



DANDENONG RANGES STEINER SCHOOL

# Child Safety Responsibilities

## Board of Governors Responsibilities

The Board of Governors' members are expected to comply with the spirit, as well as the letter, of the law and with the principles of the School's Child Safe policy and the Child Safe Standards as set down in Ministerial Order No. 870. The Board of Governors is updated in meetings of any relevant child safe matters, however, the day-to-day management of the School in relation to Child Safe matters is delegated to the Management Team. Professional development training for Board of Governors' members will include Child Safe online training on an annual basis.

## The Management Team's Responsibilities

The Board of Governors delegates day-to-day management of the School to the Management Team.

The Management Team is ultimately responsible, and will be accountable for, taking all practical measures to ensure that:

- the School's Child Safe Policy and Child Safety Program are implemented effectively with available resources effectively deployed
- appropriate School Child Safety Officers are appointed and trained
- a strong and sustainable Child Safety culture is maintained within the School
- any Child Safety incidents arising are dealt with professionally and in a timely manner
- the Board of Governors receives regular reports with respect to Child Safety matters
- the School is complying with its legal and regulatory obligations with respect to Child Safety.

## Child Safety Officers' Responsibilities

A number of staff members have been appointed as the School's Child Safety Officers. The names, positions and contact details for all School Child Safety Officers can be found [here](#). Key responsibilities for the School's Child Safety Officers include:

- having a good working knowledge of the School's Child Safe Policy and Child Safety Program

- without replacing any legal reporting obligations any person may have, promptly managing the School's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously
- ensuring that the School's Child Safe Policy is clearly communicated to all key stakeholders including students, parents/carers, staff and Volunteers
- ensuring that the School's Child Safe Policy and Child Safety Program are being implemented effectively
- ensuring that there are clear procedures for anyone to report Child Safety concerns and reportable conduct matters within the School
- promoting Child Safety issues within the School community and responding to general queries with respect to the School's Child Safe Policy and Child Safety Program
- acting as "*Child Safety Champions*" and ensuring a strong and sustainable Child Safety culture is embedded within the School
- being a first point of contact for staff, or other members of the School community, raising Child Safety concerns within the School
- assisting the Management Team, Senior Child Safety Officer and other senior staff members in coordinating appropriate responses to Child Safety incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse
- ensuring the School's Child Safe Policy and Child Safety Program are reviewed on a regular basis by an appropriate member of staff.

If a Child Safety Officer cannot perform their role, for example, due to conflicts of interest or absence, these duties must be performed by either another School Child Safety Officer, the Senior Child Safety Officer or the Management Team.

### **Our Senior Child Safety Officer**

The School has appointed Dana Jindra as our Senior Child Safety Officer. The Senior Child Safety Officer has an important role in the implementation and operation of our Child Safety Program.

Key responsibilities of the Senior Child Safety Officer include:

- being a first point of contact for all Child Safety concerns or queries for the wider community
- ensuring that other Child Safety Officers understand and comply with their key responsibilities
- ensuring that all Child Safety Officers undergo appropriate annual training in the School's Child Safety Program, their legal responsibilities, and how to appropriately respond to Child Safety concerns and incidents
- coordinating the School's response to Child Safety incidents in consultation with the School's Management Team and the College of Teachers
- developing an alternative procedure for responding to an allegation or disclosure of child abuse if a Child Safety Officer is not able to perform the role, for example if they are absent from school or have a conflict of interest
- reviewing and assessing the effectiveness of the School's response to a Child Safety incident

- ensuring that the School's Child Safety Program is effectively implemented and communicated to all relevant stakeholders.

## Staff Responsibilities

All staff are required to comply with our [Child Safe Policy](#), our Child Safety Program and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's [Child Safety Officers](#) and/or with external agencies where required.

## Volunteers' Responsibilities

### Direct Contact Volunteers

Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct contact with students during the normal course of providing the volunteer service.

The Worker Screening Act 2020 (Vic) defines "**direct contact**" as any contact between a person and a child (aged under 18) that involves:

- physical contact;
- face to face contact;
- contact by post or other written communication;
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

Direct Contact Volunteers may have:

- limited supervision by School staff in their role
- significant amounts of 1:1 time with students
- supervisory responsibility for a group of students with only broad and indirect oversight of a School staff member
- full supervisory responsibility for one or more students, such as in a sports coaching role or learning support role.

