

## STAFF INDUCTION POLICY FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE

At Port Phillip Specialist School, we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children. Any physical contact with children or young people must be appropriate to the delivery of the programs and services based on the needs of the individual rather than the needs of any staff.

All visitors, volunteers, staff, casual staff and any placements must have a working with children check (WWC) /VIT registration and undertake an induction in regards to Child Safety at our school. Contractors are encouraged to do work outside of school hours or on curriculum days, when students are not present, however, in the event that they have to enter the school they must have a WWC and do a Child Safety induction, or be accompanied at all times by a staff member.

At Port Phillip Specialist School the induction and training requirements have been developed to ensure that staff, volunteers, casual relief staff, contractors and consultants are given the information they need to fulfil their duties in accordance with the school's policies, guidelines, positive behaviour support, and procedures.

They need to:

- Be aware of and be alert to the risk of child abuse
- Know how to identify and respond to child abuse
- Understand their responsibility to identify and respond to any child abuse
- Understand how they are expected to behave towards children and young people attending our school

### Related Policies

- Child safe code of conduct
- Child safety commitment statement
- Child safety reporting obligations and procedures

Our induction and training policies and procedures comply with relevant legislation:

- Ministerial Order No. 870 sets out the specific actions that registered schools need to take to meet the child safe standards. The Ministerial Order places accountability for managing the risk of child abuse with school governing authorities.
- Discrimination and Disability Act

- Working with Children Check and Teacher Registration with Victorian Institute of Teaching
- Training for all school staff: [elmolearning.com](http://elmolearning.com). Protecting the Safety of Children and Young People, Mandatory Reporting Professional Learning module
- Training with relevant consultants and agencies

Where applicable, these requirements apply to all new and existing staff at the school and any visitors, students on placement, consultants or contractors.

The Principal and the leadership team are responsible for ensuring that the school's training and induction requirements are met.

Position	Responsibility
Principal and Child Safe Officer or person acting in that position	<ul style="list-style-type: none"> <li>• Ensure that all school staff have access to, and understand school child safety policies</li> <li>• Implement and monitor child safety policies, positive behaviour support framework, and procedures in school</li> <li>• Review and update relevant policies in consultation with staff and school council</li> <li>• Provide relevant training in relation to child safety</li> <li>• Ensure that each person understands their role responsibilities in protecting children and young people from abuse and neglect</li> </ul>
Leadership/ coordinators	<ul style="list-style-type: none"> <li>• Ensure that policies and procedures are followed and implemented</li> </ul>
Staff, visitors, volunteers	<ul style="list-style-type: none"> <li>• Follow policies and procedures in the school</li> </ul>

### Induction

Staff at the school, visitors, and students on placement, contractors and consultants will complete the relevant induction process dependent on their role within the school, such as:

- Reading and understanding the school's child safety commitment statement, child safety policy and/or child safety code of conduct in relation to safeguarding children and related policies and procedures
- Signing off on related policies, procedures and practices
- Understanding school policy on responding to reports and allegations of child abuse and supporting children who disclose child abuse, or are linked to child abuse
- Guidelines for parents
- Completion of relevant training

### Ongoing Training and Education

All staff at the school will participate in ongoing training through:

- Doing the annual online training [elmolearning.com](http://elmolearning.com). Protecting the Safety of Children and Young People, Mandatory Reporting Professional Learning module
- Student wellbeing and safeguarding children on the agenda for every staff and section meeting
- Review and update relevant policies with staff at staff or consultative meetings
- Review and update child safety practice and procedures at staff meetings
- Provide in house training for staff with organisations such as The Australian Childhood Foundation (ACF), Foundation House, Trauma informed practitioners such as Bryan Jeffreys and/or send leadership team to relevant external training.

### Documentation

The school maintains records of Professional Learning for all staff. This is a requirement for Teacher registration to be updated each year.

### REVIEW CYCLE

*This Code of Conduct or Policy was endorsed/approved by the Port Phillip Specialist School Council in May 2021 for review if legislative or other changes require in the interim or no later than November 2020.*

<b>Date Implemented</b>	May 2021
<b>Author</b>	Principal
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	School Council President Signature: Date:
<b>Date Reviewed</b>	November 2020
<b>Responsible for Review</b>	Principal, Assistant Principal, Social Worker, Business Manager
<b>References</b>	Victorian Government Schools Reference Guide