



## CHILD SAFETY STANDARD 1

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### SCHOOL PHILOSOPHY

Working with children can be a very rewarding experience. It also brings additional responsibilities in ensuring the safety of all children in our care. Courtenay Gardens Primary School is committed to providing a safe, secure and stimulating learning environment for all students. Student achievement, engagement, inclusion and wellbeing are at the forefront of our learning opportunities for all students. A culture of child safety is embedded in our school and is part of every member of staff's responsibility and practice. The school models appropriate values, attitudes and behaviours to achieve this.

We believe in an ongoing development of all student learning areas to enable students to reach their full potential whether it be intellectually, physically, emotionally or socially.

Only when they are happy, healthy and safe, and when there is a positive school culture to engage and support them, can students reach their full potential.

The school embeds a culture where child safety is paramount in and out of all school environments.

We believe every member of the school community has a right to fully participate in an educational environment that is safe, supportive and inclusive.

### SCHOOL MISSION

Courtenay Gardens is committed to excellence in learning and teaching in a safe environment where we value diversity and respect for all.

### SCHOOL VISION

To provide outstanding teaching and learning programs which are challenging and meet the current and future needs of all students.

### SCHOOL VALUES

At Courtenay Gardens we work to build an environment where all students can feel respected, valued and encouraged to reach their full potential. To develop this environment school values form an integral part of school life for students, teachers, parents and the wider community. Students demonstrate these values each day with their interactions towards each other, staff, parents and visitors. These values underpin the safety of all members of our school community.

The school promotes the following three values in daily school life:

#### Honesty

We demonstrate honesty by:

- seeking the truth
- accepting actions as our own rather than blaming others
- being sincere and genuine
- showing we can be trustworthy and fair

### Responsibility

We demonstrate responsibility by:

- resolving differences in a constructive and peaceful manner
- accepting tasks for leadership
- contributing to the school community
- taking care of our belongings and those of others
- accepting consequences for our actions
- displaying appropriate and safe behaviour at school
- identifying and communicating concerns relating to child safety

### Respect

We demonstrate respect by:

- treating others with consideration and thoughtfulness
- listening actively to others when they are speaking
- valuing others' contributions to the classroom/school
- showing tolerance for others' opinions and beliefs
- acknowledging the diversity and inclusiveness of our school community

### Resilience

We demonstrate resilience by:

- treating others with consideration and thoughtfulness
- building positive relationships between students, staff and parents
- teaching social and emotional skills
- building students ability to accept criticism
- developing problem solving skills for life situations

## **SCHOOL OBJECTIVES**

- Develop strategic and systematic whole school approaches to support student achievement.
- Create a positive student environment where all students feel safe and supported and where teachers have high expectations for their learning. Within this positive student environment, school values will be promoted and modelled.
- Promote the safety of all children including children with a disability.
- Promote active student participation and provide students with a sense of ownership of their environment.
- Encourage students to be independent and responsible for their own personal learning. Teachers will work with students to develop skills necessary for this self-reflection.
- Build a learning environment that welcomes all families and community members and is responsive to them as partners in learning, ensuring the unique experiences and skills of the students' families and the community are enriched.
- Foster a culture of openness, inclusiveness and awareness for all students including, but not limited to, Torres Strait Islander children, children with disabilities and vulnerable children. The school recognises the importance of cultural safety for children from culturally and linguistically diverse backgrounds.
- Empower students by creating opportunities to develop leadership skills across the school.
- Develop students ability to identify and report safety concerns.
- Ensure the Duty of Care requirements as per DET are adhered to at all times and staff are aware of such responsibilities.



# COURTENAY GARDENS PRIMARY SCHOOL

**Prepared by:** Ross Carlson  
**Approved by council:** 15<sup>th</sup> October 2018  
**Reviewed:** 2016, 2018

## CHILD SAFETY STANDARD 2

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### OUR COMMITMENT TO CHILD SAFETY

Courtenay Gardens is committed to child safety we work to ensure students are safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all students. The school has a zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently with the schools and DET policies and procedures.

