

# ROXBURGH RISE NEWS



## PRINCIPAL'S REPORT

With the school term more than halfway over the students and teachers have truly settled down to the business end of teaching and learning. Our Grade 5 students had a wonderful time at Camp Doxa the week before last. Thank you to the teachers who gave up time away from their families in order to provide our students with a wonderful camping experience.

### CHILD SAFE STANDARDS

Ensuring the safety and wellbeing of all children is our highest priority. We know that our school is a safe place for our children and that Roxburgh Rise PS staff, School Council, and our community work hard to protect all students from abuse and neglect. The Department of Education (DET), together with the Victorian Registrations Qualifications Authority (VRQA) published Child Safe Standards as a result of recommendations from the final report of the Victorian Parliament's Betrayal of Trust inquiry. These Standards were introduced through Ministerial Order 870 and build on the existing processes and commitment to student safety in schools. In today's newsletter you will find our Child Safe Standards Policy and our Child Safety Code of Conduct. Please read and become familiar with these policies.

### SCHOOL COUNCIL ELECTION

Our School Council election process is now completed. The number of nominations we received were the same as the number of positions available, therefore there is no need for an election to be called. Our 2018 School Council Members are as follows:

#### Parent member category:

Sarah Blake, Kelly Gilligan, Gretchen Gulteken, Cigdem Ozmerter, Clara Presti, Hanna Destratis.

#### Department of Education and Teaching member category:

Chris Bozikas, Carmel Lancuba, Melanie Gratton

I look forward to working closely with our school councillors to ensure we continue to provide your children with the best possible education and learning environment.

### MEET AND GREET INTERVIEWS

Thank you to the many parents who attended the meet and greet interviews last week. This was an important opportunity to meet your child's teacher and have a conversation about your child's needs and the classroom and school expectations. Parents would have received a copy of our uniform policy which outlines the dress code we require the students to comply with. Please take the time to read this and ensure that this policy is followed. In following our school values of Inclusiveness and Excellence, we want to ensure that our students feel connectedness and a sense of pride when they wear the school uniform.

## Important Dates:

### Tuesday 6th March

Zero-Bullying Incursion  
STOMP Dance (Grade 6)

### Monday 12th March

Labour Day—No School

### Friday 16th March

Grade 2 Water Incursion

### Monday 19th —Friday 23rd March

Cultural Diversity Week

### Thursday 29th March

Last Day Term 1  
School ends 2:15pm

### Monday 16th April

First Day of Term 2

AT  
ROXBURGH  
RISE

WE VALUE:  
RESPECT  
INCLUSIVENESS  
SUPPORT  
EXCELLENCE

# PRINCIPAL'S REPORT cont.

## EARLY ARRIVALS AND LATE PICK UPS

I have already noticed an increasing number of students being dropped off or arriving at school as early as 8:00am in the morning and also students being picked up from school at the end of the day long after our dismissal time of 3:15pm.

Please note that our teachers are on duty in the school grounds only from 8:45am – 9:00am before school and from 3:15pm – 3:30pm after school. The safety of our students is our first priority, therefore, in order for your children to be properly supervised, parents should be using the services of our Out of School Hours Care program if your children need to be at school early in the morning, or late after school. You may register online at [www.campaustralia.com.au](http://www.campaustralia.com.au) or call 1300 105 343. If you are a health care holder you will be entitled to a rebate which in most cases means the service will be at a minimal cost. Your cooperation in this matter would be much appreciated.



Regards,  
Chris Bozikas  
Principal

## ITALIAN WORD OF THE WEEK

Week 5  
Aula

Classroom

Week 6  
Zaino

School Bag

Italian School Website

[www.roxyriseitalian.weebly.com](http://www.roxyriseitalian.weebly.com)



2017 Grade 5 Camp Doxa

# GRADE 5 CAMP - DOXA



Hello! The Roxy Rise Grade 5 students went to Camp Doxa on the 19th of February 2018 for three days. We all had fun and wish we could go again. We participated in a lot of fun and awesome activities including the giant swing, climbing tower, gaga pit, archery and much more. All these activities were extremely fun. The cabins were nice and clean and it had comfy beds. The food was delicious and my favourite meal was rice with chicken curry.

