

# Kind~Creative~Connected



*We pay our respects to elders past, present and emerging.  
 We are proud to acknowledge Dja Dja Wurrung as the Traditional Owners of this Country.*

## DIARY DATES

### TERM 3

#### AUG

- Mon 12<sup>th</sup> Fri 16<sup>th</sup> ICAS English
- Tues 13<sup>th</sup> Debating Final  
\*100 days of school-Foundation classes  
Dressup as 100 years old
- Thurs 15<sup>th</sup> Parent/Teacher/Student interviews  
10.00am-6.00pm
- Mon 19<sup>th</sup> Fri 23<sup>rd</sup> ICAS Science & Spelling

**BOOKWEEK 19<sup>th</sup> – 23<sup>rd</sup>**  
**"Reading is Magic"**

- Mon 19<sup>th</sup> Bookish breakfast in the SEA  
Afternoon magic treasure hunt
- Tues 20<sup>th</sup> Dressup day (book themed) & parade
- Thurs 22<sup>nd</sup> 5/6 classes to DSC-Transition
- Mon 26<sup>th</sup> Fri 30<sup>th</sup> ICAS Maths

#### SEP

**Sat 7<sup>th</sup> Trivia Night 6.30pm School Gym**  
**Theme "Back to school"**

- Tues 10<sup>th</sup> Divisional Athletics
- Tues 17<sup>th</sup> Sports Day at St Michaels  
GR 3/4/5/6
- Thurs 19<sup>th</sup> Gr 1/2 Performance in gym 2.454pm
- Fri 20<sup>th</sup> Last day of term 2.30pm dismissal
- Tuesdays-Assembly in the Gym 2.30 pm**
- Wednesday-Breakfast Program in SEA 8.30am**

Office Hours: 8.30am to 4.00pm

### 2024 TERM DATES

- Term 3 15<sup>th</sup> July to 20<sup>th</sup> September
- Term 4 7<sup>th</sup> October to 20<sup>th</sup> December
- 2024 Pupil free days:**

#### School hours/bell times:

School commences:	9.00am
Morning recess:	11.00am – 11.30am
Lunch:	1.30pm – 2.20pm
School Dismissal:	3.20pm

## SCHOOL TOURS

for prospective parents  
**WILL BE HELD EVERY FRIDAY**  
**10AM-11AM**  
**PHONE 5348 2480 TO BOOK**

## WE ARE A RESPECTFUL RELATIONSHIP SCHOOL

KIDS HELPLINE FOR YOUNG PEOPLE: 1800 551 800  
 HEADSPACE FOR TEENS: 1800 650 890  
 Sometimes talking about what has been happening in your life can  
 bring up concerns, where you may need to seek extra support.

**BACK TO SCHOOL**

**TRIVIA NIGHT**

AT DAYLESFORD PRIMARY SCHOOL GYM

**Saturday September 7<sup>th</sup>**

**TICKETS ON SALE TERM 3**  
**AT FRONT OFFICE**

6.30pm entry  
 Bell Rings at 7pm  
 Dismissal 11.30pm

18+ Canteen  
 drinks at bar prices  
 food packages  
 available

**Tables of 10 ppl \$25 per person**

**BACK TO SCHOOL DRESS UP**  
 Silent Auction ,lots of games to play,  
 school themed trivia, best dressed and so  
 much more!  
 Bring lots of Gold Coins  
 Raising money to go towards a new play space for students

Children's Book Week®

Reading is Magic

2024  
 17 - 23 August



Daylesford Primary School Accreditation

## PRINCIPAL'S REPORT

### Interschool Olympics

Our inaugural interschool Olympics was a huge success! All students in years 3-6 from Hepburn, St. Michael's, Trentham, Yandoit and Daylesford Primary School participated in our Daylesford Region Interschool Olympic Games at Daylesford Primary on Thursday 1<sup>st</sup> August 2024.

The Interschool Olympic Games were designed to foster essential values such as teamwork, belonging, and personal accomplishment. Through engaging in friendly competition, students experienced the joy of working together towards common goals and building a strong sense of community and inclusion. Additionally, this event offered a unique opportunity for students to learn about the rich history and significance of the Olympic Games, gaining a deeper appreciation for the spirit of global unity and athletic excellence.

Thanks to our amazing students and staff for being incredible hosts. Thanks to our wonderful canteen crew led by Sheena Eggins and Michelle Carbone. And of course, a massive thank you to Ash and Jon for organising and leading the day.

### Debating

Our two debating teams did a fantastic job in the semi finals this week. It was very close in both debates with one of our teams making it through to the grand final next week. Congratulations to all teams and good luck to our grand finalists!!

### Olympics Celebration

On Monday the 12<sup>th</sup> of August, to celebrate the amazing achievements of our Australian Olympic team, and coincide with the official closing of the games, we will be having a 'green and gold' day. Students are welcome to wear the green and gold colours of our Olympic team, or anything that represents Australia - a kangaroo costume, a swaggie hat, Indigenous Australian designs, koala ears...

This event was proposed by our student leaders, and a gold coin donation toward their ongoing fundraising efforts would be greatly appreciated.

Ali McHalliwell  
Principal

Trudi Blick  
Assistant Principal



## The mysterious egg has finally hatched!!!!



## DEBATING



Two teams competed in the debating semi finals at Royal South Street with one team making it through to the grand final to be held next Tuesday!

### For your Information – Excursion Permission

Permission to attend excursions must be received by returning a signed form, a handwritten permission note or electronic permission as per DEET policy.

# TRIVIA NIGHT UPDATE

Hi Families of DPS!

Michelle & Molly here. The DPS trivia night is almost here! Saturday 7<sup>th</sup> September. It's now time to start organising your tables of 10. Tickets are now on sale from the school office. Tickets are \$25 per person. Don't forget the theme is Back to School, so dust off your old school uniforms!