All staff have both a legal and moral obligation to contact authorities when there is a reasonable belief that a student's safety is of concern. Courtenay Gardens is committed to preventing child abuse and identifying early risk factors and then working to reduce and remove these risks. The Duty of Care requirements are clearly acknowledged by all staff.

There are a number of robust recruitment practices that are in place for all staff and volunteers that work to reduce and remove the risk of child abuse occurring within our school. There are regular training sessions where we educate staff and volunteers on identifying child abuse risks.

Courtenay Gardens is committed to the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

### OUR CHILDREN

Courtenay Gardens aims to empower students as active participants in our school. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our school, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability and those that are vulnerable are safe and can participate equally
- work to meet the needs of all students academically, socially and emotionally

## **OUR STAFF AND VOLUNTEERS**

This policy guides our staff and volunteers on how to behave with students in our school.

The Courtenay Gardens community is guided by our Code of Conduct (see Code of Conduct guidelines) which specifies the standards of conduct required when working with students and our school.

## **TRAINING AND SUPERVISION**

Courtenay Gardens strongly believes that training and education is important to ensure that everyone in our school understands that child safety is everyone's responsibility.

Our school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability and those that are vulnerable.

New employees and volunteers will be supervised regularly to ensure they understand our school's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (refer to the Code of Conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

## **RECRUITMENT**

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Courtenay Gardens understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the Working with Child Check website ([www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)) for further information.

We carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

## **FAIR PROCEDURES FOR PERSONNEL**

The safety and wellbeing of students is our primary concern. We are also fair and just to all personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our reporting forms, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to students and families on progress as appropriate.

## **PRIVACY**

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, parents or students, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be doing with it and who will have access to it.

## **LEGISLATIVE RESPONSIBILITIES**

Courtenay Gardens takes its legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police and relevant authority including DHHS.
- **Failure to protect:** People of authority in our school will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- Any personnel who are **mandatory reporters** must comply with their duties and work with the Child Safety Officer to complete these duties.

## **RISK MANAGEMENT**

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our students.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a student in organisations on social media).

## **REGULAR REVIEW**

These standards will be reviewed every two years and following significant incidents if they occur. We will ensure that families and students have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

## **ALLEGATIONS, CONCERNS AND COMPLAINTS**

At Courtenay Gardens we take all allegations seriously and have DET practices in place to investigate thoroughly and quickly. Our staff and volunteers are expected to deal appropriately with allegations and work with the senior administration of the school to handle allegations. Training is provided to assist them with managing allegations.

The school works to ensure all staff, students and families know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

As a school community we all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see Child Protection policy).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. (see Child Protection policy for further information)



## CHILD SAFETY STANDARD 3

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**Prepared by:** Ross Carlson  
**Approved by council:** 15<sup>th</sup> October 2018  
**Reviewed:** 2016, 2018

### **CODE OF CONDUCT – STAFF, PARENTS, STUDENTS, COMMUNITY MEMBERS**

This Code of Conduct has been developed in line with Ministerial Order No. 870.

Courtenay Gardens Primary School recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. The learning needs and welfare of students will be the primary consideration in decision making processes. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly learning environments for children and young people.

This Code of Conduct sets out our behavioural expectations of all members in this school community, including the Principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building a safe and respectful school community. At all times confidentiality and discretion will be maintained.

The school will promote an environment free of discrimination, sexual, cultural and other forms of harassment, bullying (including cyber bullying), violence, aggression and threatening behaviour. These behaviours are unacceptable and will not be tolerated in our school.

Our Code of Conduct acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

The school community is required to observe child safe principles and expectations for appropriate behaviour towards and in the company of students as noted below.

