training.</p>
Recruitment	<p>How are staff selected to work in our school?</p> <p>Before employing staff and helpers, St Philip's checks the background to see if the person is suitable for the job. Some of the things that St Philip's do are to:</p> <ul style="list-style-type: none"> ● Check that teaching staff are registered ● Check if there is a police criminal record

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	<ul style="list-style-type: none"> ● To make sure that they sign the school Code of Conduct ● Check they have a Working With Children Check ● Make sure they are respectful to students ● Make sure they know the rules of the school ● See what their previous job was ● The Principal talks to the people that worked with them last to see if they are safe people.
Professional learning for school staff	<p>How does the school support staff to develop their knowledge about child safety?</p> <p>Each staff member has a 'Child Safe documents and policies and procedures folder' which is regularly updated. They are also able to access these documents electronically on the school server. Child Safe professional learning is a regular agenda item at staff meetings.</p>
Risk management	<p>How does our school identify possible risks, who is involved and what happens next?</p> <p>We want everyone at St Philip's to be safe. To achieve this all our staff members think of all the possible outcomes that may happen during a special event, on the playground or during our learning. They then take action to avoid any risks as much as possible.</p>
Supporting documents	<p>What other information do we use to help us?</p> <p>St Philip's Primary School Child Safe Policy St Philip's Primary School Child Safe Code of Conduct Catholic Education Commission of Victoria Ltd (CECV) 2016, <u>Commitment Statement to Child Safety</u>: A safe and nurturing culture for all children and young people in Catholic schools. State of Victoria 2016, <u>Child Safe Standards</u> – Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870, Education and Training Reform Act 2006, Victorian Government Gazette No. S2. Department of Education, 2016, <u>PROTECT: Identifying and responding to all forms of abuse in Victorian schools</u></p>
Communication	<p>How does the school let everyone know about this policy and our plans?</p> <p>St Philips lets everyone know about our Child Safe Policy through the School Newsletter, the School Skoolbag App, the School Website, S.R.C Meetings and Weekly School Assembly</p>
Review	<p>When will we update this policy?</p> <p>We will update this policy at the beginning of Term 3 2019 unless new legislation requires the school to review the policy before this time.</p>

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Ratified by the Education Board: 28th August, 2018