This year's trivia is a little different from previous years. Here's what's new:

- This year our trivia night will be held in our school gym! Very fitting for our 'Back to School' theme.
- We are running our own bar! This means all money made from drink sales will go back to the school. Woo Hoo!
- We have platters available for pre order. You can order your small (\$55) or large (\$110) platter when you purchase your tickets. Platters are supplied by Winespeake.
- Molly & I will be your hosts! So, get ready for a night of fun & laughs.

Timetable for the night:

6.30pm – arrival

7pm – bell rings and class begins!

11pm – trivia ends, bar closes and the dancing begins!

11.30pm – class dismissed!

Trivia night will include a silent auction, games, a best dressed competition, time for some dancing at the end of the night and of course school themed trivia! Don't forget to bring your gold coins for the games we will play in between the trivia. EFT will be available on the night for our silent auction winners and bar purchases.

Money raised from the night will go towards a new play space for our students. We are super excited to make this happen!

We are also on the lookout for some superstar people to help us set up and pack up on the day. Please contact the school office if you are able to help us out.

We encourage all families to attend the trivia night. It doesn't matter if trivia isn't your thing! The night is all about having fun, socialising, lots of laughs and raising money for our school. We would really love to see you all there!

Thank you!

Michelle & Molly



# Interschool Olympics



Last Thursday under a sunny sky Daylesford Primary played host to Hepburn, Trentham, Yandoit and St Michaels primary schools as we all enjoyed our inter school Olympics.

Congratulations to Trentham District Primary School for taking out the inaugural shield.







**Late Arrival and Early Departure**

Students being dropped off late to school must be signed in at the Compass kiosk at the office under parent supervision and a yellow "LATE PASS" is to be taken to hand to the teacher.

In the case of early departure from school a reminder for parent to sign out at the Compass Kiosk at the office and take a blue Early Leavers Pass with you to collect your child

### CONVEYANCE ALLOWANCE

#### Are you eligible?

For students to be eligible for a conveyance allowance they must:

- Be aged over five by 30<sup>th</sup> April 2023.
- Live more than 4.8km by the **shortest practicable** route from the nearest bus stop, and be enrolled at the nearest government school

Available @ Double 'C' Jeanery  
Shower proof fleece Jacket



With DPS Logo

## Container Deposit Scheme

Victoria's Container Deposit Scheme (CDS Vic) is a State Government initiative that provides Victorians with a 10 cent refund for every eligible drink container returned to a refund point.

The initiative started on 1 November 2023 and will expand over the following 12 months.

Visit the Victorian Government's [Container Deposit Scheme location map](#) to find your nearest refund point.



Have you got cans and beverage bottles you're throwing in the recycling bin?

Put them to better use! You can now donate to the school by taking them to the East street container deposit facility, the school is now listed in the CDSWest app.

If it has the "10c deposit" label on it, it can be returned via the scheme.

# HAPPY BIRTHDAY

Birthday wishes to the following students & staff who have their birthdays in

### August

#### STUDENTS

Arav	0FD	Jacob	12D
Isla	12D	Violet	12D
Iggy	34S	India	12K
Rowen	34S	Tatsabi	12K
Leah	56H	Saskia	34S
Sophia	34A	Amelia	0FD
Parker	12D	William	0FD
Alora	0FD	Summer	34P
Jessie	34S	Joshua	34S
Esther	34P	Inigo	56E
Harvey	34A	Emma	56K
Ellie	34S	Sadie	YAN

#### STAFF

Amy 34A Alex 34P



STATE  
SCHOOLS'  
RELIEF

## 2024 Prep CSEF Uniform Package



Applications for the 2024 Prep CSEF Uniform Package are **now open** and can be placed via our [online application portal](#).

Information sheets for families, plus the order form, can be found on our [website](#) and downloaded as required.

#### Please note the following.

- All vouchers have an expiry and must be redeemed before the expiration date
- All applications for this package will **close at the end of Term 3, 2024**

In order for a student to be eligible to receive the 2024 Prep Uniform Package the student must be a Camps, Sports and Excursion Fund (CSEF) recipient. To find out more, visit the [Department of Education & Training website](#).

Should you have any questions about this package, please contact our Customer Service team on 8769 8400 between the hours of 8.30am - 4.30pm, Monday to Friday or email us at [contact@ssr.net.au](mailto:contact@ssr.net.au)

## STUDENT / COMMUNITY ACTIVITIES

Hopburn **YOUTH GURUS** DAYLESFORD **Live 4Life** Central Highlands Rural Health

# Youth Mental Health First Aid Training

**FREE**

Blended model of online & in-person learning.

Delivered by a licensed instructor with Mental Health First Aid Australia

**Essential training for adults supporting young people.**

Equips adults who teach, care for, or support young people with the knowledge, skills, and confidence to recognise, understand and respond to a young person experiencing a mental health problem or mental health crisis.

Any adult (18+) can attend.

9:30am -5pm Sunday August 11  
@ The Warehouse - Clunes




## \*\*Daylesford Karate Club\*\*

### Unlock Your Potential with Karate!

Are you ready to embark on a journey of strength, discipline, and confidence? Join our dynamic karate classes at Daylesford Karate Club and discover the power within you!

#### \*\*Why Choose Us?\*

- \*\*Seasoned Instructor:\*\*** Learn from a dedicated black belt instructor committed to your progress.
- \*\*Comprehensive Training:\*\*** Master traditional techniques and modern self-defense skills.
- \*\*Holistic Development:\*\*** Build physical fitness, mental focus, and emotional resilience.
- \*\*Supportive Community:\*\*** Connect with fellow students in a welcoming and encouraging environment.
- \*\*Location:\*\*** Daylesford Karate Club trains in the Daylesford Primary School Gym.
- \*\*Schedule:\*\*** Classes are held on Tuesday and Thursday nights, with the first class starting at 5:30 PM.