All personnel of Courtenay Gardens are responsible for supporting the safety, participation, wellbeing and empowerment of students by:

- Adhering to the school's child safe standards at all times and upholding Courtenay Gardens' statement of commitment to child safety at all times
- Taking all reasonable steps to protect students from abuse
- Listening and responding to the views of students, particularly if they are disclosing that they or another student has been abused and/or worried about their safety or of another person
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students (for example, never questioning an Aboriginal child's self-identification)
- Promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, a zero tolerance for discrimination)
- Promoting the cultural safety, participation and empowerment of students with a disability and vulnerable children
- Ensuring as far as practicable that students are not left alone with an adult
- Reporting any allegation of child abuse to Courtenay Gardens Child Safety Officer/Principal and ensure any allegation is reported to the police and/or DHHS
- Reporting any child safety concerns to Courtenay Gardens Child Safety Officer/Principal
- If an allegation of child abuse is made, ensure as quickly as possible the student is safe
- Encouraging students to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

In addition to the above, the following expectations are required:

#### **PRINCIPALS AND SCHOOL LEADERS:**

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with the standards of the profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- Identify and support students who are or may be at risk academically, socially and emotionally.
- Endeavour to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Make known to parents the school's communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

#### **TEACHERS AND ALL NON-TEACHING STAFF:**

- Treat students respectfully, equitably and justly.
- Teachers will exercise their responsibility and act in a professional manner acknowledging that there are limits and boundaries in their relationships with students.
- Model positive behaviour to students consistent with the standards of our profession in accordance with the Victorian Teaching Profession, Code of Conduct.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.
- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
- Communicate with the Principal and school leaders in the event of any tension or challenging behaviours from students and/or parents.
- Treat all members of the school community with respect.
- Support initiatives that ensure student safety and wellbeing within all school environments including online and out of school hours.
- Teachers acknowledge their commitment to child safety and confidentiality. Confidentiality will only be revealed if required or mandated by law.
- Teachers will work with students to develop appropriate knowledge and skills to enable them to identify and communicate child safety concerns.

#### **FAMILIES AND SCHOOL COMMUNITY MEMBERS:**

- Model positive behaviour in all school environments.
- Ensure students attend school on time, every day the school is open for instruction.
- Take an interest in the school and student learning.
- Work with the school to achieve the best outcomes for all students.
- Communicate constructively with the school and use expected processes and protocols when raising concerns.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school's complaints processes if there are concerns.
- Treat all school leaders, staff, students and other members of the school community with courtesy and respect.
- Respect the rights and confidentiality of students, staff and other families.
- For the safety of all, visitors to the school will officially register their attendance through the front office.

Reviewed: October 2018



## **STUDENTS:**

- All students have the right to work and play in a safe and secure environment without interference, intimidation, harassment, bullying or disruption.
- Attend school regularly and participate fully in all learning programs and school environments.
- All students will model positive and respectful behaviour, taking responsibility for their actions.
- Behave in a safe and responsible manner and comply with and model school values of respect, responsibility and honesty.
- Support the learning of others and make the most of educational opportunities.
- Identify and communicate concerns relating to child safety.

## **CONSEQUENCES FOR FAILING TO UPHOLD THE VALUES OF THIS CODE OF CONDUCT**

### **UNREASONABLE BEHAVIOURS:**

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the values of this Code of Conduct include when a person:

- Develops a 'special' relationship with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- Exhibits behaviours with students which may be construed as unnecessarily physical (for example, sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area.)
- Puts student at risk of abuse (for example, locking doors to prevent them leaving)
- Does things of a personal nature that a student can do themselves, such as toileting or changing clothes.
- Engages in open discussions of a mature and adult nature in the presence of students
- Sends rude, confronting or threatening letters, emails or text messages
- Is manipulative or threatening.
- Speaks in an aggressive tone, either in person or over the telephone and uses inappropriate language in the presence of students
- Expresses personal views on cultures, race or sexuality in the presence of students
- Discriminates against any student because of culture, race, ethnicity or disability
- Inappropriately uses social media as a forum to raise concerns/make complaints against the school
- Is physically intimidating, e.g. standing very close

## **CONSEQUENCES**

Principals/leadership are responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the values of this Code of Conduct may lead to further investigation and the implementation of appropriate consequences. This may include:

- Utilising mediation and counselling services.
- Alternative communication strategies being applied.
- Formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given.
- An intervention order being sought.
- Informing the police which may result in a charge of trespass or assault.

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.



