



## CHILD SAFE STANDARD 2

Child safety and wellbeing is embedded in leadership, governance and culture.

### Overview

This standard emphasises the vital role that school leaders and governing authorities have in establishing:

- a culture where child abuse and harm is not tolerated
- effective systems and processes to implement child safe policies and practices and manage child abuse risks.

Schools must take deliberate steps to promote child safety and wellbeing and protect children by

- embedding and promoting a child safety culture at all levels of the organisation
- school leaders actively modelling such a culture
- ensuring transparent governance arrangements.

### Actions schools must take

To comply with this standard, at minimum, schools must:

- develop, endorse and make publicly available a:
  - Child Safety and Wellbeing Policy
  - Child Safety Code of Conduct
- develop, record, and implement risk management actions to make sure children are safe in the school environment
- monitor, annually review and evaluate child safety and wellbeing risks
- develop a policy or statement detailing the school's processes to meet [Public Record Office Victoria Recordkeeping Standards \(PDF, 653KB\)](#)
- ensure records relevant to child safety and wellbeing are created, maintained and disposed of by Public Record Office Victoria Recordkeeping Standards
- make sure school staff and volunteers understand their obligations in information sharing and recordkeeping.

### Establish expectations and promote child safety

- Promote the school's child safety policies at assemblies, meetings, welcome packs, newsletters and other regular communications.
- Use the Child Safety and Wellbeing policy to promote the school's commitment to child safety.
- Display your commitment to child safety prominently at reception and around the school grounds. Also include the statement in enrolment packages.
- Communicate and demonstrate that mistreatment of students and racism is not tolerated in any way and that students who speak out are listened to and taken seriously.
- Promote regular open discussion on child safety issues within the school community including at staff meetings and school council meetings.

### Assign responsibility

- Nominate one or more [child safety champions](#) to lead the school's child safety approach. Assign responsibility to the champions to review and update the Child Safety Risk Register annually.
- Form a working group with staff and students to support the child safety champion and promote child safety.



# Whorouly Primary School

## Seek input

- Ask students what matters to them, what makes them feel safe and whether the school's child safety strategies are meeting their needs, through focus groups and regular class discussions.
- Seek input from staff, volunteers, families and the school community. Ask what the school does well, and what can be improved.
- Consult with people external to the school who have additional expertise, such as the region or other external agencies.

## Oversee implementation

- Assess if the school has all the policies it needs for effective practice and compliance.
- Review child safety practices and any emerging risks.
- Provide regular reports to the school council or governing authority on child safety improvements.
- Support students, families, staff and volunteers to safely disclose any child safety concerns or complaints. Report back to complainants about actions taken as a result
- Ensure visitors are appropriately supervised on site in line with the [Visitors in Schools](#) policy.

## Align governance and recordkeeping with best practices

- Require that staff disclose any potential conflicts of interest and manage relationships and situations to reduce risks arising from conflict of interest.
- Control access to records of complaints to ensure only appropriate people see details.
- Ensure the school uses the relevant Public Record Office Victoria Retention and Disposal Authorities (RDA), including the [RDA for Records of Organisational Responses to Child Sexual Abuse Incidents and Allegations](#) to retain records for the correct period.

## Related documents and Policies:

- [Child Safety and Wellbeing Policy](#)
- [Child Safety Code of Conduct](#)
- [Visitors in Schools Policy](#)
- [Volunteers Policy](#)
- [Child Safe Standards Risk Register](#)
- [PROTECT Posters](#)
- [Four Critical Actions](#)
- [Records Management - School Records Policy](#)
- [Public Record Office Victoria Recordkeeping Standards \(PDF, 653KB\)](#)
- [RDA for Records of Organisational Responses to Child Sexual Abuse Incidents and Allegations](#)