Contact Heather at 0417108757 to book your introductory session. Whether you're a beginner or looking to advance your skills, Daylesford Karate Club offers a place for everyone to grow. Take the first step towards empowerment and enroll now!

Unleash your potential with karate—where strength meets serenity!

## Ballarat Gem, Crystal, Mineral & Fossil Show.



Date: 17<sup>th</sup> & 18<sup>th</sup> August 2024  
Time: 9.00 am to 4.00 pm Sat.  
9.00 am to 3.00 pm Sun.  
Entry: \$5, Children U12 Free  
(When Accompanied with an Adult)

Where: Victoria Bowling Club  
231 Victoria Street, Ballarat.  
"Access via Gent Street"



Demonstrations :  
- Silver Smithing  
- Gem Faceting  
Food and Beverages available

Stalls Selling:  
Minerals Specimens,  
Gems, Fossils, Beads,  
Jewellery, Findings etc.

## Foster Care

Information Sessions On Now

Foster Care is about creating a safe space for children in our community. Take the next step in becoming a foster carer with Cafs. Register to attend one of our upcoming carer information sessions today.



**REGISTER YOUR INTEREST**  
Visit [cafs.org.au](http://cafs.org.au) or call 1800 692 237



## Learn Karate and Self-Defence!

Where: The Mechanics Trentham  
When: Tuesday and Thursday  
Beginners and kids class (under 12yo)  
6:00pm - 7:00pm  
Teens and Adults  
6:45pm - 8:15pm

Contact: Mark Stephens - 0427945245  
To register visit [www.junseikan.com.au](http://www.junseikan.com.au)



日本伝拳法剛柔流順晴館

NIPPON DEN KEMPO GOJU RYU JUNSEIKAN INTERNATIONAL

For ages 6 years and older  
Families Welcome!





## Daylesford Autism Parent Connection

The Daylesford Autism Parent Connection Group is a friendly, relaxed group of parents and carers who come together for information sharing, social connection, and peer support.

The group is for parent/guardian carers of children (0 - 18 yrs) with an autism diagnosis or who exhibit significant traits of neurodiversity or ADHD. It is a great opportunity to share your knowledge and experience and to gain new information about local services and events. Guest speakers may be invited attend. New members warmly welcomed.

The group will be meeting at 10am on the 3<sup>rd</sup> Thursday of the month at The Mill Cafe & Larder in the Amazing Mill Markets, Daylesford

The Pinarc Parent Support Program is supported by the Victorian Government.



P: 1800 PINARC (1800 746 272) | E: admin@pinarc.org.au | www.pinarc.org.au

**Dates:** June 20 Sept 19  
July 18 Oct 17  
Aug 15 Nov 21  
Dec TBC

**Times:**  
10.00 am – 11.00 am

**Venue:**  
The Mill Cafe & Larder  
The Amazing Mill Markets, Daylesford  
105 Central Springs Rd, Daylesford

**How Much Does it Cost?**  
Coffee, tea, etc. at café prices.

**How do I register:**  
Contact Rebecca Paton,  
Parent Support Program Coordinator  
Phone: 0493 765 542  
Email: [rpaton@pinarc.org.au](mailto:rpaton@pinarc.org.au)  
or  
Group leader, Kim Maloney  
Phone: 0421 206 875  
Email: [thinkwareglobal@gmail.com](mailto:thinkwareglobal@gmail.com)

## EXCITING INDOOR SPORTS ACTIVITIES AT HEPBURN SHIRE ARC!



39 Smith Street Daylesford

Hepburn Shire Arts, Recreation and Cultural Centre (ARC) is thrilled to announce a line-up of exhilarating indoor sports activities that will get your heart racing and your spirits soaring! Whether you're a seasoned athlete or a beginner looking to have a blast, we've got something for everyone.

### VOLLEYBALL EXTRAVAGANZA



Bump, set, spike! Dive into the thrilling world of Volleyball every Monday at 6 PM. Whether you're a seasoned pro or a first-timer, our friendly matches will have you laughing, sweating, and making new friends.

**MONDAYS AT 6 PM**  
6:00 PM - 7:00 PM Junior Competition  
7:00 PM - 8:00 PM Adult Competition

Reach out to Colin at 0447 487 674 to secure your spot on the court. Let's serve up some excitement!

### TANG SOO TAO MARTIAL ARTS



Unleash your inner warrior! Our Tang Soo Tao Martial Arts classes are a blend of discipline, strength, and tradition. Learn self-defence techniques, improve your focus, and build confidence. All ages and skill levels are welcome!

**TUESDAYS** 4:00 PM - 4:45 PM  
Karate Kids  
5:30 PM - 6:30 PM  
Adults Martial Arts

**THURSDAYS** 3:30 PM - 4:30 PM  
Teen's Self Defence/Fitness  
4:30 PM - 5:30 PM  
Women's Self Defence/Fitness

Call Damien at 0428 994 859 to kick-start your martial arts journey. Get ready to break a sweat!

### BASKETBALL CLINICS



Calling all ballers! Join our high-energy Basketball Clinics every Wednesday at 4 PM. Whether you're perfecting your jump shot or just learning the basics, our skilled coach will guide you through drills, teamwork, and friendly competition.

**WEDNESDAY AT 4PM**  
4:00 PM - 5:00 PM Aged 10 & under  
5:00 PM - 6:00 PM Aged 11 & over

Contact Tegan at 0402 550 450 to reserve your spot. Don't miss out on the fun!