## CHILD SAFETY STANDARD 4

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### **HUMAN RESOURCES PRACTICES**

Courtenay Gardens fosters a culture of openness and inclusiveness whilst also being aware that there are people who may wish to harm students. Our school has robust human resource practices that work to reduce and remove these risks. Human resource practices include recruitment, training and supervision of all personnel.

Staff and volunteers are provided with opportunities to develop and maintain skills to ensure student safety. This supports staff and volunteers to understand the importance of safety and wellbeing and enables them to follow Courtenay Gardens' safety policies and procedures.

### **SELECTION CRITERIA**

Developing appropriate selection criteria for a position is a valuable step in reducing the risk of appointing someone who poses a risk to child safety. It also ensures applicants have the specific knowledge and skills required for the position.

Courtenay Gardens uses varied selection criteria to address these areas and follow up further during an interview with an applicant. Applicants are directed to the schools website to look at a number of school policies they will need to comply with in order to successfully be employed at Courtenay Gardens.

All potential successful applicants are followed up through their referee checks including, but not limited to, their previous place of employment, personal character references and additional checks to ensure they have been truthful with their skill level and knowledge.

In line with DET guidelines, all applicants are interviewed appropriately and the relevant legal checks and registrations are complete prior to employment.

### **CHILD SAFETY OFFICER**

At Courtenay Gardens staff and volunteers can be supported through the Child Safety Officer. Their role is to provide support to staff and volunteers and assist the school in ensuring child safety is prioritised and any allegations or concerns of child abuse or safety are recorded and responded to consistently in line with the legal requirements and policies and procedures.

The Child Safety Officer will also provide a contact for students, parents and others to seek advice and support regarding the safety and wellbeing of students within our school.

### **TRAINING AND INDUCTION**

Training and Education is an important tool to help people understand that student safety is everyone's responsibility. At Courtenay Gardens all staff and volunteers are supported to discuss child protection issues and to detect signs of child abuse.

New staff and volunteers receive induction and training when they begin with our school. Existing employees and volunteers are provided with regular training opportunities to develop new skills and knowledge to meet the requirements of their role.

The training and support enables the school to promote an awareness of the appropriate standard of care required to be met at Courtenay Gardens and ensures staff and volunteers are meeting their duty of care requirements.

To reduce risks staff and volunteers receive training and support in the following areas:

- identifying, assessing and reducing or removing child abuse risks
- school policies and procedures (including the Code of Conduct and child safe policy)
- legislative requirements such as obligations to report child abuse and reduce and remove known risks of child abuse
- how to handle a disclosure or suspicion of abuse, including your organisation's reporting guidelines

Training can be formal such as:

- training offered by external organisations
- training developed and delivered internally
- on-the-job training meeting key objectives

Training can also be informal such as:

- inviting other professionals to speak at meetings
- inviting local Aboriginal Elders, Aboriginal community controlled organisations and community members to speak at meetings and events
- inviting local culturally and/or linguistically diverse community members to speak at meetings and events
- internal mentoring and coaching

## **SUPERVISION**

New staff and volunteers are supervised regularly to ensure they understand their role and learn skills appropriate to their role. During this time the school monitors their behaviour towards the students and ensures it is appropriate in line with the schools Code of Conduct and Child Safe practices and procedures.

Regular updates and professional development is provided to all staff to ensure they are complying with the expectations of the school and legal obligations to ensure the safety of all students at all times. Feedback is provided to staff and volunteers.

Any warning signs should be immediately reported to the Child Safety Officer/Principal who in turn will report to the relevant authorities. If there is a belief a student is in imminent danger the police will be notified. (see Child Protection Policy)



# COURTENAY GARDENS PRIMARY SCHOOL

## CHILD SAFETY STANDARD 5

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**PROCESSES FOR RESPONDING TO AND REPORTING SUSPECTED CHILD ABUSE**

*REFER TO THE SCHOOLS CHILD PROTECTION POLICY*



## CHILD SAFETY STANDARD 6

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### IDENTIFYING AND REMOVING RISKS OF CHILD ABUSE

Courtenay Gardens works to develop, implement, monitor and evaluate risk management strategies to ensure child safety in all school environments. Each risk assessment is conducted by appropriate people with the knowledge and skills to consider all elements and determine any potential student safety risk.