**Thank you Camp Doxa and all the teachers for taking care of us and making it a very memorable**



# PRIVACY INFORMATION

## **PRIVACY INFORMATION for parents, guardians and carers**

During the ordinary course of your child's attendance at our school, school staff will collect your child's personal and health information when necessary to educate your child, or to support your child's social and emotional wellbeing or health in the school context. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child, or fulfil those legal obligations.

For example, health information may be collected through the school first aid officer, speech pathologist or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Services officer, the required consent will be obtained. Our school also collects information provided by parents, guardians and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we take steps to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know to enable the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see our school's privacy policy at: <http://www.roxburghrise-ps.vic.edu.au>

Throughout this notice, 'staff' includes principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

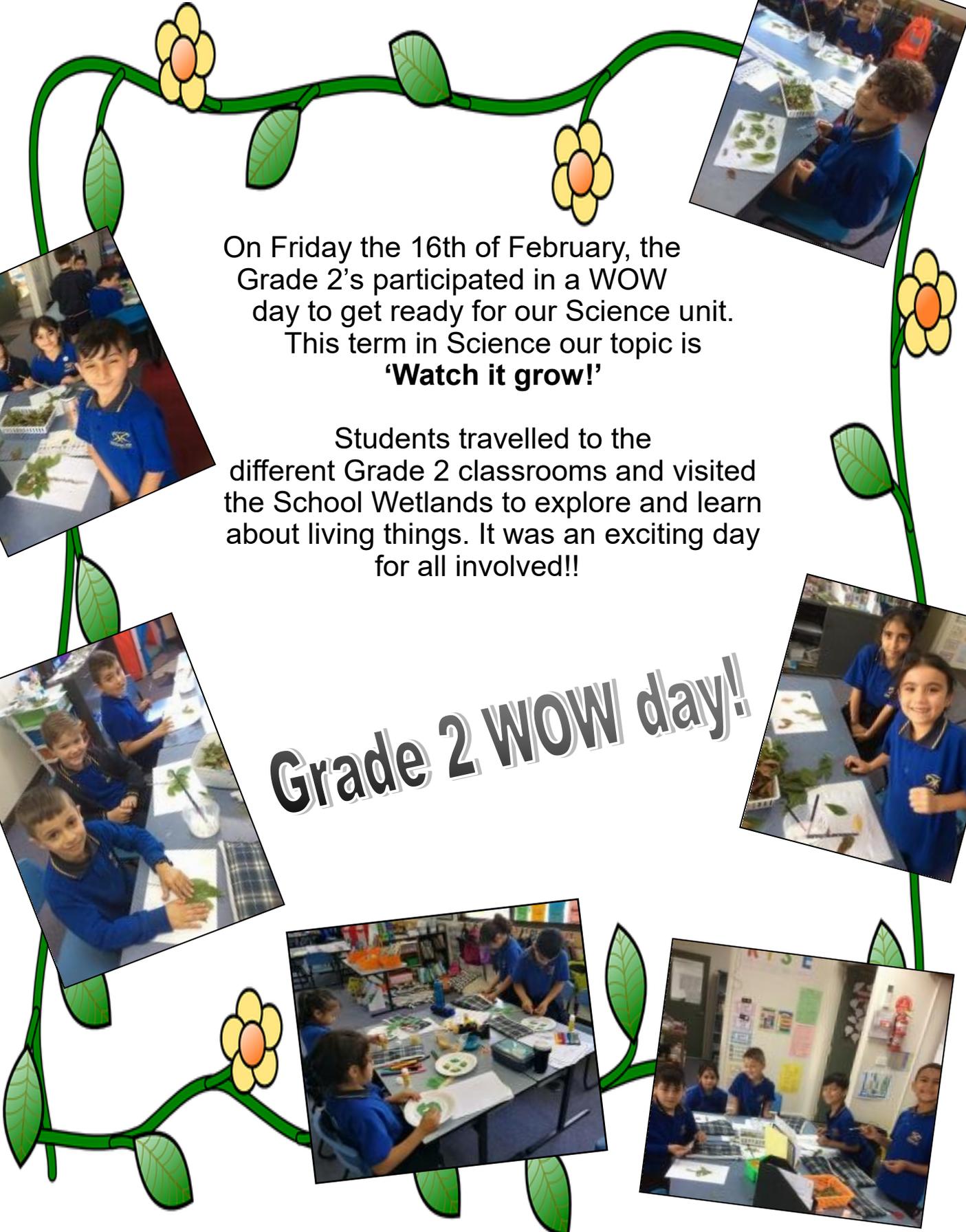


# GRADE TWO WOW

On Friday the 16th of February, the Grade 2's participated in a WOW day to get ready for our Science unit. This term in Science our topic is **'Watch it grow!'**

Students travelled to the different Grade 2 classrooms and visited the School Wetlands to explore and learn about living things. It was an exciting day for all involved!!

