Help for non-English speakers

If you need help to understand this policy, please contact Julie FitzGerald 0467704414 to arrange for an interpreter.

Name

Child Safety Policy

Purpose

The Oakwood School Child Safety and Wellbeing 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 student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

Definitions

The following terms in this policy have specific definitions:

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer.

Statement of commitment to child safety

Oakwood School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences. Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Roles and responsibilities

School leadership team

Our school leadership team comprising the Principal, and Campus principals are responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

Principals and assistant principals will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

School staff and volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures act in accordance with our Child Safety Code of Conduct
[https://www.oakwoodschool.vic.edu.au/school-documents/policies]
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures
[https://www.oakwoodschool.vic.edu.au/school-documents/policies], 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:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at school council meetings. Child safety is discussed at some meetings to ensure that a culture of child safety is being embedded and school council members are informed and understand the issues
- undertake annual training on child safety, Our School councils use the Child Safe Standards School Council Training slide presentation available on PROTECT.
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members
when hiring school council employees, ensure that selection, supervision, and management practices are child safe "At our school, school council employment duties are delegated to the principal who is bound by this policy").

Specific staff child safety responsibilities

Oakwood School has nominated Campus Principals as child safety champions in every campus to support the principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the child safety champion are outlined at Guidance for child safety champions.

Our principal and Campus Principals (child safety champions) are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- Assistant Principal Student wellbeing is responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach the Assistant Principal Student Wellbeing if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy.
- The Assistant Principal Student Wellbeing is responsible for informing the school community about this policy, and making it publicly available
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

Our school has also established a Child Safety Team (Leadership Team)and a Student Reference Group on child safety. The Child Safety Team meet regularly to identify and respond to any ongoing matters related

to child safety and wellbeing. The Student Reference Group provides an opportunity for students to provide input into school strategies.

Our Risk Management Committee monitors the Child Safety Risk Register.

Child Safety Code of Conduct

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

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 [https://www.oakwoodschool.vic.edu.au/school-documents/policies] 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 policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

In order to Promote a culture of online and physical safety for all students, Oakwood School:

- Supervises students properly in all settings, including excursions and camps.
- Gives particular attention to the safety, diverse needs and vulnerabilities of students in each activity or setting. We consider whether there are any barriers that might prevent students from raising concerns.
- Informs students and their families about appropriate use of the school's technology, safety tools and how to seek help and report concerns including cyberbullying and online grooming.
- Keeps up to date with current online safety issues and expert information from specialist government and non-government bodies including the Office of the e-Safety Commissioner, and eSmart Schools.
- Promotes activities in the school community that connect schools and communities and raise awareness to prevent bullying and violence (e.g. National Day of Action against Bullying and Violence). Oakwood School has the implementation of respectful Relationships as its AIP goal for 2022-2023
- Creates a respectful, sensitive and safe environment for people who may be experiencing family violence. Oakwood School aligns to the MARAM framework. MARAM responsibility 1 requires schools to create a respectful, sensitive and safe environment that enables a child or young person to feel comfortable to talk about their experiences of family violence and seek support.

In order to Manage risk in physical spaces Oakwood School

- Identifies and documents the school's child safety risks in the school's risk register and ensures strategies are in place to manage those risks.
- Considers the range of school environments and the nature of physical spaces including onsite buildings and grounds, classrooms, corridors, and pick-up and drop off areas.
- Considers off-site physical environments for student use and where reasonably possible, inspects these sites and venues for events, excursions, camps, TAFE and work experience ahead of time.
- Considers risks arising from child-to-child and adult-to-child interactions in physical and online spaces.

- Considers cultural safety, ensuring all elements of the physical school environment is welcoming to Aboriginal people
- Informs staff, volunteers and students where appropriate of identified risks and risk management strategies.
- Keeps records of risk management activities, including risk assessments for camps and excursions.
- Provides training and refresher training to staff and relevant volunteers on risk management policies and procedures.

Oakwood School Supervises appropriately by:

- Being aware of risks posed by dark spaces, stairwells, private spaces and corners in school environments and develops strategies to address these risks.
- Informing students about spaces that are off limits, including out-of-bounds areas, storerooms and staff rooms.
- Students move from outside to their classroom and do not go to any other destination, other than the bathroom where they are accompanied by their teacher, who checks the bathroom before the student enters.
- Having high ratios of staff to students for all classes.
- Keeping records of any court orders in place regarding access or intervention orders and communicates to staff who can collect students in these circumstances.
- Undertaking works to improve lighting in poorly lit areas.
- Letting students know how to raise concerns and where to go if they need help.
- Organising professional learning to discuss risk and harm prevention and hazard awareness with staff, volunteers and school council members.
- Keeping records of incidents that occur, including accidents and medical events.
- Reviewing incidents against policies and procedures, including seeking student feedback on how incidents were handled and how safe they felt, and make improvements as needed.

