

## Induction Policy for Safeguarding Children and Young People

---

Oakwood School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Oakwood School has zero tolerance for child abuse.

Oakwood School is committed to providing a child safe environment where children and young people 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, children from culturally and/or linguistically diverse backgrounds, same sex attracted intersex and gender diverse young people as well as the safety of children with a disability.

Every person involved in Oakwood 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 and young people is at the forefront of all they do and every decision they make.

All visitors, volunteers, staff, casual staff, and any placements have a Working with Children check (WWC)/VIT registration and undertake a Child Safety Induction 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 by a staff member at all times.

At Oakwood School, the induction and training requirements have been developed to ensure that school council members, staff, volunteer, casual relief staff, contractors and consultants are given the information they need to fulfil their duties in accordance with the school's policies, guidelines 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 Oakwood 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 of school staff using ELearning, Protecting the Safety of Children and Young People, Mandatory Reporting Professional Learning module.

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, Child Safety Officer and Business Manager	<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 Safe policies and procedures</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>
Campus Principals/Team Leaders	<ul style="list-style-type: none"> <li>• Ensure that Child Safe policies and procedures are followed and implemented</li> </ul>
Staff, visitors, school council members and volunteers	<ul style="list-style-type: none"> <li>• Follow Child Safe policies and procedures in the school</li> </ul>

**Induction**

Staff at Oakwood School, visitors, school council members, 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 annual online training, Protecting the Safety of children and Young People, Mandatory Reporting Professional Learning module.
- Student Wellbeing and Child Safety on the agenda for morning briefing.
- Review and update relevant policies and child safety practice and procedures at staff meetings
- Provide in-house training for staff on Child Safety and Trauma Informed practice.

## **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 policy was tabled at the Oakwood School Council Meeting on 18 February 2020. To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years.*