**Grade 2 WOW day!**



# STUDENT WELLBEING

## Attendance

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school on time, each and every day. Missing school can have a major impact on a child's future – a student missing one day a fortnight will miss four weeks by the end of the year. By Year 10 they'll have missed more than a year of school. There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes. As a parent/caregiver, you **must send your child to school on time, every day**, unless:

- Your child is too sick or injured
- Your child has an infectious disease
- The principal is provided with an acceptable reason for absence

Please make sure you:

- Provide the school with an explanation if your child is away
- Arrange doctor and dentist appointments out of school hours
- Do not allow your child to stay at home for minor reasons
- Contact the school if your child does not want to come to school

If you are experiencing difficulty getting your child to school, we can offer a range of support options and strategies. Please contact Susan, Student Wellbeing, for further information.

## OnPsych Psychological Services

Do you find that your child is displaying emotional or behavioural issues? RRPS has partnered with OnPsych, a team of fully qualified and registered psychologists who specialise in child services working in primary schools. Services are performed at NO COST to the student or parent.

The OnPsych psychologist at Roxburgh Rise is Dimi Hawa. Dimi works with both children and adolescents who are experiencing a range of psychological issues such as anxiety and mood disorders, Autism Spectrum Disorders, interpersonal, learning and behavioural disorders and adjustment difficulties (social & situational). Dimi employs psychological techniques such as Cognitive Behavioral Therapy, client-centred and solution-focused therapy with psycho-education, and firmly believes that a collaborative approach will produce the most successful outcomes for a child. If you believe that this might benefit your child, please contact Susan, Student Wellbeing, for further instructions.



Victoria Department of Education and Early Childhood Development

### EVERY MINUTE COUNTS

Just a little bit late doesn't seem much but....

He/She is only missing just....	That equals....	Which is....	over 13 years of schooling, that's....
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly HALF A YEAR
20 minutes per day	1 hour 40 minutes per week	Nearly 2.5 weeks per year	Nearly 1 YEAR
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 AND A HALF YEARS
1 hour per day	1 day per week	8 weeks per year	Nearly 2 AND A HALF YEARS

Did you know your child's best learning time is the start of the school day?  
That's when every minute counts the most!

# STUDENT OF THE WEEK

	<b>WEEK 4 - Term 1</b>
Foundation A	Nasier
Foundation B	Ivona
Foundation C	
Foundation D	Aysenaz
Foundation E	
Foundation F	
1A	Xavier
1B	Mila
1C	Rasheed
1D	Stella
1E	Romeesa A
1F	
2A	Mahmoud A
2B	Jacob T
2C	Kheled
2D	Jennifer
2E	Nathan
2F	Kaan K
3A	Jawad
3B	Jennifer
3C	Mehmet
3D	Scotty
3E	
4A	Roni
4B	Sebastian T
4C	Melisa
4D	Lavinia
4E	
5A	Lara K
5B	Ali R
5C	
5D	Benjamin B
5E	Hussain
6A	
6B	Madison & Lavena
6C	Oliver H
6D	Mario W
P.E.	
P.E.	Jayden 1E
Art	
Music	Waseem 1A
Music	Lionel FB)
LOTE	Adilah 4A
Performing Arts	
Library	

	<b>WEEK 5 - Term 1</b>
Foundation A	George
Foundation B	Antonious
Foundation C	
Foundation D	Mary
Foundation E	Sophie
Foundation F	
1A	Fatiema
1B	
1C	
1D	Sayed
1E	Fabronia H
1F	Athraa
2A	Elissa N
2B	Zak
2C	Hasan
2D	Merola
2E	Ayah & Ishaq
2F	Jessica
3A	Levon
3B	Isabella
3C	
3D	Noor
3E	Adem E
4A	Adilah
4B	Rosalin K
4C	Eli W
4D	
4E	Gianna & Christina
5A	Irem
5B	Raphael
5C	Carlos
5D	Thejashree
5E	Adi
6A	
6B	Stewart & Linda
6C	Nisa
6D	Rida
P.E.	Melak
P.E.	
Art	
Music	
Music	
LOTE	Lavinia H 4D & Isabelle R 1F
Performing Arts	
Library	

