

# TEMPLESTOWE PARK PRIMARY SCHOOL

*Responsibility*

*Respect*

*Integrity*

*Pride*

*Optimism*



## CHILD SAFE STANDARD 4

**Screening, Supervision and Training**

## **Child Safe Standard 4: Screening, Supervision and Training**

### **Rationale**

Templestowe Park Primary School has embedded screening, supervision and training practices that reduce the risk of child abuse by new and existing staff. It is important that we have strong human resources practices in place to help protect the children in our care from abuse.

### **Screening and Recruitment of School Staff**

Templestowe Park takes all reasonable steps to employ skilled people to work with our students. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. This policy is referenced when advertising for staff recruitment and a specific Child Safe question is included in at least one key selection criteria.

Templestowe Park understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

For teaching staff who commence at Templestowe Park, the induction process includes distribution of, and discussion of this document with the Principal / Assistant Principal.

All people engaged by our school, including volunteers and contractors are required to hold a Working with Children Check and to provide evidence of this check. We carry out reference checks to ensure that we are recruiting the right people.

### **Training and Induction**

New staff receive support and information when they begin their new role, and existing staff are given opportunities to develop new skills and knowledge to meet the requirements of their positions and expand their career options. Training and support ensures that appropriate standards of care are met by employees and volunteers to ensure that the school meets its duty of care when providing services to children. All staff commit to promoting the safety and wellbeing of children by acknowledging the school's Code of Conduct. Professional learning is focused on enhancing the skills and knowledge of staff and volunteers, in order to reduce exposure to risks.

### **Education and Training for Staff**

Child safety is everyone's responsibility. Employees and volunteers (in addition to parents/guardians and children) need to be supported to discuss child protection issues and to detect signs of potential child abuse. Staff receive induction and ongoing training. For new

staff, part of their induction process includes meeting with the Principal and / or Assistant Principal to discuss 'Child Safe @ TPPS'.

Annually, staff Professional Development meeting time will be allocated to re-examining the school's child safe documents with a particular focus on:

1. revising the document, *Protect. Identifying and Responding to All Forms of Abuse in Victorian Schools*.

[http://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5\\_SchoolsGuide.pdf](http://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf)

2. *The Four Critical Actions for Schools. Responding to Incidents, Disclosures and Suspicions of Child Abuse* (see Appendix). This document outlines the process of responding to child abuse.

[http://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions\\_ChildAbuse.pdf](http://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf)

3. the school's mandatory reporting policy.
4. staff completing the mandatory reporting on line training module.

<http://www.elearn.com.au/det/protectingchildren/schools/>

## **Performance and Development Review**

The Performance and Development Review cycle provides an opportunity to improve knowledge and skills in working with children, as well as ensuring that all staff meet the school's standards of conduct and care.

## **Risk Management**

Risk Management procedures are in place which include a process designed to evaluate risks posed to children, taking into account the school's activities, size and resources, and the children we work with. The Principal and Assistant Principal take responsibility for risk management and regularly discuss child protection and any incidents/reports that have been made with an aim of assessing and limiting/eliminating any ongoing risk.