Working with the DET's guidelines and policies and the schools policies and procedures the school makes risk assessments in relation to student safety including but not limited to

- screening of all visitors to the school and keeping an accurate WWCC list
- the physical environment and yard supervision
- monitoring who is on the premises at all times
- classroom organisation and other learning environments
- student change rooms and toilets
- staff workplaces and offices
- storage facilities
- incursions and excursions including school camps and sporting events
- contractors working within the school
- car parking and road safety
- OHS risks for all people within the school
- online environments and utilities for students to access
- potential inappropriate relationships involving students

The risk assessment takes into account the

- background diversity of the students including culture, race, ethnicity and linguistic understanding,
- age of students,
- current student knowledge to participate in the activity,
- support available from teachers and other personnel,
- internal control measures to ensure student safety and
- predatory, opportunistic, situational and environmental risks.

Our OHS policy and system practices also cover a wide range of student safety risks. Internal controls are put into place to ensure the safety of all students in a school environment.

Courtenay Gardens regularly completes a risk assessment review to determine if the risk to student safety (in particular, abuse) has changed and acts accordingly. Documentation is recorded of any incident and the steps followed as a result of such incident.

Regular feedback is provided to staff on child safety risks and ways to reduce and remove these risks.



## CHILD SAFETY STANDARD 7

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### STUDENT EMPOWERMENT AND PARTICIPATION

Students have the right to give their views and opinions about decisions that affect them and they have the right to be listened to.

Empowerment is developing a student's ability to have confidence to have their say. It is the aim at Courtenay Gardens to empower students to speak up about issues that involve them and have a say about decisions that relate directly to them.

Student participation is important as it provides an opportunity to engage in discussions and activities about issues and decisions that affect them. Students are more likely to speak up about concerns they have on student safety when they feel valued, appreciated and welcomed.

Through empowerment and participation students are more likely to be engaged in school life and feel safe to report any concerns they have about either their safety or that of another person. We work to enhance student safety at all times and develop positive interactive relationships to enable students to speak up about concerns they have.

### BENEFITS

- Student involvement and consultation enables the school to improve its' practices and policies to ensure they feel safe
- Facilitating student empowerment and participation further enhances the schools culture of student safety
- Students are more likely to engage with teachers and open up about concerns they have relating to child abuse or feelings of being unsafe
- Students who feel listened to are more likely to develop positive relationships with peers and staff which in turn will assist them develop academically, socially and emotionally

### ENCOURAGING EMPOWERMENT AND PARTICIPATION

At Courtenay Gardens we ensure participation for all students is designed to be

- ethical
- age appropriate and friendly
- culturally respectful to all
- inclusive for all students regardless of social and cultural backgrounds, ability, age and/or disability
- a positive experience for all

The school provides very clear and realistic boundaries for students and discusses regularly what can and cannot change. Students are always provided with time to discuss any concerns they may have either with the teacher or the Child Safety Officer.

At times the views of the student may be somewhat different to that expected of the school. The school will listen to the student and discuss these views with them. Feedback is then provided to the student and feedback is sought from the student to ensure a positive outcome.

At times what a student tells us may not be able to be kept confidential we are clear to the student when a discussion will be confidential and what outcomes will be made public and why. Regular monitoring and feedback is provided to the student to ensure they still feel empowered and safe. If a student needs further support, it will be provided.

*See Student engagement policy for further details.*

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Courtenay Gardens' Child Safety Officer/Principal.

If you believe a child is at immediate risk of abuse phone 000

I agree to adhere to these standards and related policies

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Related policies:

- Absenteeism and punctuality
- Bullying
- Camp
- Child Protection
- Disability and impairments
- Discipline
- Engagement and Inclusion
- eSmart, Cyberbullying, Cybersafety
- Excursions
- Internet usage
- Learning technologies
- OHS policy and DET guidelines
- Professional development
- Restraint
- Visitors
- Volunteers
- Yard supervision
- DET Guidelines

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

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