Join us at Hepburn Shire ARC and let's turn sweat into smiles

For more information:  
(03) 5348 3569 admin@dncentre.org.au  
<https://daylesfordarc.com.au>

## CHILD SAFE STANDARDS

Child safety and wellbeing at Daylesford and Yandoit primary schools information for families and the school community.

Daylesford and Yandoit primary schools are committed to providing an environment where students are safe and feel safe.

Our child safety framework includes policies, codes and procedures that explain how we support and maintain the safety and wellbeing of our students and protect them from harm. These documents are available on our website: <https://daylesps.vic.edu.au/> and [Home - Yandoit Primary School \(yandoitps.vic.edu.au\)](https://yandoitps.vic.edu.au/)

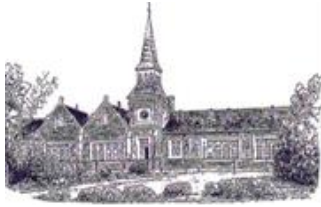
We are also committed to continuous improvement of our child safety framework. We are currently reviewing our child safety policies and practices to ensure they are up-to-date and effective.

Our students and families are important partners in this process. We welcome your feedback or ideas on ways we can improve our approach to child safety and wellbeing.

If you have any suggestions, comments or questions, please contact the front office, Ali McCann or Trudi Blick on 53482480 or email [daylesford.ps@education.vic.gov.au](mailto:daylesford.ps@education.vic.gov.au) or [yandoit.ps@education.vic.gov.au](mailto:yandoit.ps@education.vic.gov.au)

Thank you.





# **Child Safety-Responding and Reporting Obligations Policy and Procedures**

Daylesford Primary School  
Yandoit Primary School

Kind~Creative~Connected



**Help for non-English speakers**

If you need help to understand this policy, please contact Daylesford primary school front office on 53482480 or email [Daylesford.ps@education.vic.gov.au](mailto:Daylesford.ps@education.vic.gov.au)

## **PURPOSE**

The purpose of this policy is to outline the procedures our school has in place to respond to complaints or concerns relating to child abuse and to ensure that all staff and members of our school community understand and follow the various legal obligations that apply to the reporting of child abuse to relevant authorities.

## **SCOPE**

This policy applies to complaints and concerns relating to child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school (physical and online).

## **DEFINITIONS**

**Child abuse**

Child abuse includes:

- physical violence inflicted on a child
- sexual offences committed against a child
- grooming of a child by an adult
- family violence committed against or in the presence of a child
- serious emotional or psychological harm to a child
- serious neglect of a child.

The definition of child abuse is broad and can include student to student incidents and concerns, as well as behaviour committed by an adult.

**Grooming**

Grooming is a criminal offence under the *Crimes Act 1958* (Vic) and is a form of child abuse and sexual misconduct. This offence targets predatory conduct undertaken by an adult to prepare a child under the age of 16 to engage in sexual activity at a later time, either with the groomer or with another adult. Grooming can include communicating (including electronic communications and communicating by conduct) and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer.

**School staff member**

For the purpose of this policy a school staff member includes a contractor engaged by the school or school council to perform child-related work.

## **POLICY**

Daylesford and Yandoit Primary schools understand the important role our schools play in protecting children from abuse. We have a range of policies and measures in place to prevent child abuse from occurring at our schools or during school activities.

## **Information for students**

- All students should feel safe to speak to any staff member to raise any concerns about their safety or any other concerns that they have.
- If a student does not know who to approach at Daylesford and Yandoit Primary schools they should start with their classroom teacher or the Assistant Principal.

## **Identifying child abuse**

To ensure we can respond in the best interests of students and children when complaints or concerns relating to child abuse are raised, all staff and relevant volunteers must:

- understand how to identify signs of child abuse and behavioural indicators of perpetrators - for detailed information on identifying child abuse and behavioural indicators of perpetrators refer to [Identify child abuse](#).
- understand their various legal obligations in relation to reporting child abuse to relevant authorities - for detailed information on the various legal obligations refer to Appendix A
- follow the below procedures for responding to complaints or concerns relating to child abuse, which ensure our school acts in the best interests of students and children and complies with both our legal and Department policy obligations.

At Daylesford and Yandoit Primary schools we recognise the diversity of the children, young people, and families at our schools and take account of their individual needs and backgrounds when considering and responding to child safety incidents or concerns.

## **Procedures for responding to an incident, disclosure, allegation or suspicion of child abuse**

In responding to a child safety incident, disclosure, allegation or suspicion, Daylesford and Yandoit Primary schools will follow:

- the [Four Critical Actions for Schools](#) for complaints and concerns relating to all forms of child abuse
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending
- our Student Wellbeing and Engagement Policy and Bullying Prevention Policy for complaints and concerns relating to student physical violence or other harmful student behaviours.

### **School staff and volunteer responsibilities**

#### **1. Immediate action**

If a school staff member or volunteer witnesses an incident of child abuse, or reasonably believes, suspects or receives a disclosure or allegation that a child has been, or is at risk of being abused, they must:

- If a child is at immediate risk of harm, separate alleged victims and others involved, administer first aid (appropriate to their level of training) and call 000 for urgent medical or police assistance where required to respond to immediate health or safety concerns.
- Notify the Principal or Assistant Principal as soon as possible, who will ensure our school follows the steps in these procedures.

NOTE for staff and volunteers:

- if you are uncertain if an incident, disclosure, allegation or suspicion gives rise to a concern about child abuse you must always err on the side of caution and report the concern to the Principal or Assistant Principal.
- If the Principal or Assistant principal is unavailable, your PLC (professional learning community) Leader will take on this role.
- If the concerns relates to the conduct of the Principal notify either the Assistant Principal or the [relevant regional office](#) where the person nominated above is the principal who must then take on responsibility for ensuring our school follows these procedures.

