



# Holy Trinity

*Eltham North*

## **Child Protection**

## **Risk Management Strategy**

### **Purpose**

The purpose of this strategy is to eliminate and minimise risk to child safety to ensure the safety and well-being of all students at Holy Trinity Primary School.

### **Scope**

Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements are responsible for acting in compliance with this Child Risk Management Strategy and related policies and procedures.

### **Commitment of the School**

Holy Trinity Primary School is committed to the safety and holistic wellbeing of all students in the School. In accordance [Ministerial Order No. 870](#) Holy Trinity is dedicated to eliminating and minimising risks to child safety through this Strategy which includes and refers to various other policies and procedures to effectively ensure the safety and wellbeing of children in the school's care.

This Child Risk Management Strategy is evidence of the School's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of [Ministerial Order No.870](#). The School will endeavour to provide a safe and supportive service environment for children and young people through maintaining a positive culture and appropriate services to meet the needs of our students. The School is committed to acting in accordance to the [Ministerial Order No. 870](#) to ensure the safety and wellbeing of students through implementing the measures in this Strategy Statement.

### **Implementation**

In practice, the commitment of Holy Trinity to [Ministerial Order No. 870](#) to ensure the safety and wellbeing of student's means that it will implement the measures outlined below.

## **Code of Conduct**

The school has clearly established values and expectations to provide a safe and supportive environment. These values and expectations are expressed through the:

1. Wellbeing Policy
2. Behaviour Management Policy
3. Bullying and Harassment Policy
4. Complaints and Grievance Procedure Policy

- Policies, procedures and protocols in the Staff Handbook establish expectations and responsibilities of staff. All school policies can found on the school staff server.

Holy Trinity School employees are expected to always behave in ways that promote the safety, welfare and wellbeing of children and young people. They must actively seek to prevent harm to children and young people, and to support those who have been harmed.

Specific responsibilities include:

- Employees should avoid situations where they are alone in an enclosed space with a student;
- When physical contact with a student is a necessary part of the teaching/learning experience; employees must exercise caution to ensure that the contact is appropriate and acceptable;
- Employees must always advise the student of what they intend doing and seek their consent;
- Employees must not develop a relationship with any student that is, or that can be interpreted as, having a personal rather than a professional interest in a student;
- Employees must not have a romantic or sexual relationship with a student.

## **Policies for recruiting, selecting, training and managing people working with children**

Holy Trinity is committed to recruiting, selecting, training and managing employees in such a way that limits risks to children and fulfils the requirements of section [Ministerial Order No. 870](#)

In particular, the school will: Ensure that its recruitment and selection procedures act to reduce the risk of harm to children from employees via:

Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Victorian Institute of teaching (who has been subject to relevant police and other safety checks), the responsibilities and supervision associated with the position, the nature and environment of the service provided to children, and the experience and qualifications required by the successful applicant;

- Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher

registration check which encompasses a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including young people;

- A selection process that includes assessing the application via an interview process and referee and other checks (as identified above) based on the accurate position description;

Ensure that its training and management procedures act to reduce the risk of harm to children from employees via:

- Management processes that are consistent, fair and supportive;
- Performance management processes to help employees to improve their performance in a positive manner;
- Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services;
- An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children;

**Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:**

- The School's policies and procedures;
- Identifying, assessing and minimising risks to children;
- Handling a disclosure or suspicion of harm to a child;
- Keeping a record of the training provided to employees;
- Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and well-being of children at the school.

**Screening**

It is the policy of the Holy Trinity Primary School that all members of staff, volunteers and contractors are cleared to work with children:

- all members of academic staff are registered or provisionally registered with the Victorian Institute of Teaching. It is the responsibility of the school Principal to ensure all registrations are valid;
- all non-teaching members of staff and all volunteers and contractors are required to have a valid working with Children Check. The valid registration of this accreditation is checked by the school secretary;

- where volunteer parents are working with children, it will always be in the presence of academic or non-teaching staff who are cleared to work with children. All volunteers are expected to have a working with children check.

### **Choosing Staff**

Holy Trinity recognises that risk management for child protection begins with the recruiting, screening and selection of the right people to work in schools, and continues by having consistent procedures in place for all staff (including volunteers) and contractors to follow, with adequate management and supervision to ensure they comply with these procedures.

Holy Trinity Primary School will follow the Guidelines on the Employment of Staff in Catholic Schools

### **Induction**

Holy Trinity has a written induction process which applies to all staff, volunteers and contractors (hereafter called ‘staff’) during the first twelve months of appointment, and includes procedures for making staff members aware of the legislation on Child Protection.

#### Professional Development

All staff members are required to understand and apply the School’s Child Protection Policy and reporting of suspected sexual abuse requirements. Every twelve months all members on staff complete an online Protecting Children – Mandatory Reporting and Other Obligations eLearning module.

### **Holy Trinity Policies**

The School maintains a number of policies relevant to risk management, including:

- Child Safety Code of Conduct Policy;
- Anti-Bullying Policy;
- Evacuation and Lockdown Procedures

### **Procedures for Handling Disclosures and Suspicions of Harm**

The School recognises that children and young people are vulnerable members of the community and that extra measures must be taken to protect and support them.

The School has a Wellbeing Leader to support students. In compliance with the requirements of [Ministerial Order No. 870](#) any of the types of concerns or reports below should be reported and managed under the School Child Safety Code of Conduct Policy, Mandatory Reporting Policy and Procedures for Handling Disclosures and Suspicions of Harm Policy.

Procedure, as follows:

- All staff with concerns about sexual abuse or likely sexual abuse;
- Teachers with concerns of sexual or physical abuse; and
- All staff who have received a report of inappropriate behaviour by another staff member.

In accordance with the, [Ministerial Order No. 870](#) if a staff member, teaching or non-teaching, is aware or reasonably suspects harm has been caused to a student under 18 years and the harm has not been reported under the Child Protection Policy, the staff member must report the harm to the Holy Trinity Principal or Deputy Principal.

The types of harm reported may include emotional or psychological abuse or neglect or sexual exploitation.

School leadership and employees will refer to the Procedures for Handling Disclosures and Suspicion of Harm Policy.

If the Principal is aware or reasonably suspects the harm has been caused and that the student is in need of protection, the Principal must report the harm or suspected harm to the **Department of Human Services, Victoria. Free Call 131278.**

### **Implementing and Reviewing the Child Risk Management Strategy**

This Strategy in its entirety and its related policies and procedures are evidence of fulfilment of the requirements of [Ministerial Order No. 870](#). The School is committed to reviewing the Child Safety Code of Conduct Policy annually.

To ensure that children and young people are kept safe from harm, our staff and volunteers are required to possess either teacher registration or a current Working with Children Check. The school secretary manages and maintains the Working with Children Registration while the School Principal maintains the Victorian Institute of Teaching Registration. This ensures ensure members of the School community comply with legislative requirements. The register is reviewed annually.

### **Compliance and Monitoring**

Holy Trinity is committed to the annual review of this Strategy and will also record, monitor and report to the School Parish Priest and others as appropriate regarding any breaches of the Strategy. In addition, The School is committed to other various compliance and monitoring arrangements made under relevant policies and procedures.