# 2018 STUDENT LEADERS

Congratulations to the following children who have been elected to represent the school and their grade in the following student leadership positions. We look forward to their input in imbedding our school values, Respect, Inclusiveness, Support and Excellence into all that we do as we strive for continuous improvement.

## School Captains

**School Captains:** Shreya Dhanaraja & Muatez Nissan

**School Vice Captains:** Renata Tello & Matyas Mechael

## House Captains

**Ruby House Captains:** Chris Haddad & Dhruvi Dave

**Ruby Vice House Captains:** Gokay Ysilkaya, Abby Tran & Ayah Tabiaat

**Topaz House Captains:** Mario Khamo & Lara Alaidin

**Topaz Vice Captains:** Ali Alzamily, Maria Salameh & Oscar Iloilo

**Emerald House Captains:** Zac El Hallak & Basma Silo

**Emerald Vice Captains:** Yusuf Lazar, Zahra Albandar & Emily Dinkha

**Sapphire House Captains:** Mario Warda & Aysu Ozkaya

**Sapphire Vice Captains:** Fadi Warda, Amber Watson & Atakan Keles

## Junior School Council

### **Grade 3**

**3A-** Jawad Abbass & Yasamin Salman

**3B-** Khaled Abbass & Gemma Bullock

**3C-** Niamh Tripodi & Kevin Yako

**3D-** Hayden Faull & Lara Choghri

**3E-** Falisha Umer & - Haris Gultiken

### **Grade 4**

**4A-** Ali Abdelhamid & Nirmeen Altamimi

**4B-** Sameera Elomari & Anoop Hetti Kankaanamge

**4C-** Laila Ghazi & Ryan Nguyen

**4D-** George Mingana & Lavinva Hanna

**4E-** Aaron Chier & Ban Al Jeryan

### **Grade 5**

**5A-** Jad Jamal & Aylin Emin

**5B-** Jacoub Yamak & Elise Keles-Huseyin

**5C-** Elanur Elma & Connorr Kettle

**5D-** Ashley Brown & Mikayla Bozkurt

**5E-** Noor Alhasnawi & Naydar El-Masri

### **Grade 6**

**6A-** Zak Ghazi & Zena Rangihuna

**6B-** Abdullahi Abdullahi & Linda Mingana

**6C-** Adam Nasser & Renata Jibrael

**6D-** Taylan Yildirim & Mina Mangano



# COLES SPORTS FOR SCHOOLS

We have begun collecting Coles Sports for Schools vouchers. If you shop at Coles, we would greatly appreciate your help in collecting as many vouchers as possible, so that we can swap these for sports equipment to be used by your children during their play breaks.

For every \$10.00 spent at Coles you will receive one voucher.

The more vouchers we collect, the more sports equipment Roxburgh Rise PS will receive. Please place vouchers in the collection box, which is located at the school office.

**Nick Hero & Jake Laley**



## BRAIN BUSTER

### Grade Prep – 2 Problem

Q: If Mahmoud in 2A has 50 cents and Pierre in 2A has twice as much. How much money do they have altogether?

### Grade 3 - 6 Problem

Q: Nirmeen in 4A went to the park with her friends, they left at 4:05pm and were playing for 35 minutes. What time did they stop playing at the park?



*Please note all Brain busters must be written on the slip of paper provided at the office.  
Please submit your answers in the box provided.*

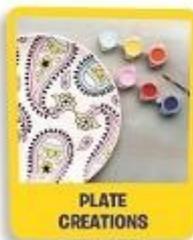
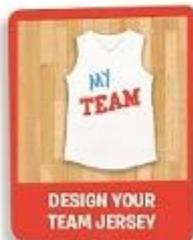
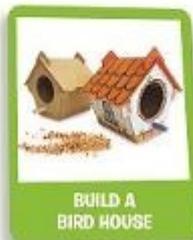
BOOKINGS OPEN FOR

# HOLIDAY FUN

Join Australia's Largest Holiday Program



Something for every child. You choose.