Refer to Appendix B for guidance on how to respond to a disclosure of child abuse.

#### **2. Reporting to authorities and referring to services**

As soon as immediate health and safety concerns are addressed, and relevant school staff have been informed, the Principal or Assistant Principal must report all incidents, suspicions and disclosures of child abuse as soon as possible.

The following steps will ensure our school complies with the four critical actions as well as additional actions required under the Child Safe Standards.

The Principal or Assistant Principal must ensure:

- all relevant information is reported to the Department of Families, Fairness and Housing (DFFH) Child Protection, Victoria Police or relevant services where required
- the incident is reported to the Department's [eduSafe Plus portal](#) or the Incident Support and Operations Centre (1800 126 126) in accordance with the severity rating outlined in the [Managing and Reporting School Incidents Policy](#)
- all [reportable conduct](#) allegations or incidents are reported by the Principal to the Department's Employee Conduct Branch (03 7022 0005) – where a reportable conduct allegation is made against the Principal, the Regional Director must be informed who will then make a report to Employee Conduct Branch

**NOTE:** In circumstances where staff members are legally required to report child abuse to DFFH Child Protection or Victoria Police and they are unable to confirm that the information has been reported by another person at the school or the designated member of school staff does not agree that a report needs to be made, the staff member who has formed the reasonable belief must still contact DFFH Child Protection and Victoria Police to make the report.

If you believe that a child is not subject to abuse, but you still hold significant concerns for their wellbeing you must still act. This may include making a referral or seeking advice from Child FIRST or The Orange Door (in circumstances where the family are open to receiving support) DFFH Child Protection or Victoria Police.

3. Contacting parents or carers

The Principal or Assistant Principal must ensure parents and carers are notified unless advised otherwise by DFFH Child Protection or Victoria Police, or there are other safety and wellbeing concerns in relation to informing parents/carers.

Principals may contact the Department of Education and Training Legal Division for advice on notifying parents and carers, and where relevant, the wider school community.

For further guidance, refer to [PROTECT Contacting parents and carers](#)

4. Ongoing protection and support

The Principal or Assistant Principal must ensure appropriate steps are taken by the school to protect the child and other children from any continued risk of abuse. These steps must be taken in consultation with any relevant external agency or Department staff such as DFFH Child Protection, Victoria Police, Legal Division or Employee Conduct Branch. Ongoing protection will also include further reports to authorities if new information comes to light or further incidents occur.

Appropriate, culturally sensitive and ongoing support must be offered and provided to all affected students. Ongoing support will be based on any available advice from the Department, parents and carers, health practitioners, and other authorities (such as DFFH or Victoria Police) and may include referral to wellbeing professionals, development of a safety plan, student support group meetings, and, for student to student incidents, behaviour management and support measures.

5. Recordkeeping

The Principal or Assistant Principal will ensure that:

- detailed notes of the incident, disclosure, allegation or suspicion are taken using the [Responding to Suspected Child Abuse: Template](#) or the [Responding to Student Sexual Offending: template](#) including, where possible, by the staff member or volunteer who reported the incident, disclosure, or suspicion to them
- detailed notes are taken of any immediate or ongoing action taken by the school to respond to the incident, disclosure, allegation or suspicion
- all notes and other records relating to the incident, disclosure, allegation or suspicion, including the schools immediate and ongoing actions, are stored securely in a locked office filing cabinet.

**For school visitors and school community members**

Term 3 2024 No.13 Thursday 8<sup>th</sup> Aug

All community members aged 18 years or over have legal obligations relating to reporting child abuse – refer to Appendix A for detailed information.

Any person can make a report to DFFH Child Protection or Victoria Police if they believe on reasonable grounds that a child is in need of protection. For contact details, refer to the [Four Critical Actions](#).

Members of the community do not have to inform the school if they are making a disclosure to DFFH Child Protection or the Victoria Police. However, where a community member is concerned about the safety of a child or children at the school, the community member should report this concern to the principal so that appropriate steps to support the student can be taken

### **Additional requirements for all staff**

All staff play an important role in supporting student safety and wellbeing and have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students.

Fulfilling the roles and responsibilities in the above procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse. This means that if, after following the actions outlined in the procedure, a staff member reasonably believes that a child remains at risk of abuse, they must take the following steps:

- if they are concerned that the school has not taken reasonable steps to prevent or reduce the risk, raise these concerns with the principal in the first instance, and escalate to the regional office if they remain unsatisfied.
- report the matter to the relevant authorities where they are unable to confirm that the information has been reported by another staff member

Staff must refer to Appendix A for further information on their obligations relating to reporting to authorities.

## **COMMUNICATION**

### **Communicating our Policies**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and annual staff training
- Included in volunteer induction processes and training for relevant volunteers
- Discussed at annual staff briefings or meetings
- Included in staff handbook or manual
- Hard copy available from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

The following Department of Education and Training policies and guidance are relevant to this policy:

- [Child Safe Standards](#)
- [Protecting Children — Reporting and Other Legal Obligations](#)
- [Managing and Reporting School Incidents](#)
- [Reportable Conduct](#)
- [Restraint and Seclusion](#)
- [Identify child abuse](#)
- [Report child abuse in schools \(including four critical actions\)](#)
- [Identify and respond to student sexual offending](#)

The following school policies are also relevant to this policy:

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	7 August 2024
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Consultation	School Council
Approved by	Principal – Alexandra McCann
Next scheduled review date	August 2026

## APPENDIX A LEGAL OBLIGATIONS RELATING TO REPORTING CHILD ABUSE

The following information outlines the various legal obligations relating to the reporting of child abuse to relevant authorities.

