**VOLUNTEER APPLICATION FORM**

Thank you for your interest in becoming a volunteer with St Mary’s Parish Primary School. Our volunteers are integral to the learning experience for our students and they provide an important link to the community. We welcome your inquiry about volunteering and hope you will find the experience rewarding.

**APPLICATION PROCESS**

**Application Form**

St Mary’s Parish Primary School takes child safety very seriously and for this reason, potential volunteers are required to list your work history, including any volunteer work that has involved children. If you would like to submit your interest for a volunteer role within our school, please complete the application form and return to us as soon as possible

**Information / Role Description Sessions**

It is the practice at St Mary’s for all potential volunteers to have engaged in a process of education in relation to learning and teaching, the expectations of volunteers and the student safety culture of our school. Our *SMART* (St Mary’s Assistant Readiness Training) program is designed to enable all potential volunteers who support our school and our students to know exactly what is expected of them. It is also an opportunity for the potential volunteer to ask questions about the roles they are undertaking and our school in general. Volunteers must hold a valid Working With Children’s Check (WWCC) prior to engaging with students at St Mary’s and must be able to provide this to school if requested.

**Referee Checks**

St Mary’s Parish Primary School takes child safety very seriously and for that reason we may conduct referee checks for potential volunteers before they commence work with children. If required the referee check is a discussion between the Principal and the nominated referee for the purpose of addressing the person’s suitability for volunteer work and for engaging in child-connected work.

**Working With Children Checks**

All volunteers at St Mary’s Parish Primary School are required to apply for and pass a WWCC. If you do not already have a current WWCC, you will be required to obtain this prior to commencing volunteer work and present the WWCC card to the school as soon as practicable along with a proof of identity (e.g. a copy of your driving licence).

**Induction**

Volunteers are provided with an induction as a supportive way of introducing them to St Mary’s school. The induction process is an opportunity to communicate the school’s ethos, policies and procedures to new volunteers. **Volunteer Application Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL** | **TITLE** | **FIRST NAME(S)** | | **LAST NAME** |
| **MR MRS MISSMSOTHER** |  | |  |
| **ADDRESS** | |  | **PHONE NUMBERS** |
|  | | **Suburb/Town** | **Home** |
| **State** | **Mobile** |
| **Postcode** | **Work** |
| **WORKING WITH CHILDREN CARD NO:** | | |  |

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| **VOLUNTEER ROLE** |
| *Please provide details of the volunteer position(s) that you are interested in.* |
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| --- | --- | --- | --- | --- | --- |
| **AVAILABILITY TO VOLUNTEER** | | | | | |
| **TIME** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **AM** |  |  |  |  |  |
| **PM** |  |  |  |  |  |

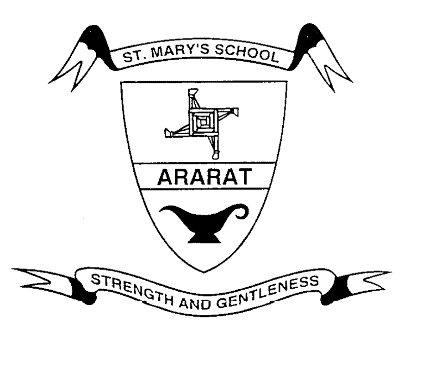
|  |  |
| --- | --- |
| **EDUCATION/**  **SKILLS I CAN OFFER  ST MARY’S** | **RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS** |
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| **PREVIOUS CHILD-RELATED EMPLOYMENT**  **OR VOLUNTEER WORK** | **ORGANISATION’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| *(****Note:*** *You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)* | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFEREES** | **NAME** | **POSITION** | **ORGANISATION** | **PHONE NUMBER** |
|  |  |  |  |
|  |  |  |  |
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| --- | --- | --- | --- | --- |
| **DECLARATION** | | | | |
| *Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge you acceptance of each point (below):* | | | | |
| **I am applying for volunteer work with St Mary’s Parish Primary School.** | | | |  |
| **I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.** | | | |  |
| **I declare that the information contained in this application is true and correct.** | | | |  |
| **I have completed a Working With Children Check and presented a copy of this to the Emmaus office.** | | | |  |
| **I have read, signed and will fully comply with St Mary’s Child Safe Policy and Code of Conduct** | | | |  |
| **I understand that I may be required to participate in a meeting and selection process, and undertake referee and background checks.** | | | |  |
| **I understand that I will be required to undertake induction and a “Classroom Helpers” training program prior to commencing volunteer work at the school.** | | | |  |
| Signature: |  | Date: |  | |