To find locations near you and to book, visit us at [www.campastralia.com.au/holidayclubs](http://www.campastralia.com.au/holidayclubs)

# COMMUNITY HUB NEWS

Hello Roxy Families,  
Term 1 is well under way and we've been enjoying a busy and productive time in the Community Hub. Check out the new adult learning opportunities coming up. Plus take a sneak peek into the hub activities over the past few weeks.

## **HELP NEEDED AT BREAKFAST CLUB!**

Parents are needed to help between 8am—9:30am on Wednesdays.

Please leave your contact details at the office.

Warm Regards, Veronica



## UPCOMING COURSES

### Job Seeker Support

Thursday 8 March  
9.30am—12.30pm  
Craigieburn South Primary  
School Community Hub

Hume Joblink staff will give job seekers:

- Feedback on their resume
- Tips on applying for work
- Help on how to best prepare for interviews.

Call Mary Giordano 9308 3133

### Skills First English (EAL)

Starts Term 2  
Wednesdays (9am—3pm)  
Bluebird Way Child and  
Family Centre

For anyone who has:

- Australian Permanent Residency (Green Medicare Card) OR
- Bridging Visa E, TPV, SHEV

Register your interest by 14 March at school office on 9305 4334.  
Minimum 20 people.

### Being a Parent

Starts Term 2  
Thursdays (12.30pm—2.30pm)  
Roxburgh Rise Community Hub  
Free Childcare

Run in Arabic language  
Topics include

- Understand your child's behaviour
- Clear communication
- Discipline Strategies

Register your interest now at school office on 9305 4334.

## FRESH FRUIT PROGRAM

This term the children are enjoying delicious plums, pears and granny smith apples. Fruit is distributed two to three times a week by dedicated parent volunteers. Thank you for your hard work! We appreciate this amazing fresh fruit donated by Victorian farmers and Second Bite.



# A PEEK INTO HUB LIFE

## PLAYGROUP

We have been enjoying beautiful summer days outside on the play equipment. Little hands have been busy with craft activities.



## SEWING

Thank you to our sewing group for making 10 new "Kids Matter" aprons. The children loved it. them!



## COOKING

Once again, our cooking group has prepared a feast! On the menu was vegetarian kofta, spinach omelette and garden salad. This week Neriman was head chef and coordinated a great team effort.





## Ice-cream containers required



If you have any spare empty ice-cream containers (preferably 4 litres), we would love to have them please. Ice-cream containers are used to catch any water overflow from our drinking taps. This over flow is then used to water our garden beds around the school. If you do have any containers, could you please send them to the front office or to Mr Corso please. Thanks in advance.



## GLASSES FOR KIDS PROGRAM

The volunteers at the Glasses For Kids charity are quickly putting together our results, vouchers and glasses. 264 Grade Prep to 3 students were seen, 24 glasses were prescribed (the kids picked their own frames) and 44 vision vouchers will be supplied (for students that need more complex examinations; and students who handed in their consent forms but were absent on the screening days). It is hoped that we will be able to inform all families of their child's vision screening outcome (and provide the necessary vouchers and glasses) by the 16<sup>th</sup> of March. Please contact Susan if you have any queries.



Roxburgh Rise Primary School  
Cnr. Lockwood Drive & Bluebird Way, Roxburgh Park 3064

Fax: 9305-3855

Phone: 9305-4344

Email: [Roxburgh.rise.ps@edumail.vic.gov.au](mailto:Roxburgh.rise.ps@edumail.vic.gov.au)  
Web: [www.roxburghrise-ps.vic.gov.au](http://www.roxburghrise-ps.vic.gov.au)

## PAY LESS FOR AFTER SCHOOL CARE



### Are You Maximising Your Government Rebates for Outside of School Hours' Care?

If not, you could be paying more than you should. With Child Care Benefit (CCB) and Child Care Rebate (CCR) you could save 50% off the price of after school care.



#### How do I find out if I am eligible?

For more information on Government rebates, how to locate your family Customer Reference Numbers (CRN) and how to claim, please call the Family Assistance Office on 13 61 50.

You can link your CRN's to your Camp Australia account via the Parent Portal, alternatively you can call our friendly Customer Care Team on 1300 105 343.