It is important to note that the procedures outlined in the above policy ensure compliance with the below reporting obligations, and also include additional steps to ensure compliance with Department policy and our school's duty of care obligations.

**Mandatory reporting to Department of Families, Fairness and Housing (DFFH) Child Protection**

The following individuals are mandatory reporters under the *Children, Youth and Families Act 2005* (Vic):

- registered teachers and early childhood teachers (including principals and school staff who have been granted permission to teach by the VIT)
- school counsellors including staff who provide direct support to students for mental, emotional or psychological wellbeing, including (but not limited to) school health and wellbeing staff, primary welfare coordinators, student wellbeing coordinators, mental health practitioners, chaplains, and Student Support Services staff
- nurses
- registered psychologists
- police officers
- registered medical practitioners
- out of home care workers (excluding voluntary foster and kinship carers)
- early childhood workers
- youth justice workers
- people in religious ministry
- midwives

All mandatory reporters must make a report to the Department of Families, Fairness and Housing (DFFH) Child Protection as soon as practicable if, during the course of carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that:

- a child has suffered, or is likely to suffer, significant harm as a result of physical abuse and/ or sexual abuse; and
- the child's parents or carers have not protected, or are unlikely to protect, the child from harm of that type.

A mandatory reporter who fails to comply with this legal obligation may be committing a criminal offence. It is important for all staff at Daylesford and Yandoit primary schools to be aware that they are legally obliged to make a mandatory report on each occasion that they form a reasonable belief that a child is in need of protection and they must make a mandatory report even if the principal or any other mandatory reporter does not share their belief that a report is necessary.

If charged with not making a mandatory report, it may be a defence for the person charged to prove that they honestly and reasonably believed that all of the reasonable grounds for their belief had been the subject of a report to child protection made by another person.

The identity of a person who reports any protective concerns to DFFH Child Protection is protected by law. It is an offence for a person, other than the person who made the report, to disclose the name of the person who made a report or any information that is likely to lead to their identification.

**At our school, all mandated school staff must undertake the *Mandatory Reporting and Other Obligations eLearning Module* annually. We also require/encourage all other staff to undertake this module, even where they are not mandatory reporters.**

The policy of the Department of Education and Training (DET) requires all staff who form a reasonable belief that a child is in need of protection to discuss their concerns with the school leadership team and to report their concerns to DFFH and in some circumstances to Victoria Police, or to ensure that all the information relevant to the report has been made by another school staff member.

Any person can make a report to DFFH Child Protection (131 278 – 24 hour service) if they believe on reasonable grounds that a child is in need of protection even if they are not a mandatory reporter listed above.

## Reporting student wellbeing concerns to Child FIRST/Orange Door

At Daylesford and Yandoit primary schools we also encourage staff to make a referral to Child FIRST/Orange Door when they have significant concern for a child's wellbeing. For more information about making a referral to Child FIRST/Child FIRST see the Policy and Advisory Library: [Protecting Children – Reporting and Other Legal Obligations](#).

## Reportable Conduct

The Reportable Conduct Scheme is focussed on worker and volunteer conduct and how organisations investigate and respond to suspected child abuse. The scheme aims to improve organisational responses to suspected child abuse and to facilitate the identification of individuals who pose a risk of harm to children.

There are five types of 'reportable conduct' listed in the *Child Wellbeing and Safety Act 2005*:

- sexual offences against, with or in the presence of, a child
- sexual misconduct (which includes grooming) against, with or in the presence of, a child
- physical violence against, with or in the presence of, a child
- behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child.

A reportable conduct allegation is made where a person makes an allegation, based on a reasonable belief, that a worker or volunteer has committed reportable conduct or misconduct that *may* involve reportable conduct.

If school staff or volunteers become aware of reportable conduct by any current or former employee, contractor or volunteer, they must notify the school principal immediately. If the allegation relates to the principal, they must notify the Regional Director.

The principal or regional director must notify the Department's Employee Conduct Branch of any reportable conduct allegations involving current or former employees of the school (including Department, allied health, casual and school council employees), contractors and volunteers (including parent volunteers).

- Employee Conduct Branch: 03 7022 0005 or [employee.conduct@education.vic.gov.au](mailto:employee.conduct@education.vic.gov.au)

The Department's Secretary, through the Manager, Employee Conduct Branch, has a legal obligation to inform the Commission for Children and Young People when an allegation of reportable conduct is made.

For more information about reportable conduct see the Department's *Policy and Advisory Library: Reportable Conduct* and the Commission for Children and Young People's [website](#).

## Failure to disclose offence

Reporting child sexual abuse is a community-wide responsibility. All adults (ie persons aged 18 years and over), not just professionals who work with children, have a legal obligation to report to Victoria Police, as soon as practicable, where they form a 'reasonable belief' that a sexual offence has been committed by an adult against a child under the age of 16 in Victoria.

Failure to disclose information to Victoria Police (by calling 000, local police station or the Police Assistance Line 131 444) as soon as practicable may amount to a criminal offence unless a person has a 'reasonable excuse' or exemption from doing so.

"Reasonable belief" is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a 'reasonable belief' might be formed when:

- a child states that they have been sexually abused

- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been sexually abused
- professional observations of the child's behaviour or development leads a mandated professional to form a belief that the child has been sexually abused
- signs of sexual abuse leads to a belief that the child has been sexually abused.

**“Reasonable excuse” is defined by law and includes:**

- fear for the safety of any person including yourself or the potential victim (but not including the alleged perpetrator or an organisation)
- where the information has already been disclosed to Victoria Police and you have no further information to add (for example, through a mandatory report to DFFH Child Protection or a report to Victoria Police from another member of school staff).

