

YARRA ROAD PS

Human Resources Practices

Child Safe Standard 4

POLICY

OVERVIEW:

It is important for schools to have strong human resources practices to help protect children from abuse. At Yarra Road Primary School, we foster a culture of openness and inclusiveness, as well as being aware that people who may wish to harm children could target schools. We believe that robust human resources practices are a good way of reducing these risks. Human resources practices include the recruitment, training and supervision of all personnel.

To achieve this, we will provide opportunities for employees and volunteers to develop and maintain skills to ensure child safety. This will support staff and volunteers to understand the importance of child safety and wellbeing, and enable them to consistently follow child safety policies and procedures.

Yarra Road Primary School reinforces our commitment to child safety by recognising the good work and practices of employees and volunteers in keeping children safe and protected.

CHILD SAFETY OFFICER:

Employees and volunteers are supported through the appointment of an individual child safety officer. This will be the designated person to hear or be informed about all allegations or concerns, and providing support to other personnel. This will assist us in ensuring that child safety is prioritised, and that any allegations of abuse or safety concerns are recorded and responded to consistently and in line with (Department of Education and Training) DET legal requirements and policies and procedures.

The designated child safety officer also provides a single contact for children, parents and employees/volunteers to seek advice and support regarding the safety and wellbeing of children.

TRAINING AND INDUCTION:

Training and education is an important tool to help people understand that child safety is everyone's responsibility and helps reduce exposure to risks. Yarra Road Primary School's employees and volunteers (in addition to parents/guardians and children) are supported to discuss child protection issues and to detect signs of potential child abuse.

Staff will receive induction and ongoing training. We believe that training and support promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that Yarra Road Primary School meets its duty of care when providing services to children.

Our staff are committed to promoting the safety and wellbeing of children by signing Yarra Road Primary School's Code of Conduct.

Yarra Road Primary School undertakes a comprehensive recruitment and screening process for all workers and volunteers which aims to:

- Promote and protect the safety of all children under the care of the school;
- Identify the safest and most suitable people who share Yarra Road Primary's values and commitment to protect children; and

- Prevent a person from working at Yarra Road Primary School if they pose a risk to children.
- Yarra Road Primary requires all workers/volunteers to pass through the school's recruitment and screening processes prior to commencing their engagement with the school.
- Persons applying for a role as a teacher must be registered with the Victorian Institute of Teaching.
- Yarra Road Primary School may require applicants to provide a police check in accordance with the law and as appropriate, before they commence working and during their time with Yarra Road Primary at regular intervals.
- Yarra Road Primary School will undertake thorough reference checks as per the approved internal procedure.
- Prior to engaging in any work at Yarra Road Primary, all staff/volunteers/contractors will be required to read and sign the Child Safety Code of Conduct.
- Once engaged, workers/volunteers must review and acknowledge their understanding of this policy.

EMPLOYEES AND VOLUNTEERS WORKING WITH CHILDREN WILL RECEIVE TRAINING IN THE FOLLOWING AREAS:

- Identifying, assessing and reducing or removing child abuse risks
- Yarra Road Primary School's policies and procedures
- Legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks where required
- How to handle a disclosure or suspicion of abuse, following reporting guidelines
- Cultural awareness training

SUPERVISION:

Supervision of employees and volunteers is managed in a way that protects children from abuse and improves accountability and performance, without being onerous or heavy-handed. For instance, where practical, two staff members are present during activities with children. In particular, children with a disability may require additional or alternative supervision.

As a matter of good practice, new employees and volunteers are supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate. Any warning signs should be reported through appropriate channels, including Yarra Road Primary School's internal reporting procedures (such as the child safety officer and leadership), the Department of Health and Human Services (child protection), or police if a child is believed to be at imminent risk.

PERFORMANCE AND DEVELOPMENT REVIEW:

A proactive performance development strategy is used to improve employees and volunteers skills and knowledge on child safety. This is also an opportunity to improve knowledge and skills in working with children, as well as recognising and responding to suspected abuse.

CODE OF CONDUCT AND DISCIPLINARY PROCEDURES: [Code of Conduct](#)

Disciplinary procedures are accessible and transparent, and clearly demonstrate the consequences of breaches of the Code of Conduct. These procedures will be used if an allegation of child abuse is made, or a breach of the code of conduct is known or suspected. [See here](#)

Employees and volunteers will be made aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within Yarra Road School. Members of our school will also be made aware of their duty to raise concerns about the behaviour of any person who may present a risk of child abuse, without fear of repercussions. Our Child Safety Code of Conduct has been made publicly available. Children and their families will be encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported. Yarra Road Primary School's disciplinary procedures clearly outline what employees or volunteers should do if they are concerned that their actions or words have been misunderstood, or they believe their concerns are not investigated in a timely manner.

EVALUATION:

This policy will be reviewed every three years and following significant incidents if they occur.

This Policy was last ratified by School Council in 2017