For information about our program and to book visit [www.campastralia.com.au](http://www.campastralia.com.au) or stop by and visit us in the program and see for yourself how we make kids smile.

From the Team at Camp Australia

\* Out of pocket expenses to be used as a guide only as rebates are based on individual circumstances and are subject to change. For a full listing of program details and fees for the service, please visit our website.



we make kids smile



## **Child Safety Code of Conduct**

**July 2016**

Roxburgh Rise Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Roxburgh Rise Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Roxburgh Rise Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

### **Acceptable behaviours**

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy.
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has 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 students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's leadership or Student Wellbeing Officer.
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.

*This Code of Conduct was endorsed/approved by the Roxburgh Rise Primary school Council on 9/8/2016. To be reviewed if legislative or other changes are required in the interim or no later than December 2018.*

SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> . The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

## 3.10 POLICY STATEMENT: **Child Safe Policy**

**PREPARED BY:** Chris Bozikas  
**REVIEWED:** December 2017 (Susan Bannister)  
**APPROVED BY COUNCIL:** 9<sup>th</sup> August, 2016

### **PURPOSE:**

The child safe policy sets out the school's approach to creating a child safe organisation where children are safe and feel safe, and provides the policy framework for the school's approach to the Child Safe Standards.

### **SCOPE:**

This policy applies to all staff, volunteers and contractors when working in direct contact with young people; across a range of school forums (e.g. camps, online) and outside of school hours.

### **STATEMENT OF COMMITMENT & PRINCIPLES:**

Roxburgh Rise Primary School is committed to safety and wellbeing of all children. This will be the primary focus of our care and decision-making. Roxburgh Rise Primary School has zero tolerance for child abuse. Roxburgh Rise Primary school is committed to providing a child safe environment where children are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Roxburgh Rise Primary 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 children is at the forefront of all they do and every decision they make. We have legal and moral obligations to contact authorities when we are worried about a child's safety.

### **POLICY & PROCEDURES:**

Policies and procedures outlining school's approach to the Child Safe Standards are outlined below:

#### **A Child Safe Culture**

- The school's culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden.

#### **Code of Conduct**

- School leaders and managers will ensure that each person understands their role, responsibilities and behaviour expected in protecting children from abuse and neglect. All of our staff and volunteers must agree to abide by our Child Safety Code of Conduct which specifies the standards of conduct required when working with children.

#### **Legislative Responsibilities**

- Our organisation takes our 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.
  - **Failure to protect:** People of authority in our organisation 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.

#### **Human Resources Practices & Training**

- The school applies best practice standards in the recruitment and screening of staff, and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children from abuse and neglect. All prospective staff and volunteers are required to undergo National Criminal History Records check and maintain a valid Working with Children Check and to provide evidence of this Check. Please see the Working with Children Check website <[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)> for further information
- New employees and volunteers will be supervised regularly to ensure they understand our organisation'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. 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.

- Our organisational 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 children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

### **Reporting a Child Safety Concern or Complaint**

- We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place. If an adult has a reasonable belief that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:
  - a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
  - behaviour consistent with that of an abuse victim is observed
  - someone else has raised a suspicion of abuse but is unwilling to report it
  - observing suspicious behaviour.
- The school has clear expectations for staff and volunteers in making a report about a child who may be in need of protection (as outlined in our school's Mandatory Reporting policy). Immediate action should include reporting their concerns to the DHHS Child Protection or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns. The school will take action to respond to a complaint. All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

### **Risk Reduction and Management**

- In Victoria, organisations are required to protect children when a risk is identified. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. The School believes the wellbeing of children is paramount, and is vigilant in ensuring proper risk management processes. The school recognises there are potential risks to children and will take a risk management approach by undertaking preventative measures

#### **Listening to Children**

- The school has developed a safe, inclusive and supportive environment that involves and communicates with children and their parents/caregivers. We encourage child and parent/ care giver involvement and engagement that informs safe school operations and builds the capability of children and parents/care givers to understand their rights and their responsibilities.
- When the school is gathering information in relation to a complaint about alleged misconduct with, or abuse of, a child the school will listen to the complainant's account of things and take them seriously, check understanding and keep the child informed about progress.

### **Policy Evaluation and Review**

- To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework. The review will include input from students, parents and the school community.