## **Failure to protect offence**

This reporting obligation applies to school staff in a position of authority. This can include principals, assistant principals and campus principals. Any staff member in a position of authority who becomes aware that an adult associated with their school (such as an employee, contractor, volunteer or visitor) poses a risk of sexual abuse to a child under the age of 16 under their care, authority or supervision, must take all reasonable steps to remove or reduce that risk.

This may include removing the adult (ie persons aged 18 years and over) from working with children pending an investigation and reporting your concerns to Victoria Police.

If a school staff member in a position of authority fails to take reasonable steps in these circumstances, this may amount to a criminal offence.

Further information

For more information about the offences and reporting obligations outlined in this fact sheet refer to: [Protecting Children — Reporting and Other Legal Obligations](#).

## **APPENDIX B: MANAGING DISCLOSURES OF CHILD ABUSE**

### **Important information for staff**



*When managing a disclosure relating to child abuse you should:*

- listen to the student and allow them to speak
- stay calm and use a neutral tone with no urgency and where possible use the child's language and vocabulary (you do not want to frighten the child or interrupt the child)
- be gentle, patient and non-judgmental throughout
- highlight to the student it was important for them to tell you about what has happened
- assure them that they are not to blame for what has occurred
- do not ask leading questions, for example gently ask, “What happened next?” rather than “Why?”
- be patient and allow the child to talk at their own pace and in their own words
- do not pressure the child into telling you more than they want to, they will be asked a lot of questions by other professionals, and it is important not to force them to retell what has occurred multiple times
- reassure the child that you believe them and that disclosing the matter was important for them to do
- use verbal facilitators such as, “I see”, restate the child's previous statement, and use non-suggestive words of encouragement, designed to keep the child talking in an open-ended way (“what happened next?”)
- tell the child in age appropriate language you are required to report to the relevant authority to help stop the abuse, and explain the role of these authorities if appropriate (for a young child this may be as simple as saying “I will need to talk to people to work out what to do next to help you”)
- Take prompt action in relation to following the procedures outlined below.

*When managing a disclosure you should AVOID:*

- displaying expressions of panic or shock
- asking questions that are investigative and potentially invasive (this may make the child feel uncomfortable and may cause the child to withdraw)

- going over the information repeatedly (you are only gathering information to help you form a belief on reasonable grounds that you need to make a report to the relevant authority)
- making any comments that would lead the student to believe that what has happened is their fault
- making any promises you will keep the information the student provided confidential
- making promises to the child about what will occur next or that things will be different given the process can be unpredictable and different for each child depending on their circumstances (instead reassure them that you and others will do your best to help).

	<h2 style="text-align: center;"><u>Child Safety code of conduct</u></h2>	
<p style="text-align: center;">Daylesford Primary School Yandoit Primary School</p>		
<p style="text-align: center;"><b>Kind~Creative~Connected</b></p>		



### Help for non-English speakers

If you need help to understand this policy, please contact the school office on 53482480.

### *Purpose*

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Daylesford and Yandoit primary school staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

### *Acceptable behaviours*

As Daylesford and Yandoit primary school staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Daylesford and Yandoit primary schools commitment to child safety at all times and adhering to our Child Safety Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the Principal and Assistant Principal
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures (This link will be inserted after the policies have been approved)
- and the [PROTECT Four Critical Actions](#).



- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

### ***Unacceptable behaviours***

**As Daylesford and Yandoit primary school staff, volunteers, contractors and member of our school community involved in child-connected work we must not:**

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult’s overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

### ***Breaches to the Child Safety Code of Conduct***

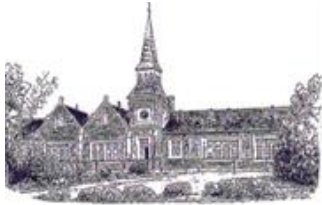
**All Daylesford and Yandoit primary school staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement. In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.**

**All breaches and suspected breaches of the Daylesford and Yandoit primary schools Child Safety Code of Conduct must be reported to the Principal and the Assistant Principal.**

**If the breach or suspected breach relates to the Principal, contact the Assistant Principal and Regional SEIL.**

### ***Approval and review***

Created date	7 August 2024
Consultation	<b>School Council</b>
Endorsed by	<b>Alexandra McCann - Principal</b>
Endorsed on	
Next review date	<b>2026</b>



# **Child Safety and Wellbeing Policy**

Daylesford Primary School  
Yandoit Primary School  
Kind~Creative~Connected



**Help for non-English speakers**

If you need help to understand this policy, please contact the school office on 53482480.

## ***Purpose***

The Daylesford and Yandoit primary school Child Safety and Wellbeing Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments. It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

## ***Scope***

**This policy:**

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

## ***Definitions***

The following terms in this policy have [specific definitions](#):

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer.

## ***Statement of commitment to child safety***

Daylesford and Yandoit primary schools are a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect

their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQA+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

## ***Roles and responsibilities***

### **School leadership team**

Our school leadership team (comprising the principal, assistant principal, PLC leaders and wellbeing team) is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

Principals and assistant principals will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of, and responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

### **School staff and volunteers**

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures
- act in accordance with our Child Safety Code of Conduct **(This link will be inserted after the policies have been approved)**
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures **(This link will be inserted after the policies have been approved)** including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

## School council

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at school council meetings
- undertake annual training on child safety, NOTE: school councils can use the Child Safe Standards School Council Training slide presentation available on [PROTECT](#).
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members
- when hiring school council employees, ensure that selection, supervision, and management practices are child safe. At our schools, school council employment duties are delegated to the principal who is bound by this policy.