Oakwood School Promotes student safety online by

- Facilitating age-appropriate ways to use the internet and social media for students utilising Resilience, Rights and Respectful Relationships, School-wide Positive Behaviour Support Framework, Safe Schools and also Office of the e-Safety Commissioner
- Informing students about online safety risks, including:
  - cyberbullying and trolling
  - invasion of privacy or digital surveillance
  - inappropriate sharing of images
  - phishing, harvesting of personal information or data theft
  - identity theft
  - malevolent software (malware)
  - offensive images and messages
  - age-inappropriate online content
  - impersonation/catfishing
  - grooming.
- Outlining acceptable use of personal devices for students.
- Prohibiting the use of student email addresses to sign up to unauthorised third-party services and communicate this expectation to students and the school community.
- Using filtering software on school-based devices.
- Encouraging parents to use parental controls on personal devices.
- Advising students on how they can seek help from a trusted adult if they are exposed to inappropriate imagery or content that upsets them.
- Monitoring online activity and respond to breaches of the online policies and procedures with appropriate consequences.

Oakwood School Promotes acceptable behaviour by staff and volunteers by:

- Addressing acceptable and non-acceptable behaviour in online environments in the school's Child Safety Code of Conduct including social media, email, instant messages, SMS and other apps.
- Outlining acceptable use of personal devices by staff and volunteers.
- Having guidelines for taking, storing and using images of children and students – including photos and video recordings.
- Dealing with misuse of digital devices and unacceptable behaviour in accordance with school policy.
- Reviewing communication protocols regularly, considering emerging services and technologies, such as disappearing message services.
- Upholding policies and report breaches in accordance with the school's complaints handling processes and Code of Conduct.
- Providing avenues for students, families, carers, communities and staff to report online issues or concerns.
- Protecting student privacy by supporting students to limit the amount of information provided online.
- Requiring school staff to undertake information security training to reduce the risk of online phishing or malware attacks.

Oakwood School Considers procurement and third parties by:

- Undertaking child safety due diligence when engaging third parties. A new vendor presents new risks.
- Requiring vendors to provide evidence of compliance with the Child Safe Standards when establishing contracts to deliver services to students.
- Ensuring a Privacy Impact Assessment is undertaken for any software handling student personal information.
- Making child safety a feature in legal contracts. The Victorian Government Common Funding Agreement has this as standard.
- Asking contractors to provide their Working with Children Clearance upon entry to the school.
- Providing contractors with a copy of the Child Safety Code of Conduct and Child Safety Policy.
- Nominating the Business manager who is responsible for collecting child safety compliance information about third party providers.
- Keeping records of due diligence processes.
- If a vendor is found to be non-compliant with the Child Safe Standards:
  - cease all activities with the vendor until the issue is resolved
  - if appropriate, inform the vendor of the non-compliance and provide an opportunity to rectify the problem, or
  - if the issue is serious, contact the relevant authorities.

Establishing a culturally safe environment

At Oakwood School we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

Oakwood School encourages and actively supports a student's ability to express their culture and enjoy their cultural rights in the following ways:

- staff, students, volunteers and the school community are equipped to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and students, via CUST training, identified reading materials, and through classroom writing opportunities, display of flags and artefacts.
- measures are adopted to ensure racism is identified, confronted and not tolerated
- Oakwood School address any instances of racism within the school environment with appropriate consequences
- actively support participation and inclusion in the school by Aboriginal children, students and their families, working closely with Koorie Education Support Officers and VACCA.
- ensure school policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, students and their families. Close liaison with local aboriginal community centres such as Willum Warrain and cultural walks at Mt Martha Briars. We regularly liaise with Koorie Headspace in student case management, and actively support our young people in future pathways such as the Navy, Victoria Police and TAFE, which have particular aboriginal staff appointed to the coordinating and supporting roles in these organisations

- The Departments Marrung Plan outlines the measures we have in place to maintain an inclusive and culturally safe school for Aboriginal children and students

Student empowerment

To support child safety and wellbeing at Oakwood School we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging through [, implementing our whole school approach to Respectful Relationships, our student Code of Conduct, our school values. We actively refer students to organisations that develop social skills such as the MPYS and support the development of social skills and self- regulation in the classroom through the Zones of regulation,

We inform students of their rights through our whole school approach to Respectful Relationships. and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns on the school webpage [https://www.oakwoodschool.vic.edu.au/school-documents/policies] at school reception.

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

Oakwood School Empowers its students:

- With strong student voice in co designing their learning maps, contributing authentically to what and how they learn.
- Including students in SSGs

- Oakwood School informs students about all their rights, including their rights to safety, information and participation
- recognises the importance of friendships and encourage support from peers, to help students feel safe and be less isolated
- makes sure staff and volunteers:
  - are attuned to signs of harm
  - facilitate child-friendly ways for students to express their views, participate in decision-making and raise their concerns
- to develop a culture that encourages participation and responds to what students say
- give students opportunities to participate, and respond to their contributions to strengthen confidence and engagement
- offer students access to sexual abuse prevention programs and related information in an age-appropriate way.

