



Catholic Schools Child Safe Schools

St James Catholic Primary School, Nar Nar Goon

Child-friendly edition of our Child Safety Policy



Date of policy: October 2021

Date of last major review: -

Date of next major review: August 2023

<p>Policy Title</p>	<p>St James Catholic Primary School</p> <p>Child-friendly edition of our Child Safety Policy 2021</p>
<p>Introduction</p>	<p>What does our school value and why is child safety important in our school?</p> <p><i>Our school wants all children to be safe. We always keep our eyes open to watch for things that might make children unsafe. We want children to know they can tell people at school about things that look or feel unsafe.</i></p>
<p>Purpose</p>	<p>Why do we have a policy?</p> <p><i>We have a Child Safe policy which ALL grown ups who visit, work or help at our school have to follow. This policy is so that all grown ups KNOW that we want children to be safe. This policy explains the important things in our Child Safe Policy.</i></p>
<p>Principles</p>	<p>What are the important ideas that guide our actions?</p> <p><i>ALL children must be safe ALL the time.</i></p> <p><i>All children WILL be safe but it is OK to feel challenged or unsure when asked to learn or try new things.</i></p> <p><i>Parents and carers will help us to make children safe by following our Child Safe rules.</i></p>
<p>Policy commitments</p>	<p>What commitments do we make to our school community?</p> <p><i>We promise to listen to children or grown ups that have concerns about Child Safety.</i></p> <p><i>We promise to check all our buildings, playgrounds, staff, volunteers, excursions and camps to make sure they are safe for children.</i></p>
<p>Expectation of our school staff</p>	<p>Why do we have a Code of Conduct for adults working in our school?</p> <p><i>Our Code of Conduct helps grown ups in our school know what things are expected of them and what things would NOT be OK to do at a school. This is a list of how to behave at school.</i></p> <p><i>All grown ups working in the school have to sign and agree to the Code of Conduct.</i></p>
<p>Student participation</p>	<p>How are students involved in child safety discussions and planning for improvements in our school?</p> <p><i>The school will invite interested children to be part of reviewing Child Safe practices at St James Catholic Primary School.</i></p> <p><i>The Yr 6 Leadership Team will be part of Child Safe discussions and planning for improvements at school.</i></p>

<p>Reporting and responding</p>	<p>How do we report our concerns and how do teachers respond?</p> <p>All children are welcome to talk to any staff member any time about safety.</p> <p>You can have your parents come with you to report any concerns.</p> <p>Teachers will listen and write down what you say and then take action:</p> <ul style="list-style-type: none"> • The teacher may take action to fix the concern (if a simple thing such as a broken window or dangerous play) • The Principal will meet to listen to your concerns, discuss with parents and other staff and may discuss with experienced grown ups at DOSCEL (the owner of this school and all Catholic primary schools in Gippsland) before taking action to fix the concern
<p>Recruitment</p>	<p>How are staff selected to work in our school?</p> <p>When we need new teachers or education support staff at our school we want to pick the right people. To do this we:</p> <ul style="list-style-type: none"> • make sure that we ask the right questions, • check people's last employer and have copies of official checks. • ALL teachers will be registered with Victorian Institute of Teaching which means that they have been checked as being child safe • ALL other grown ups working or visiting the school have a Working With Children's Check (a special card that says the police have checked that they are child safe)
<p>Professional learning for school staff</p>	<p>How does the school support staff to develop their knowledge about child safety?</p> <p>All teachers and other staff at the school must do at least FIVE hours of professional learning around how to make and keep children safe at school.</p> <p>Teachers are always trying to be as child safe as possible. If you think a teacher or staff member is not being safe or making you safe always tell another teacher or the Principal.</p>
<p>Risk management</p>	<p>How does our school identify possible risks, who is involved and what happens next?</p> <p>The things we do here to make children safe:</p> <ul style="list-style-type: none"> • All volunteers and visitors working with children have a WWCC card and are on our register • Everyone who comes to our school has to sign in at the iPad in the office. Visitors have a special printed label that they have to wear- this means they have been checked as safe visitors for our school. • All grown ups coming into the school have to sign in and sign our Code of Conduct • Excursions and camps have 22 pages of forms filled out to work out how to make the safest and most educational trips for children. • We have rules for playground, classroom and moving around the school to help us keep each other safe.

Supporting documents	<p>What other information do we use to help us?</p> <p><i>Child Protection and Safety Policy (on school website)</i></p> <p><i>Protect – Feeling Safe Primary Students (on school website)</i></p>
Communication	<p>How does the school let everyone know about this policy and our plans?</p> <p>This policy will be on the school website, the Parent Access Module for parents and on display at school.</p>
Review	<p>When will we update this policy?</p> <p><i>The policy will be reviewed every TWO years and will incorporate suggestions from teachers, volunteers, other staff, children and parents.</i></p>