

# WARRAGUL REGIONAL COLLEGE CHILD SAFE STANDARDS IN HUMAN RESOURCES PRACTICES AND TRAINING POLICY NOVEMBER 2016



## COLLEGE VALUES

Warragul Regional College has four core values: Community: We take care of each other, Achievement: We strive for excellence, Respect: We respect people and property and Effort: We work hard. We expect all members of our learning community to demonstrate these values everywhere and all of the time.

The College is a leading school in this state in implementing a safe collaborative and inclusive environment with student having a strong sense of belonging, identity, self-worth and voice. Underpinning this commitment is School-Wide Positive Behaviour Support (SWPBS) and membership of the Safe School's Coalition. These initiatives promote health, wellbeing and social inclusion for every member of the Warragul Regional College community.

Warragul Regional College has a zero tolerance for child abuse.

## Purpose

Warragul Regional College is committed to creating a child-safe environment in all aspects of its operation. We adhere to principles of child-safety in our staff selection process as described in the rationale and implementation below.

## Rationale

Strong human resources practices promote child safe school environments and reduce the risk of child abuse. Child Safe Standard 4 requires schools to use policies and procedures for recruitment, supervision, training and managing performance that support a child safe school environment. These must comply with Ministerial Order 870.

## Implementation

Warragul Regional College will

- Ensure that position descriptions for all new positions advertised from 1 August 2016 include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide.
- Identify the actions the school proposes to take, per Standard 1, to promote and embed the Child Safety Code of Conduct in accordance with Standard 3 and articulate a timeframe for this.

This policy will be reviewed in November 2017

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- Determine the timeframes for the School Council to oversee and review Standard 4 as part of the school's Action Plan (Standard 1) and School Child Safe Environments policy (Standard 2).
- Adhere to all DET requirements listed in the table below

Requirement	School Action
1. Each job or category of jobs for school staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant.	<ul style="list-style-type: none"> <li>• Ensure that position descriptions for all new positions include the standard 'Child Safe environments' clause as provided in the 'Recruitment in Schools' Guide.</li> <li>• For existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Standard 3</li> <li>• Note that the Principal Class Contract of Employment has been updated to include reference to the Standards, and all contracts offered on or after 1 August 2016 will include the revised wording.</li> </ul>
2. All applicants for jobs that involve child connected work for the school must be informed about the school's child safety practices (including the code of conduct)	<ul style="list-style-type: none"> <li>• As above</li> </ul>
3. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record relevant and appropriate information about a person whom it proposes to engage to perform child connected work.	<ul style="list-style-type: none"> <li>• Principals implement practices to ensure that they are satisfied an external applicant <i>meets the Child Safe Standards</i> prior to the applicant's employment.</li> </ul>
4. The school need not comply with the requirements in (3) above if it has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous twelve months.	
5. The school must ensure that appropriate supervision or support	<ul style="list-style-type: none"> <li>• Note that further advice on requirements related to Induction and Performance and Development will be</li> </ul>

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arrangements are in place in relation to induction and continuing suitability for child connected work.	developed in 2016 to ensure schools fully meet this Standard.
6. The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.	<ul style="list-style-type: none"> <li>School councils to oversee and review Standard 4 (Child Safe staff selection and management) as part of the school's Action Plan (Standard 1- Child Safe Organisational Structure) and School Child Safe Environments Policy (Standard 2- Child Safety {zero tolerance} Policy)</li> </ul>

## Resources and References

Commission for Children and Young People (2015) *A Guide for Creating A Child Safe Organisation* Version 2.0

Department of Education and Training (2016) *Recruitment in Schools*

Department of Education and Training (2016) *Suitability for Employment*

Victorian Government, Education and Reform Act 2006, Gazette No. S2, January 2016 *Child Safe Standards – Managing the Risk of Child Abuse in Schools* Ministerial Order No. 870

Victorian Registration and Qualifications Authority (2016) *Child Safety Standard 4: Staff Selection Checklist*

## **Web Resource:**

Child Safety Standards

<http://www.vrqa.vic.gov.au/childsafe/Pages/standards.html>

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