

# Melbourne High School

## Child Safety and Wellbeing Policy

### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 98260711 or at [mhs@mhs.vic.edu.au](mailto:mhs@mhs.vic.edu.au).

### Purpose

The Melbourne High School Child Safety Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments.

It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

### Scope

This policy:

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a stu( a)10.6 6 ( a)10.6 ( s)-2 (t)-6.6 0'.6 (o)(i)2.6



- act in accordance with our Child Safety Code of Conduct (available on Compass School Documentation, Child Safe Information folder)
- identify and raise concerns about child safety issues in accordance with our Policies and Procedures for Reporting Child Abuse (available on Compass School Documentation, Child Safe Information folder) including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

### **School council**

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

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We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct (available on Compass School Documentation, Child Safety folder) also includes processes to report inappropriate behaviour.

## **Managing risks to child safety and wellbeing**

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and Tw 3.772(pec)-10.5ronlitiey andves

To support family engagement, at Melbourne High School we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- all of our child safety policies and procedures will be available for students and parents at Compass School Documentation, Child Safe Information folder
- Newsletters (OURS) or posts on Compass Newsfeed will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters will be displayed across the school.

## Diversity and equity

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds

- references that address suitability for the job and working with children.

### **Staff induction**

All newly appointed staff will be expected to participate in our child safety and wellbeing induction

## School council training and education

## Records management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: [Records Management – School Records](#)

## Review of child safety practices

At Melbourne High School, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

## Related policies and procedures

This Child Safety Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Bullying Prevention Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- Complaints Policy
- Digital Learning Policy
- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteers Policy

## Related Department of Education and Training policies

- [Bullying Prevention and Response Policy](#)
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## Policy status and review

The Student Wellbeing Coordinator is responsible for reviewing and updating the Child Safety Policy at least every two years. The review will include input from students, parents/carers and the school staff.

### Approval

<b>Created date</b>	<b>August 2022</b>
<b>Consultation</b>	Wellbeing – 13/07/22 Student Leadership Group (SRC, School Captains, SWAG leader, Queer straight Alliance Leader) – 14/07/22 School Council 16/08/22
<b>Endorsed by</b>	Anthony Mordini Principal
<b>Endorsed on</b>	16/08/22
<b>Next review date</b>	August 2024