## Specific staff child safety responsibilities

Daylesford and Yandoit primary schools have nominated a child safety champion, the assistant principal, to support the principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the child safety champion are outlined at [Guidance for child safety champions](#). In addition to these roles, our child safety champion is also responsible for:

Our principal and the assistant principal are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- The principal is responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach the principal if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy.
- The assistant principal is responsible for informing the school community about this policy, and making it publicly available
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

Our schools have also established a Child Safety and Wellbeing Team and a Student Reference Group (JSC – Junior School Council) on child safety. The Child Safety and Wellbeing Team meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing. The Student Reference Group (JSC) provides an opportunity for students to provide input into school strategies.

Our Risk Management Committee monitors the Child Safety Risk Register.

## *Child Safety Code of Conduct*

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

- The Child Safety Code of Conduct ([This link will be inserted after the polices have been approved](#))

also includes processes to report inappropriate behaviour.

## *Managing risks to child safety and wellbeing*

At our schools we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

## ***Establishing a culturally safe environment***

At Daylesford and Yandoit primary schools, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

- Begin events and meetings with a Welcome to Country or an Acknowledgement of Country as a standing agenda item. Use this as an opportunity to pause and reflect or open a discussion.
- Fly the Aboriginal and Torres Strait Islander flags on school grounds.
- Display plaques and signs to Acknowledge Country and Traditional Owners.
- Make Aboriginal voice part of decision making in matters that affect Aboriginal students. Be open to different ways of doing and expressing things.
- Include KESO in SSG's where possible.
- Celebrate the local Aboriginal community in communications with students, staff, volunteers and families. Share information through school newsletters, school assemblies, parent information nights.
- Lead on safety and inclusion for all Aboriginal students and their families. Learn more about Aboriginal histories and cultures, both locally and across Australia. Speak with respect and confidence about Aboriginal culture, knowledge systems and people.
- Build schoolwide knowledge of Aboriginal histories, cultures, perspectives, values, skills and attitudes.
- Ensure staff have completed CPIE training.

## ***Student empowerment***

To support child safety and wellbeing at Daylesford and Yandoit primary schools, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities. Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging implementing our whole school approach to Respectful Relationships, our student Code of Conduct and our school values. We inform students of their rights through our whole school approach to Respectful Relationships and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns from our school office.

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

## **Family engagement**

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement at Daylesford and Yandoit primary schools, we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- through newsletters, school council, subcommittees of school council, student, staff, and parent meetings and on Compass.
- all of our child safety policies and procedures will be available for students and parents at <http://daylesps.vic.edu.au/> , <http://yandoit.ps.vic.gov.au> and at our front office.

- Newsletters will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters will be displayed across the school

## ***Diversity and equity***

**As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.**

**We recognise that every child has unique skills, strengths and experiences to draw on.**

**We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:**

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

**Our Student Wellbeing and Engagement Policy <https://daylesps.vic.edu.au/wp-content/uploads/2024/06/2023-Student-Engagement-and-Wellbeing-Policy.pdf> provides more information about the measures we have in place to support diversity and equity.**

## ***Suitable staff and volunteers***

**At Daylesford and Yandoit primary schools, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.**

### **Staff recruitment**

**When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:**

- [Recruitment in Schools](#)
- [Suitability for Employment Checks](#)
- [School Council Employment](#)
- [Contractor OHS Management.](#)

**When engaging staff to perform child-related work, we:**

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration
- collect and record:
  - proof of the person's identity and any professional or other qualifications
  - the person's history of working with children
  - references that address suitability for the job and working with children.
  - references that address suitability for the job and working with children.

## **Staff induction**

**All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:**

- the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

## **Ongoing supervision and management of staff**

**All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.**

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by regular leadership observations and performance reviews. Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

## **Suitability of volunteers**

All volunteers are required to comply with our Volunteers Policy [Volunteers-policy.pdf \(daylesps.vic.edu.au\)](#) which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

## ***Child safety knowledge, skills and awareness***

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

## **School council training and education**

To ensure our school council is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually. Training includes guidance on:

- 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 our school environment
- child safety and wellbeing policies, procedures, codes and practices

## ***Complaints and reporting processes***

Daylesford and Yandoit primary schools foster a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy can be found at [Complaints-Policy.pdf \(daylesps.vic.edu.au\)](#).

- If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees and homestay providers) must follow our Child Safety Responding and

Reporting Obligations Policy and Procedures [\(This link will be inserted after the policies have been approved\)](#)

Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our Student Wellbeing and Engagement Policy <https://daylesps.vic.edu.au/wp-content/uploads/2024/06/2023-Student-Engagement-and-Wellbeing-Policy.pdf> and Bullying Prevention Policy <https://daylesps.vic.edu.au/wp-content/uploads/2024/06/2023-Bullying-prevention-policy.pdf> cover complaints and concerns relating to student physical violence or other harmful behaviours.

## ***Communications***

Daylesford and Yandoit primary schools are committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters around the school
- updates in our school newsletter
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school council meetings.

## ***Privacy and information sharing***

Daylesford and Yandoit primary schools collect, use, and disclose information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: [Schools' Privacy Policy](#).

## ***Records management***

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: [Records Management – School Records](#)

## ***Review of child safety practices***

At Daylesford and Yandoit primary schools, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

## ***Related policies and procedures***

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Bullying Prevention Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- Complaints Policy
- Digital Learning Policy



- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteers Policy

## Related Department of Education and Training policies

- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)
- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

## Other related documents

- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

## ***Policy status and review***

The Assistant Principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/carers and the school community.

## ***Approval***

Created date	7 August 2024
Consultation	<b>[Consultation on this policy is mandatory. Please insert date/s and who you consulted with e.g., student representative groups, parent groups, school council]</b>
Endorsed by	Alexandra McCann
Endorsed on	
Next review date	