Examples of Direct Contact Volunteer activities may include volunteers involved in School camps or excursions, coaching sporting teams or assisting in learning activities.

All Direct Contact Volunteers are required to adhere to our [Child Safe Policy](#), and our Child Safety Program. All Direct Contact Volunteers are required to have a valid Working with Children (WWC) clearance before commencing work at the School.

They must also be aware that they too have legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's [Child Safety Officers](#) and/or with external agencies where required.

### Indirect Contact Volunteers' Responsibilities

Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.

Examples of Indirect Contact Volunteer activities may include assisting with School administrative functions.

All Indirect Contact Volunteers are responsible for contributing to the safety and protection of children in the School environment.

All Indirect Contact Volunteers are required by the School to be familiar with our Child Safe Policy and our Child Safe Code of Conduct.

## Third Party Contractors' Responsibilities

All Third Party Contractors engaged by the School are responsible for contributing to the safety and protection of children in the School environment.

Third Party Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and School cleaners.

This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the School, but have an agreement with the School to use the School's facilities.

In this Child Safety Program, Third Party Contractors are classified as either "Direct Contact Contractors" or "Indirect Contact Contractors".

### **Direct Contact Contractors**

Direct Contact Contractors are:

- those who have direct contact with students during the normal course of their work
- those who may be in a position to establish a relationship of trust with a student
- any contractors that the School is legally required to screen.

The Worker Screening Act 2020 (Vic) defines "**direct contact**" as any contact between a person and a child that involves:

- physical contact;
- face to face contact;
- contact by post or other written communication;
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

All Direct Contact Contractors are required to adhere to our Child Safe Policy, and our Child Safety Program. All Direct Contact Contractors are required to have a valid Working with Children (WWC) clearance before commencing work at the School.

### **Indirect Contact Contractors**

These are contractors who have no contact with students as part of their role or undertake roles where students are not reasonably expected to be present, for example, those contractors who complete work during school holidays.

All Third Party Contractors engaged by the School are required by the School to be familiar with our Child Safe Policy and our Child Safe Code of Conduct. Where Third Party Contractors are engaged at short notice, making it impractical to undertake normal screening and/or briefing sessions, the School should take reasonable steps to ensure the protection of children at the School while the work is being completed.

The School may include this requirement in the written agreement between it and the Third Party Contractor.

## Third Party Contractors' Responsibilities

All Third Party Contractors engaged by the School are responsible for contributing to the safety and protection of children in the School environment.

Third Party Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and School cleaners.

This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the School, but have an agreement with the School to use the School's facilities.

In this Child Safety Program, Third Party Contractors are classified as either "Direct Contact Contractors" or "Indirect Contact Contractors".

### **Direct Contact Contractors**

Direct Contact Contractors are:

- those who have direct contact with students during the normal course of their work
- those who may be in a position to establish a relationship of trust with a student
- any contractors that the School is legally required to screen.

The Worker Screening Act 2020 (Vic) defines "**direct contact**" as any contact between a person and a child that involves:

- physical contact;
- face to face contact;
- contact by post or other written communication;
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

All Direct Contact Contractors are required to adhere to our Child Safe Policy, and our Child Safety Program. All Direct Contact Contractors are required to have a valid Working with Children (WWC) clearance before commencing work at the School.

### **Indirect Contact Contractors**

These are contractors who have no contact with students as part of their role or undertake roles where students are not reasonably expected to be present, for example, those contractors who complete work during school holidays.

All Third Party Contractors engaged by the School are required by the School to be familiar with our Child Safe Policy and our Child Safe Code of Conduct. Where Third Party Contractors are engaged at short notice, making it impractical to undertake normal screening and/or briefing sessions, the School should take reasonable steps to ensure the protection of children at the School while the work is being completed.

The School may include this requirement in the written agreement between it and the Third Party Contractor.

## External Education Providers' Responsibilities

An External Education Provider is any organisation that the School has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the School.

The delivery of such a course may take place on School premises or elsewhere.

All External Education Providers engaged by the School are responsible for contributing to the safety and protection of children in the School environment.

All External Education Providers engaged by the School are required by the School to be familiar with our Child Safe Policy and our Child Safe Code of Conduct.

Dandenong Ranges Steiner School may include this requirement in the written agreement between it and the External Education Provider.