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| --- |
| **Privacy Statement**  The personal information you have provided will help us to assess you as a valued volunteer of  our school/college and will be treated as confidential. Information provided by you in this form  may be checked by the school/college with any relevant authorites, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with  the *Privacy Act 1988* (Cth). |



# **ST MARY’S PARISH PRIMARY SCHOOL**

Moore Street, Ararat

PO Box 329

Ararat, 3377

Ph: 03 5352 1796

Fax: 03 5352 3401

principal@smararat.catholic.edu.au

**ABN 90 184 214 878**

**Safeguarding Children and Young People**

## Code of Conduct

## St Mary’s School Ararat

## 25/07/2016

Central to the mission of St Mary’s is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

**Purpose**

This Code of Conduct has a specific focus on safeguarding children and young people at St Mary’s School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at St Mary’s School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

**Acceptable behaviours**

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:

* adhering to the school’s child-safe policy and upholding the school’s statement of commitment to child safety at all times
* taking all reasonable steps to protect children from abuse
* treating everyone in the school community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
* listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child
* promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child’s self-identification)
* promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance policy towards discrimination)
* promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
* ensuring as far as practicable that adults are not alone with a child
* reporting any allegations of child abuse to the school’s leadership (or child safety officer if the school has appointed someone to this role).
* understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
* reporting any child safety concerns to the school’s leadership (or child safety officer if the school has appointed someone to this role)
* if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

**Unacceptable Behaviours**

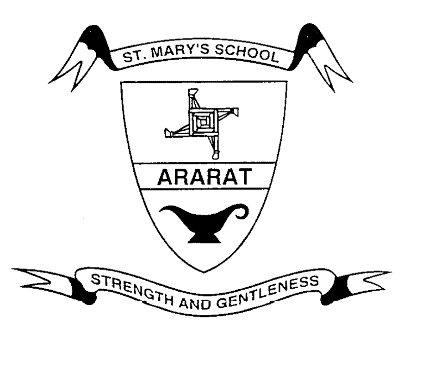
All staff, volunteers, contractors, clergy and board/school council members must not:

* ignore or disregard any suspected or disclosed child abuse
* develop any ‘special’ relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
* exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
* put children at risk of abuse (for example, by locking doors)
* initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
* engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
* use inappropriate language in the presence of children
* express personal views on cultures, race or sexuality in the presence of children
* discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
* have contact with a child or their family outside of school without the school’s leadership or child safety officer’s (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority’s approval (for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching); accidental contact, such as seeing people in the street, is appropriate
* have any online contact with a child (including by social media, email, instant messaging etc.) or their family (unless necessary e.g. by providing families with enewsletters or assisting students with their school work)
* use any personal communication channels/device such as a personal email account
* exchange personal contact details such as phone number, social networking sites or email addresses
* photograph or video a child without the consent of the parent or guardians
* work with children while under the influence of alcohol or illegal drugs
* consume alcohol or drugs at school or at school events in the presence of children.

(Adapted from Source: VRQA)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm I have been provided with a copy of the above Code of Conduct.

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



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**ABN 90 184 214 878**

|  |
| --- |
| **Child Safe Policy** |

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[**Mark 9:37**](https://www.biblegateway.com/passage/?search=Mark+9%3A37&version=ESV)

“Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me.”

**Isaiah 32:17-18**

And the effect of righteousness will be peace, and the result of righteousness, quietness and trust forever.

My people will abide in a peaceful habitation, in secure dwellings, and in quiet resting places.

**St Mary’s Vision Statement excerpt:**

We will support our families in the care and education of their children, within our Catholic Parish School and our wider community, by ensuring:

*“the dignity of each person is valued within a caring, supportive environment.”*