Relevant standard

Family engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at Oakwood 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:

- through the school website, through Compass communications, school council, subcommittees of school council, student, staff, and parent meetings, Student Led Conferences, SSGs
- all of our child safety policies and procedures will be available for students and parents at [https://www.oakwoodschool.vic.edu.au/school-documents/policies] or school reception
- Communications via Compass parent porta 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 in all campuses in all Diversity and equity

- make sure families participate in child safety and wellbeing decisions which affect their child
- engage and openly communicate with families and the school community about its child safe approach
- make child safety information accessible
- involve families and the school community in developing and reviewing child safety and wellbeing policies and practices
- inform families and carers about the school's governance and approach to child safety and wellbeing, including roles and responsibilities of school staff, in first meetings and in SLCs and SSGs.

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
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

Our Student Wellbeing and Engagement Policy [https://www.oakwoodschool.vic.edu.au/school-documents/policies] provides more information about the measures we have in place to support diversity and equity.

Suitable staff and volunteers

At Oakwood School we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Staff recruitment

When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- Recruitment in Schools
- Suitability for Employment Checks
- School Council Employment
- Contractor OHS Management.

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration
- collect and record:
    - proof of the person's identity and any professional or other qualifications
    - the person's history of working with children
    - references that address suitability for the job and working with children.
    - 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 program. The program will include a focus on:

- the Child Safety Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

Ongoing supervision and management of staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by staff briefings, performance and development reviews and regular professional meetings.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

At Oakwood School we ensure

- that job advertisements have clear statements about:
  - the job's requirements, duties and responsibilities regarding child safety and wellbeing
  - the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.
- advise job applicants about the child safety practices of the school, including the Code of Conduct
- make volunteers aware of the school's Child Safety and Wellbeing Policy and Child Safety Code of Conduct
- screen school staff applicants:
  - sight, verify and record a Working with Children clearance if they person is required to have one or any equivalent background checks such as Victorian Institute of Teaching registration
  - collect and record proof of identify, qualifications, history of working with children and references
- screen volunteers:
  - sight, verify and record a Working with Children clearance if they person is required to have one of any equivalent background check
  - consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate collect and record proof of identify, qualifications, history of working with children and references
- provide an induction to staff, volunteers and contractors engaged in child-related work, regarding child safety and wellbeing that is appropriate to the nature of the role
- ensure that induction addresses the school's:
  - the Child Safety Code of Conduct
  - the Child Safety and Wellbeing Policy
  - procedures for managing complaints and concerns related to child abuse
- make sure staff, governing body members, and volunteers engaged in child-connected work, are aware of their responsibilities for:
  - children and students
  - information sharing and reporting obligations
  - recordkeeping obligations
- provide supervision and people management of staff and volunteers that focuses on child safety and wellbeing.

Suitability of volunteers

All volunteers are required to comply with our Volunteers Policy [https://www.oakwoodschool.vic.edu.au/school-documents/policies], which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

Child safety knowledge, skills and awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the Protecting Children – Mandatory Reporting and Other Legal Obligations online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging

School council training and education

To ensure our school council is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- Oakwood School child safety and wellbeing policies, procedures, codes and practices

Complaints and reporting processes

Oakwood School fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy can be found at [https://www.oakwoodschool.vic.edu.au/school-documents/policies] .

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees must follow our Child Safety Responding and Reporting Obligations Policy and Procedures [https://www.oakwoodschool.vic.edu.au/school-documents/policies]. Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the Four Critical Actions for complaints and concerns relating to adult behaviour towards a child
- the Four Critical Actions: Student Sexual Offending for complaints and concerns relating to student sexual offending

Our Student Wellbeing and Engagement Policy [https://www.oakwoodschool.vic.edu.au/school-documents/policies]and Bullying Prevention Policy [https://www.oakwoodschool.vic.edu.au/school-documents/policies] cover complaints and concerns relating to student physical violence or other harmful behaviours.

Communications

Oakwood School is committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child

Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters and other child safety displays around the school
- updates in our school website or through Compass
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school council meetings.

Privacy and information sharing

Oakwood School collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: Schools' Privacy Policy [https://www.oakwoodschool.vic.edu.au/school-documents/policies].

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 Oakwood 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 found at [https://www.oakwoodschool.vic.edu.au/school-documents/policies]:
- 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
- Child and Family Violence Information Sharing Schemes
- Complaints Policy
- Contractor OHS Management Policy
- Digital Learning in Schools Policy
- Family Violence Support
- Protecting Children: Reporting Obligations Policy
- Policy and Guidelines for Recruitment in Schools
- Reportable Conduct Policy

- Student Wellbeing and Engagement Policy
- Supervision of Students Policy
- Visitors in Schools Policy
- Volunteers in Schools Policy
- Working with Children and other Suitability Checks for School Volunteers and Visitors

Other related documents

- Identifying and Responding to All Forms of Abuse in Victorian Schools
- Four Critical Actions for Schools
- Identifying and Responding to Student Sexual Offending
- Four Critical Actions for Schools: Responding to Student Sexual Offending
- Recording your actions: Responding to suspected child abuse – A template for Victorian schools

Policy status and review

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

Approval

Created date	June 2022
Consultation	School Council, Students and Parents
Endorsed by	David Roycroft, Principal
Endorsed on	June 2022
Next review date	June 2024