



HUMAN RESOURCES POLICY

Child Safe Standard 4 – Human Resources Practices Policy Dookie Primary School

Overview

It is important for our school to have strong human resources practices to help protect children from abuse. Human resources practices include the recruitment, training and supervision of all personnel.

Dookie Primary School will provide opportunities for employees and volunteers to develop and maintain skills to ensure child safety, thereby supporting them to understand the importance of child safety and wellbeing, and enabling them to consistently follow child safety policies and procedures.

The school recognises the good work and practices of employees and volunteers in keeping children safe and protected.

Child Safety Officer

The Principal acts as the Child Safety Officer at Dookie Primary School. This role includes:

- Being the designated person to hear or be informed about all allegations or concerns
- Providing support to all personnel
- Being the single contact for children, parents, employees and volunteers to seek advice and support regarding the safety and wellbeing of children associated with the school.

Training and Induction

Staff should receive induction and ongoing training in child safety.

- New staff need support and information when they begin their new role
- Existing staff need to further develop skills and knowledge to meet the requirements of their positions.
- Training and support promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that the school meets its duty of care when providing services to children. Training will include:
 - *Identifying, assessing and reducing/removing child abuse risks
 - *Awareness and compliance with school policies and procedures (including the Code of Conduct and Child Safety Policy)
 - *Legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, Working with Children Checks, etc.
 - *How to handle a disclosure or suspicion of abuse
 - *Cultural awareness training

Training may be formal (e.g. training offered by external organisation, training developed and delivered internally, on-the-job training) or informal (e.g. Inviting local Aboriginal Elders to speak, mentoring, etc.)

Supervision

Supervision of employees and volunteers should be managed in a way that protects children from abuse and improves accountability and performance. For instance, where practical, two staff members should be present during activities with children. In particular, children with a disability may require additional supervision.

New employees and volunteers should be 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 to the Principal.

Staff and Volunteer Child Safety Code of Conduct & Disciplinary Procedures

The Code of Conduct outlines the expected standards of appropriate behaviour with and in the company of children.

Disciplinary procedures should clearly demonstrate the consequences of breaches of the code of conduct, and should be used if an allegation of child abuse is made, or breach of the code of conduct is known or suspected.

All employees and volunteers have a duty of care to raise concerns about the behaviour of any person who may present a risk of child abuse, without fear of repercussions.

Recruitment of staff

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.

The 'Recruitment in Schools' Guide has been updated and requires that position descriptions for all new positions advertised from 1 August 2016 include the following standard 'Child safe environments' clause:

"Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safety Code of Conduct is available on the school's website."

This policy was last ratified by School Council in....

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