

NHS CHILD SAFE HUMAN RESOURCE PRACTICES POLICY, 2016



30/09/2016

Rationale:

The child safe standards require organisations that provide services for children to have screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.

Aims:

- Nossal High School (NHS) has strong human resources practices to help protect children from abuse.
- NHS fosters a culture of openness and inclusiveness, as well as an awareness that people who may wish to harm children could target schools.
- Robust human resources practices are a good way of reducing these risks. Human resources practices include the recruitment, training and supervision of all personnel.

To achieve this, NHS provides:

- opportunities for employees, School Council, contractors and volunteers to develop and maintain skills to ensure child safety. This supports staff and volunteers to understand the importance of child safety and wellbeing, and enables them to consistently follow child safety policies and procedures.
- NHS's commitment to child safety recognises the good work and practices of employees, School Council, contractors and volunteers in keeping children safe and protected.

Policy:

Child Safety Officer

- NHS's Child Safety Officer is the Principal (or their delegate) who is the designated person to hear or be informed about all allegations or concerns, to provide support and guidance to other personnel.
- Any allegations of abuse or safety concerns are recorded and responded to consistently and in line with NHS's legal requirements under the Child Safe Standards Policy, Mandatory Reporting and Duty of Care policies and procedures.
- Children, parents and employees/volunteers can report, seek advice and support regarding the safety and wellbeing of children in our care to/from any staff member.

Training and induction

Employees, School Council, contractors 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.

Employees receive induction and ongoing training:

- new personnel are provided with the appropriate policies (Mandatory Reporting, Duty of Care, Child Safe Policy and Code of Conduct) and information within our Staff Handbook on commencement of role
- existing personnel are updated with new skills and knowledge to meet the requirements of their positions and expand their career options.

Employees commit to promoting the safety and wellbeing of children, when they sign their contract of employment.

- Contractors and volunteers are informed of their obligations as part of their induction.
- School Council are informed of their obligations annually.

Employees, School Council, contractors and volunteers working with children are informed about:

- identifying, assessing, reporting and reducing or removing child abuse risks
- NHS policies and procedures (including the Mandatory Reporting, Duty of Care, Code of Conduct and Child Safe Policies)
- legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks and VIT registration where required
- how to handle a disclosure or suspicion of abuse, including your organisation's reporting guidelines
- cultural awareness training.

Training includes staff meeting briefings, beginning of the year staff compliance outlines, and the NHS induction process for staff, volunteers and preservice teachers. All policies and documents are contained in the Staff Handbook and available on the school Content Management System.

Supervision

- NHS's buildings facilitate open and transparent practice. All offices and rooms have glass viewing access or are openly accessible to colleagues and students.
- In one:one conferences with students, where ever practical, staff should ensure that they are positioned so that they are able to be viewed by others; at times it may be necessary for there to be two staff members present during activities with children. In particular, children with a disability may require additional supervision.
- Employees and volunteers are supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate.
- Any warning signs should be reported through appropriate channels, to the Child Safety Officer, the Principal, the Department of Health and Human Services (child protection), or police if a child is believed to be at imminent risk.

Performance and Development (P&D) review

P & D reviews are done annually, and in accordance with the standards relating to individual's employment standards. These standards align with those of the Code of Conduct and Child Safe Policy.

Disciplinary procedures

- Disciplinary procedures for breaches (or suspected breaches) of the code of conduct will be carried out in accordance with DET policy in collaboration with DET Conduct and Ethics Branch.
- All members of NHS are made aware of their duty to raise concerns about the behaviour of any person who may present a risk of child abuse, without fear of repercussions.

The NHS Child Safe Code of Conduct is publicly available on our website and on the school Content Management System.

Children and their families are encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported by all staff.

Employees or volunteers are encouraged to raise their concern with the Child Safety Officer, (the Principal) if their actions or words have been misunderstood.

Employees, School Council, contractors or volunteers are encouraged to report their concerns to DHHS if they believe their concerns are not being taken seriously or investigated in a timely manner. They are also encouraged to report suspected abuse to one of the Assistant Principals if the Principal is suspected.

Implementation:

- The Principal assumes the role of Child Safety Officer upon appointment and commencement in the role.
- Induction procedures for new staff, volunteers, contractors and preservice teachers are documented in accordance with this policy and carried out by one of the Assistant Principals.
- School Council are informed of their responsibilities annually, along with the review of policies.
- The HR Manager employs all staff in accordance with DET policy which takes into account the requirements within this policy.
- The Daily Organiser provides an induction to all new Casual Relief Teaching staff in accordance with this policy
- Annual staff induction to the Mandatory Reporting, Duty of Care, Child Safe Code of Conduct and Policy is undertaken at the commencement of each year or upon appointment.

Links and Appendices:

Ministerial Order 870: <http://www.vrqa.vic.gov.au/Documents/ChSafMINOrder8702.pdf>

VRQA Resources: <http://www.vrqa.vic.gov.au/childsafepages/resources.html>


<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childafestandards.aspx>

Evaluation:

Annual review or upon changes to the legislation

This policy is available on the following platforms:

Blackboard Drive>Policies>Final

Date Implemented	25 October 2016
Author	HAR
Approved By	NHS School Council
Approval Authority (Signature & Date)	
Date Reviewed	25th July 2017
Responsible for Review	Principal team
Review Date	July Meeting 2018
References	Ministerial Order 870: http://www.vrqa.vic.gov.au/Documents/ChSafMINOrder8702.pdf VRQA Resources: http://www.vrqa.vic.gov.au/childsafepages/resources.html http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx