

Child Safety Policy



MONMIA PRIMARY SCHOOL

- Learn and Achieve -

This policy was last presented to School Council in September 2025



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the school office on 9364-1007.

Purpose

This policy is called the Child Safety Policy to align with the title referenced in the Child Safe Standards and [Ministerial Order 1359](#)

The Monmia Child Safety Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people feel and are safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) which sets out how the Victorian Child Safe Standards apply in school environments. It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Scope

This policy:

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to School Council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes. Refer to the related school policies section below.

Definitions

The following terms in this policy have [specific definitions](#):

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer.

Implementation

Statement of Commitment to Child Safety

Monmia Primary School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students feel and are safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children

and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer, questioning and asexual (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Roles and Responsibilities

School leadership team

Our school leadership team comprising the Principal, Assistant Principal and Teaching and Learning leaders is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

Principals and Assistant Principal will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at school improvement meetings, staff meetings, administration meetings and School Council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of, and responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

School staff and volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education, and always follow the school's child safety and wellbeing policies and procedures
- act in accordance with our Child Safety Code of Conduct
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures, including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

Monmia Primary School policies relevant to this policy are linked [here](#)

School Council

School Council members will:

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*

- champion and promote a child safe culture with the broader school community

- ensure that child safety is a regular agenda item at school council
- undertake annual training on child safety, using the Child Safe Standards School Council Training slide presentation available on [PROTECT](#).
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members
- when hiring School Council employees, ensure that selection, supervision, and management practices are child safe. At our school, School Council employment duties are delegated to the principal who is bound by this policy.

Specific staff child safety responsibilities

Monmia Primary School has nominated Assistant Principal as the child safety champion to support the Principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the Assistant Principal are outlined at [Guidance for child safety champions](#).

Our Principal is the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- The Principal is responsible for monitoring the school's compliance with the Child Safety and Policy. Anyone in our school community should approach the Principal if they have any concerns about the school's compliance with the Child Safety Policy.
- The Principal is responsible for informing the school community about this policy, and making it publicly available.
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

Our school has established a Child Safety team consisting of the Principal class team and the administration office staff. This team meets fortnightly monitoring Child Safety practices at the school. Child Safety is a stand alone item at each meeting.

Child Safety Code of Conduct

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct [here](#) also includes processes to report inappropriate behaviour.

Managing risks to child safety and wellbeing

At Monmia Primary School, we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school's Principal Class team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually. Monmia Primary School refers to [PROTECT Child Safe Standard 9](#) guidance for suggestions.

Below are key points for managing risks in physical and online environments, based on Child Safe Standard 9 guidance:

Physical Environment:

- Ensure adequate supervision and clear sightlines.
- Regularly inspect and maintain safe physical spaces.
- Control access with visitor protocols.
- Develop and communicate child safety policies.
- Train staff on child safety practices.

Online Environment:

- Create and share clear online safety policies.
- Supervise students' use of technology.
- Teach students about online safety and responsible digital behaviour.
- Use secure, filtered internet systems.
- Provide easy reporting channels for concerns.

Establishing a culturally safe environment

At Monmia Primary School we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

Monmia Primary School refers to [PROTECT Child Safe Standard 1](#) guidance for suggestions.

We have developed the following strategies to promote cultural safety in our school community:

Strategies to Promote Cultural Safety:

- Create and implement policies that recognise and respect cultural diversity that can be found on our school website <https://www.monmia.vic.edu.au/page/9/Policies>
- Provide staff with training delivered by Koorie Engagement Officers on Aboriginal and Torres Strait Islander cultures, histories, and perspectives
- Collaborate with Aboriginal and Torres Strait Islander communities and families to ensure their voices are heard.
- Incorporate Indigenous perspectives into the curriculum and school activities.
- Foster a school environment where all students feel safe, respected, and valued for their cultural identities and diversity.
- Implement the Acknowledgement of Country at the start of each day and at the start of meetings held at the school.
- Display the Acknowledgement of Country in all spaces throughout the school.
- Develop a partnership with the Keilor/St Albans Koorie Engagement Officer to support the learning outcomes for all.
- Refer to Monmia Primary School Action Plan: Aboriginal Learning, Wellbeing and Safety, which details the specific measures our school has in place to create an inclusive and culturally safe environment for Indigenous students.

Student empowerment

To support child safety and wellbeing at Monmia Primary School, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging, through implementing our whole school approach to our Social Emotional Learning Program incorporating the BounceBack Program, Respectful Relationships and CASEA Programs. In addition, all classes develop a Student Code of Collaboration aligned to the school's core values of respect, responsibility and safety.

We inform students of their rights through our whole school approach to Respectful Relationships and Social Emotional Learning and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns at

<https://www.monmia.vic.edu.au/page/9/Policies>, or call the school office for support on 9364-1007.

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, clarify our understanding of the complaint, support the student and keep them and their parents and guardians, informed about progress as appropriate.

Monmia Primary School refers to [PROTECT Child Safe Standard 3](#) guidance for suggestions.

Strategies to empower our students:

- Encourage students to participate actively in decision-making and school activities.
- Provide leadership opportunities through school leaders, house leaders, junior school council and classroom monitors.
- Teach students about their rights, responsibilities, and how to advocate for themselves and others through the Social Emotional Learning Program.
- Foster a supportive, inclusive, and respectful school culture that values student ideas and concerns.
- Deliver Social Emotional Learning Program that teaches social-emotional skills, resilience, and personal safety each week.
- Create learning environments where students feel safe, valued, and empowered to express themselves.

Family engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns. To support family

engagement, at Monmia Primary School we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing. We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- seeking input from families through communications sent through the Sentral Communications Parent Portal, school website, newsletters, School Council, Finance subcommittee of school council, student, staff, and family and friends meetings
- informing families, students and the community of our child safety policies and procedures located on the school website <https://www.monmia.vic.edu.au/page/9/Policies>
- informing families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety via the school newsletter and Sentral Communications Parent Portal
- displaying the school PROTECT Child Safety posters throughout the school to remind students of child safety such as in all learning spaces, administration office and The Happy Place.

Diversity and equity

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all. We recognise that every child has unique skills, strengths and experiences to draw on. We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

Our Student Wellbeing and Engagement Policy and Inclusion and Diversity Policy provides more information about the measures we have in place to support diversity and equity. They explicitly promote respect for cultural, linguistic and socioeconomic diversity, ensuring all students feel valued and safe. We implement a culturally responsive curriculum that incorporates Aboriginal and Torres Strait Islander perspectives and other cultural content into lessons and school activities. Our school provides interpreting and translating services to families if required to ensure there are no barriers leading to misunderstandings. Our school policies and procedures are reviewed, seeking feedback from students and families to ensure inclusivity and equity are maintained.

Monmia Primary School refers to [PROTECT Child Safe Standard 5](#) guidance for suggestions and actions for diversity and equity as per Ministerial Order 1359, Clauses 9.2 and 9.3.

Suitable staff and volunteers

At Monmia Primary School, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Staff recruitment

When recruiting staff, we follow the Department of Education's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- [Recruitment in Schools](#)
- [Suitability for Employment Checks](#)
- [School Council Employment](#)
- [Contractor OHS Management](#)

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children Clearance or equivalent background check such as a Victorian Teaching Registration
- collect and record:
 - proof of the person's identity and any professional or other qualifications
 - the person's history of working with children
 - references that address suitability for the job and working with children.

Staff induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction

program. The program will include a focus on:

- the Child Safety Policy
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- any other child safety and wellbeing information that the principal class members considers appropriate to the nature of the role.

Ongoing supervision and management of staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done through regular learning walks conducted by principal class, observations considered through coaching, mentoring feedback and any other relevant evidence relating to staff performance.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

Monmia Primary School refers [PROTECT Child Safe Standard 6](#) guidance for suggestions and actions for people management in line with Ministerial Order 1359, Clauses 10.

Strategies for people management:

- Follow Department of Education guidelines, policies, and processes when recruiting staff and volunteers.
- Conduct thorough background checks, reference checks, and suitability assessments in line with child safety standards.
- Provide ongoing training to staff on child safety, abuse prevention, and Department of Education policies.
- Establish supervision protocols and support systems to promote accountability.
- Conduct learning walks focused on adherence to child safety practices.
- Clearly define staff roles related to child safety and responsibilities.
- Ensure accessible procedures for staff and students to report concerns or disclosures.
- Include child safety and cultural awareness in induction programs for new staff.

Suitability of volunteers

All volunteers are required to comply with our Volunteers Policy [here](#), which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

Child safety knowledge, skills and awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters. In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

Monmia Primary School refers [PROTECT Child Safe Standard 8](#) for guidance and suggestions for actions.

School Council training and education

To ensure our School Council is equipped with the knowledge required to make decisions in the

best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- Monmia Primary School child safety and wellbeing policies, procedures, codes and practices

Complaints and reporting processes

Monmia Primary School fosters a culture that encourages staff, volunteers, students, parents/guardians, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy can be found at [here](#). If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees and homestay providers) must follow our Child Safety Responding and Reporting Obligations Policy and Procedures [here](#). Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our Student Wellbeing and Engagement Policy, Bullying Prevention Policy, Inclusion and Diversity Policy and Complaints Policy cover complaints and concerns relating to student physical violence or other harmful Behaviour. Monmia Primary School policies and resources relevant to this policy are linked [here](#).

Records management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education's policy: [Records Management – School Records](#)

Related policies and procedures

This Child Safety Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Bullying Prevention Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- Complaints Policy
- Digital Learning Policy
- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteers Policy

Related Department of Education policies

- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)
- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)

	<ul style="list-style-type: none"> • Working with Children and other Suitability Checks for School Volunteers and Visitors <p>Other related documents</p> <ul style="list-style-type: none"> • Identifying and Responding to All Forms of Abuse in Victorian Schools • Four Critical Actions for Schools • Identifying and Responding to Student Sexual Offending • Four Critical Actions for Schools: Responding to Student Sexual Offending • Recording your actions: Responding to suspected child abuse – A template for Victorian schools
Communication	<p>Monmia Primary School is committed to communicating our child safety strategies to the school community through:</p> <ul style="list-style-type: none"> • ensuring that key child safety and wellbeing policies are available on our website including the Child Safety Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure • displaying PROTECT posters around the school • updates in our school newsletter and updates sent through Sentral Parent Communication Portal. • ensuring that child safety is a regular agenda item at school improvement team meetings, staff meetings and School Council meetings. <p>Privacy and information sharing</p> <p>Monmia Primary School collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: Schools' Privacy Policy.</p>
Evaluation	<p>At Monmia Primary School we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices aligned with Ministerial Order 1358, Clause 13, PROTECT Child Safe Standard 10</p> <p>We will:</p> <ul style="list-style-type: none"> • review and improve our policy every 2 years or after any significant child safety incident • analyse any complaints, concerns, and safety incidents to improve policy and practice • act with transparency and share pertinent learnings and review outcomes with school staff and our school community. • Collect feedback from students, staff, families, and the broader school community to identify areas for improvement if and when required.
Policy Last Reviewed	September 2025
Consultation	School Staff and Principal
Approved By	Principal 2025
Next Scheduled Review Date	September 2027