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| --- |
| 1. **Introduction** |
| This policy was written to demonstrate the strong commitment of the whole school community of st Mary’s Parish Primary School, leaders, staff, volunteers, students, their families, to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.  At St Mary’s we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CECV Commitment Statement to Child Safety](http://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=8589940582)). |
| 1. **Purpose of Policy** |
| The purpose of this policy is to demonstrate the strong commitment of St Mary’sto the care, safety and wellbeing of all students at our school.It provides an outline of the policies, procedures and strategies developed to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school.  This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf). This policy applies to school staff, including school employees, volunteers, contractors and clergy. |
| 1. **Principles** |
| Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe ([CECV Commitment Statement to Child Safety](http://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=8589940582)).  **The following principles underpin our commitment to child safety at St Mary’s School**:   1. All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect. 2. St Mary’s works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection. 3. All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers. 4. All adults in our school, including teaching and non-teaching staff, clergy, volunteers, and contractors, have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse. 5. The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people. 6. Policies and practices demonstrate compliance with legislative requirements and cooperation with the Church, governments, the police and human services agencies. 7. All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect. 8. Staff, clergy, volunteers, contractors, parents and students should feel free to raise concerns about child safety, knowing these will be taken seriously by school leadership. 9. Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally. |
| 1. **Definitions used in this Policy** |
| **Child:** A child or a young person enrolled as a student at the school.  **Child abuse** includes:  (a) any act committed against a child involving:   * 1. a sexual offence   2. an offence under section 49B(2) of the **Crimes Act 1958** (grooming)   (b) the infliction, on a child, of:   1. physical violence 2. serious emotional or psychological harm   (c) serious neglect of a child. ([Ministerial Order No. 870](http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf))  **Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. ([Ministerial Order No. 870](http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf))  **Child neglect**: The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing. ([Safe Schools Hub](http://safeschoolshub.edu.au/resources-and-help/Glossary))  **Child physical abuse:** Generally, child physical abuse refers to the non-accidental use of physical force against a child that results in harm to the child. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. The fabrication or induction of an illness by a parent or carer (previously known as Munchausen syndrome by proxy) is also considered physically abusive behaviour. ([Safe Schools Hub](http://safeschoolshub.edu.au/resources-and-help/Glossary))  **Child protection:** Statutory services designed to protect children who are at risk of serious harm. ([Safe Schools Hub](http://safeschoolshub.edu.au/resources-and-help/Glossary))  **Child sexual abuse:** Any sexual activity between a child under the age of consent (16) and an adult or older person (i.e. a person five or more years older than the victim) is child sexual abuse.  Child sexual abuse can also be:   * any sexual behaviour between a child and an adult in a position of power or authority over them (e.g. a teacher); the age of consent laws do not apply in such instances due to the strong imbalance of power that exists between young people and authority figures, as well as the breaching of both personal and public trust that occurs when professional boundaries are violated * any sexual behaviour between a child and an adult family member, regardless of issues of consent, equality or coercion * sexual activity between peers that is non-consensual or involves the use of power or coercion * non-consensual sexual activity between minors (e.g. a 14-year-old and an 11-year-old), or any sexual behaviour between a child and another child or adolescent who, due to their age or stage of development, is in a position of power, trust or responsibility over the victim. Sexual activity between adolescents at a similar developmental level is not considered abuse. ([Safe Schools Hub](http://safeschoolshub.edu.au/resources-and-help/Glossary))   **Mandatory Reporting:** The legal requirement to report suspected cases of child abuse and neglect is known as mandatory reporting. Mandated persons include teachers, nurses, police, psychologists, psychiatrists and medical practitioners. ([Safe Schools Hub](http://safeschoolshub.edu.au/resources-and-help/Glossary))  **Reasonable Belief**: When staff are concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a ‘reasonable belief’. A ‘reasonable belief’ or a ‘belief on reasonable grounds’ is not the same as having proof but is more than mere rumour or speculation. A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds.  **School environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:   1. a campus of the school 2. online school environments (including email and intranet systems)   (c) other locations provided by the school for a child’s use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events). [(Ministerial Order No. 870)](http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf)  **School staff** means an individual working in a school environment who is**:**   1. directly engaged or employed by a school governing authority 2. a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary) 3. a minister of religion. ([Ministerial Order No. 870](http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf)) |
| 1. **Policy Commitment** |
