



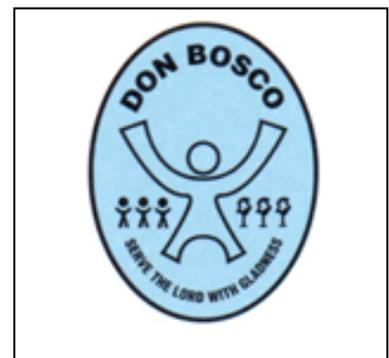
# Catholic Schools Child Safe Schools

DON BOSCO PRIMARY SCHOOL

## Child-friendly edition of our Child Safety Policy

Date of policy: November 2018

Date of next major review: 2020



Policy Title

Don Bosco Primary School Child-friendly edition of our Child Safety Policy  
2018

<b>Introduction</b>	<p><i>This policy was written by the Don Bosco Primary School Student Leaders in 2018.</i></p> <p><i>Luka, Aryan, Sonya, Callie, Matthew, Ae, Gabby, Kai, Lavinia, Daniel, Andre, Christiana, Tuscany, Patrick, Ricardo, Logan, Terina and Namitha</i></p> <p><b>What does our school value and why is child safety important in our school?</b></p> <p><i>Our school values people who are compassionate, inclusive, courageous and safe.</i></p> <p><i>Child safety is important at our school because every person deserves to be safe. Students need to feel that they're around people that they can trust. Child Safety also makes them feel that their learning environment is welcoming, and feeling safe helps students learn best.</i></p>
<b>Purpose</b>	<p><b>Why do we have a policy?</b></p> <p><i>Our school has a policy to make sure all in our school community, and other people who know about our school, are aware of how much people at Don Bosco PS value child safety. The policy lets people know the behavioural expectations of everybody who comes into the school building or onto the school grounds. We need to keep everybody safe.</i></p>
<b>Principles</b>	<p><b>What are the important ideas that guide our actions?</b></p> <p><i>Follow the school wide expectations - be inclusive, be compassionate, be courageous and be safe</i></p> <p><i>Make sure you are safe</i></p> <p><i>Make sure others around you are safe</i></p> <p><i>If someone is making you feel uncomfortable tell a trusted adult or teacher.</i></p>
<b>Policy commitments</b>	<p><b>What pledges do we make to our school community?</b></p> <p><i>We are compassionate by helping others who are in need</i></p> <p><i>We are inclusive by protecting others and helping out no matter what.</i></p> <p><i>We are courageous by telling adults when we are unsafe or feel unsafe</i></p> <p><i>We are safe by ensuring the school community is a safe place to be</i></p>
<b>Expectation of our school staff</b>	<p><b>Why do we have a Code of Conduct for adults working in our school?</b></p> <p><i>We have a Code of Conduct because we want to feel safe about any adults who work in our school.</i></p> <p><i>The Code of Conduct helps the adults know what they can do when they are working with children. It helps the adults to be fit to work with children and it keeps us safe and the school safe.</i></p>

<p>Student participation</p>	<p><b>How are students involved in child safety discussions and planning for improvements in our school?</b></p> <p><i>Children are encouraged to talk about child safety when we have Circle Time, Class Meetings, Assembly, Year Level Meetings, Student Leadership Meetings and when outside by speaking to the yard duty teacher.</i></p> <p><i>Children are asked their opinions and discuss the class code of conduct or class expectations.</i></p> <p><i>Children can send letters to Mr Linden saying how the school can improve the way things are done.</i></p> <p><i>We have fire and safety procedure drills so that we know how to keep ourselves safe in an emergency.</i></p>
<p>Reporting and responding</p>	<p><b>How do we report our concerns and how do teachers respond?</b></p> <p><i>When we are concerned about our safety or another child's safety we can talk to a trusted adult, which may be a teacher, Learning Support Officer or another staff member. The adults must show support and help when and where it is needed. The teacher or trusted adult should try to find an appropriate way to resolve the problem or concern.</i></p> <p><i>In some cases, the teacher may need to tell another adult, parent or carer about the concern.</i></p>
<p>Recruitment</p>	<p><b>How are staff selected to work in our school?</b></p> <p><i>All people who work at DBPS need to have a Working with Children Check (WWCC) or a police check.</i></p> <p><i>They have an interview and are asked what their intention or motivation is for wanting to work at the school.</i></p> <p><i>People that are employed have to read and sign a Code of Conduct which explains the acceptable and unacceptable behaviours.</i></p> <p><i>Even parents who volunteer in the classroom or on excursions need to have a WWCC. They do a volunteer induction information session and are asked to sign the Code of Conduct too. There is a big folder in the office that contains all of the copies of people's WWCC.</i></p>
<p>Professional learning for school staff</p>	<p><b>How does the school support staff to develop their knowledge about child safety?</b></p> <p><i>The school supports staff to learn about child safety by having discussions at staff meetings each week. The staff are given Victorian Government policies to read such as Ministerial Order 870. Staff also do lots of professional reading and have regular child safety information sessions throughout the year.</i></p>

<b>Risk management</b>	<p><b>How does our school identify possible risks, who is involved and what happens next?</b></p> <p><i>Our school identifies possible risks by thinking about what may happen and staff work together to put in strategies to reduce the risk.</i></p> <p><i>Sometimes when we are out playing we might see something that is dangerous and tell the teacher. The teacher will listen and take action to help reduce the risk to the students.</i></p> <p><i>Teachers have staff meetings and have time to discuss any risks to the students.</i></p>
<b>Supporting documents</b>	<p><b>What other information do we use to help us?</b></p> <p><i>The following documents have been used to help us write this policy:</i></p> <ul style="list-style-type: none"><li><i>• DBPS Pastoral Care Policy</i></li><li><i>• DBPS Child Protection and Safety Policy</i></li><li><i>• DBPS Child Safety Code of Conduct</i></li><li><i>• DBPS Protection of Children: Grooming, Failure to Disclose and Failure to Protect Policies</i></li><li><i>• DBPS Behaviour Management Policy</i></li></ul> <p><i>The following websites have information about child safety</i></p> <ul style="list-style-type: none"><li><i>• CECV Commitment to Child Safety</i></li><li><i>• CECV Child Safety web page</i></li><li><i>• Catholic Education Office Sale Child Safety web page</i></li><li><i>• Department of Education Child Safety web page</i></li></ul>
<b>Communication</b>	<p><b>How does the school let everyone know about this policy and our plans?</b></p> <p><i>All the policies related to child safety are on our school website for all to view.</i></p> <p><i>Newsletter articles are written about child safety. Child safety is spoken about at the Education Board.</i></p>
<b>Review</b>	<p><b>When will we update this policy?</b></p> <p><i>2020</i></p> <p><i>This Child Friendly Child Safety policy will be reviewed every two years and will incorporate suggestions from teachers, volunteers, other staff and the children of Don Bosco Primary School.</i></p>