| All students enrolled at St Mary’s School have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.  **Our commitment to our students**   1. We commit to the safety and wellbeing of all children and young people enrolled in our school. 2. We commit to providing children and young people with positive and nurturing experiences. 3. We commit to listening to children and young people and empowering them by taking their views seriously, and addressing any concerns that they raise with us. 4. We commit to taking action to ensure that children and young people are protected from abuse or harm. 5. We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing. 6. We commit to seeking input and feedback from students regarding the creation of a safe school environment.   **Our commitment to parents and carers**   1. We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children. 2. We commit to engaging with, and listening to, the views of parents and carers about our child-safety practice, policies and procedures. 3. We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people. 4. We commit to acknowledging the cultural diversity of students and families, and being sensitive to how this may impact on student safety issues. 5. We commit to continuously reviewing and improving our systems to protect children from abuse.   **Our commitment to our school staff (school employees, volunteers, contractors and clergy)**   1. We commit to providing all St Mary’s School staff with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities. 2. We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people’s protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns. 3. We commit to listening to all concerns voiced by St Mary’s School staff, clergy, volunteers, and contractors about keeping children and young people safe from harm. 4. We commit to providing opportunities for St Mary’s School employees, volunteers, contractors and clergy to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person. |
| 1. **Responsibilities and Organisational Arrangements** |
| Everyone employed or volunteering at St Mary’s School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. ([CECV Commitment Statement to Child Safety](http://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=8589940582))  The school has allocated roles and responsibilities for child safety as follows: 6.1 **Guide to Responsibilities of School Leadership** The principal, the school governing authority and school leaders at St Mary’s recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety.  Responsibilities include:   * creating an environment for children and young people to be safe and to feel safe * upholding high principles and standards for all staff, clergy, volunteers, and contractors * promoting models of behaviour between adults and children and young people based on mutual respect and consideration * ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff * ensuring that school personnel have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters * providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to child and young people’s protection and wellbeing * ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf).  6.2 **Guide to Responsibilities of School Staff** Responsibilities of school staff (school employees, volunteers, contractors and clergy) include:   * treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care * following the legislative and internal school processes in the course of their work, if they form a reasonable belief that a child or young person has been or is being abused or neglected * providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured * undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people * assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse * following the school’s Child Safety Code of Conduct.  6.3 **Organisational Arrangements** St Mary’s enacts this commitment to child safety through:   * appointment of a Child Protection Officer * a budget allocation to enable regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people * participation in the diocesan child protection network * use of school website and newsletter to remind and to keep parents and carers informed of child safety commitments, procedures and arrangements |
| 1. **Expectation of our Staff – Child Safe Code of Conduct** |
| At St Mary’s, we expect school employees, volunteers, contractors and clergy to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any child at the school. All school staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and to comply with all requirements.  We have developed a Child Safety Code of Conduct, which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of school employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect.  Our Code also protects school staff through clarification of acceptable and unacceptable behaviour. |
| 1. **Student Safety Participation** |
| At St Mary’s School, we actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.  Through the *Keeping Safe* curriculum, we teach students about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns students, or their parents or carers, raise with us. |
| 1. **Reporting and Responding** |
| Our school records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct, and stores the records in accordance with security and privacy requirements. Our school complies with legal obligations that relate to managing the risk of child abuse under the *Children, Youth and Families Act 2005* (Vic.), the *Crimes Act 1958* (Vic.) and the recommendations of the [*Betrayal of Trust*](http://www.parliament.vic.gov.au/fcdc/article/1788) report.  Child protection reporting obligations fall under separate pieces of legislation with differing reporting requirements.  Catholic schools in the Diocese of Ballarat follow the joint protocols outlined in the “*Identifying & Responding to All Forms of Abuse in Victorian Schools*” resource and associated processes, published jointly by the Department of Education and Training and the Catholic Education Commission of Victoria.  This resource is located on a new Department of Education and Training’s child safety site, PROTECT. It is available at [**http://www.education.vic.gov.au/about/programs/health/protect/Pages/schoolsguide.aspx**](http://www.education.vic.gov.au/about/programs/health/protect/Pages/schoolsguide.aspx)**.**  All teachers, other staff, parish priests, and governing authorities of Catholic schools in the Diocese of Ballarat must understand and abide by the professional, moral and legal obligations to implement child protection and child safety policies, protocols and practices outlined in the PROTECT resource.  It sets out the actions required under the relevant legislation when there is a reasonable belief that a child at our school is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.  This approach assists staff, volunteers and families to:   * identify the indicators of a child or young person who may be in need of protection * understand how a ‘reasonable belief’ is formed * make a report of a child or young person who may be in need of protection * comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.   **Local Arrangements for Reporting Concerns**  Our school has established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a student.  Our school’s **Child Protection Officer** plays an essential role in ensuring that St Mary’s School is a child safe school.  **Staff and volunteers with concerns** about the wellbeing and/or safety of a student can seek advice from the Child Protection Officer and/or the Principal, who can assist you to make a report. If your concern is about the Principal’s conduct, you can speak to the School Governing Authority or to the Catholic Education Office Ballarat Child Protection Officer.  **Parents and Carers with concerns** about the wellbeing and/or safety of a student, can speak to the Child Protection Officer or the Principal, who can assist you to decide if it is necessary to make a report. If your concern is about the Principal’s conduct, you can speak to the School Governing Authority or to the Catholic Education Office Ballarat Child Protection Officer.  **Our complaints and disclosure processes** are outlined and detailed in the St Mary’s School’s Complaints and Grievance Policy. |
| 1. **Screening and Recruitment of School Staff** |
| St Mary’s School will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-connected work. Our commitment to child safety and our screening requirements are included in all advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the school’s Child Safety Code of Conduct and this Child Safety Policy.  When recruiting and selecting employees, contractors and volunteers involved in child-connected work, St Mary’s School follows the CECV *Guidelines on the Employment of Staff in Catholic Schools*, which includes a checklist aligned with the Child Safe Standards. This resource is available at: <http://www.cecv.catholic.edu.au/Industrial-Relations/Policies-and-Guidelines/Child-Safety>.  We make all reasonable efforts to:   * confirm the applicant’s Working with Children Check and National Police Check status and/or professional registration (as relevant) * obtain proof of personal identity and any professional or other qualifications * verify the applicant’s history of work involving children * obtain references that address the applicant’s suitability for the job and working with children.   We have processes for monitoring and assessing the continuing suitability of school staff to work with children, including regular reviews of the status of Working with Children Checks and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration. |
| 1. **Child Safety – Education and Training for School Staff** |
| St Mary’s School provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.  **Staff Induction** specifically includes:   * familiarisation with this Child Safety Policy and its many implications * familiarisation with and a signed commitment to the St Mary’s School Child Safety Code of Conduct * training about child protection reporting obligations, protocols for receiving/recording complaints * training and familiarisation around all the school’s policies, codes, practices, and procedures governing child safety and child-connected work * understanding of supervision arrangements that are in place for all staff who engage in child-connected work   **Staff Professional Learning** provides opportunities for staff (and where appropriate, volunteers) to:   * maintain, develop and improve skills and capabilities around child safety, including relevant legislative requirements * develop understanding of the risk of harm to children; the different types of harm; and how to identify grooming and abuse * understand and build confidence around their reporting obligations * complete the annual online mandatory reporting module |
| 1. **Risk Management** |
| At St Mary’s School we are committed to proactively and systematically identifying and assessing risks to student safety across our whole school environment, and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise.  We will enact this commitment through:   * Child safety as a standing item on staff meeting agenda * Periodic review of the Child Safety Risk Register * Completing a risk assessment of all new activities |
| 1. **Related Legislation** |
| * *Children, Youth and Families Act 2005* (Vic.) * *Working with Children Act 2005* (Vic.) * *Education and Training Reform Act 2006* (Vic.) * *Equal Opportunity Act 2010* (Vic.) * *Privacy Act 1988* (Cth) * *Crimes Act 1958* (Vic.) – including 2015 updates of offences |
| 1. **Breach of Policy** |
| Where an **employee** is suspected of breaching any obligation, duty or responsibility within this Policy, St Mary’s School may start the process under clause 13 of the *Victorian Catholic Education Multi Enterprise Agreement 2013*(VCEMEA) for managingemployment concerns. This may result in disciplinary consequences.  Where the **principal** is suspected of breaching any obligation, duty or responsibility within this policy, the concerned party is advised to contact the School Governing Authority. Relevant notification should also be made to the Director of Catholic Education, Diocese of Ballarat.  Where any **other member of the school community** is suspected of breaching any obligation, duty or responsibility within this policy, the Principal is to make the necessary reports or to seek advice from the Catholic Education Office Ballarat. |
| 1. **Review of this Child Safety Policy** |
| AtSt Mary’s School we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.  We will maintain a history of updates to the policy. |
| **History of Updates to Policy**   |  |  | | --- | --- | | **Date** | **Comment (e.g. major review, minor review)** | | 5/2/18 | Minor Update | |
| 1. **References** |
| Catholic Education Commission of Victoria Ltd (CECV) 2016, [*Commitment Statement to Child Safety*](http://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=8589940208)*:* *A safe and nurturing culture for all children and young people in Catholic schools*.  Catholic Education Commission of Victoria Ltd (CECV) 2013, [*Victorian Catholic Education Multi Enterprise Agreement 2013*](http://www.cecv.catholic.edu.au/vcsa/Agreement_2013/VCEMEA_2013.pdf), CECV.  Safe Schools Hub 2014, [*National Safe Schools Framework Glossary*](http://safeschoolshub.edu.au/resources-and-help/Glossary), Australian Government Department of Education and Training.  State of Victoria 2016, [*Child Safe Standards*](http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf) *– Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870*, Education & Training Reform Act 2006, Victorian Government Gazette No. S2.  Victorian Government Department of Justice 2016, [*Betrayal of Trust Implementation*](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/betrayal+of+trust+implementation). |