



Child safety standards

7 standards

Child Safe STANDARD 1

Strategies to embed an organizational culture of child safety, including through effective leadership arrangements.

Strategy 1: Linking the Child Safe Policy with the ISA ethos and promoting a child safe culture.

ISA undertakes to recognise and promote the Child Safe Standards as an intrinsic component of its mission to provide a safe environment. This will be evident in references to the standards in ISA internal documentation, training and recruitment.

Reference 1.1a:

ISA VALUES & PRINCIPLES UNDERLYING THIS POLICY

The well-being and safety of students is of central importance ISA. Young people have the right to be physically and emotionally safe at all times. They have the right to be protected from abuse and /or neglect.

The responsibility for their protection is one shared between the family, the community (including the school) and the State.

ISA has a key responsibility, in accordance with legal requirements and our own declared company Values to develop policies that underpin and emphasize child safety and the zero tolerance of child abuse in any form.

Reference 1.1b:

PROMOTION OF CHILD SAFE VALUES ACROSS ISA

It is the responsibility of Key Child Safe Personnel to ensure that the Child Safe Standards are a day to day focus and that the ISA community is fully aware of all relevant aspects via allocated means including briefings, meetings and internal publications.

Strategy 2: Identifying the Chain of Care and Responsibility, including policy review of the Mandatory Reporting Policy, and the writing, implementation, communication, monitoring and management of the new Child Safe Policy (2017).

ISA undertakes to identify the individuals responsible for and affected by all elements of the ISA Child Safe Policy 2017.

Reference 1.2a:

ISA RESPONSIBLE PERSONS: CHILD SAFE POLICY:

ISA are the responsible persons with regard to the writing, implementation, compliance, monitoring and review of this policy.

As managers of day to day operations, the management team shall be responsible for the communication, implementation and monitoring of the policy with respect to all key stakeholders including, but not limited to:



Staff: including all permanent, casual, part-time, full-time, occasional, supervisory, volunteer and relief personnel.

Parents, Families, and Friends: All families and friends associated with students involving ISA services including all parents, co-parents, step-parents, grandparents, relatives and friends.

Students: All students under ISA care.

External Providers: All persons and any business that provides a service or program for students under ISA's care.

Furthermore, ISA recognises the key responsibilities held (with respect to the day to day implementation and monitoring of and compliance with this policy) by staff at ISA .

Child Safety Officers

Child Safety officers of ISA shall be directly responsible for:

- (a) Developing strategies to embed a culture of child safety;
- (b) Allocating roles and responsibilities for achieving the strategies;
- (c) Informing the ISA community about the strategies, and allocated roles and responsibilities;
- (d) Putting the strategies into practice, and informing the ISA community about these practices;
and
- (e) Periodically reviewing the effectiveness of the strategies put into practice and, if considered appropriate, revising those strategies
- (f) Assisting all staff and volunteers in following the ISA Code of Conduct for Behavior with Children
- (g) Assisting with recruitment, screening and training process
- (h) Assisting with all aspects of the ISA Process for Responding to and Reporting Suspected Child Abuse.

Cultural Safety at ISA is:

An environment that is safe for people: where there is no assault, challenge or denial of their identity, of who they are what they need. It is about shared respect, shared meaning, shared knowledge and experience, of learning, living and working together with dignity and truly listening.

Strategy 4: Reviewing and updating of current Code of Conduct for Appropriate Behavior with Children (See Standard 3).

Strategy 5: Reviewing and updating of current Provision for Screening, Supervision and Training of new and existing personnel. (See Standard 4).

Strategy 6: Reviewing and updating current Process for Responding to and Reporting Suspected Child Abuse (see Standard 5).

Strategy 7: Development of procedures to identify and reduce or remove the risk of abuse. (See Standard 6).

Strategy 8: Development of a Plan to enable the empowerment and participation of all children



with respect to Child Safe. (See standard 7).

Child Safe STANDARD 2

Statement of commitment to child safety.

ISA acknowledges its overarching responsibility and commitment to protect children from child abuse. This policy has been written with the express intent to fulfil that responsibility and set out clear guidelines for the prevention of, response to and reporting of suspected child abuse.

ISA acknowledges 'The United Nations Conventions of the Rights of the Child' (UNCRC) as being a key references and inspiration when considering what is best for Each Child.

Responding to and reporting child abuse is the first step in healing.

Child Safe STANDARD 2

Code of Conduct for Behavior with Children

This Code of Conduct outlines appropriate standards of behavior by adults towards children at ISA.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers at ISA are required to comply.

OUTLINE of the Code of Conduct (see elaborations for some points below)

All staff and members of ISA are required to observe child safe principles and expectations for appropriate behavior towards and in the company of children, as noted below.

All personnel of ISA are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

1. Adhering to the ISA child safe policy at all times / upholding the ISA statement of commitment to child safety at all times.
2. Taking all reasonable steps to protect children from abuse.
3. Treating everyone with respect, including listening to and valuing their ideas and opinions.
4. Modelling appropriate adult behavior.
5. Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
6. Complying with our guidelines on physical contact with children.
7. Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination).
8. Ensuring as far as practicable that adults are not left alone with a child. By working with children in an open and transparent way – other adults should always know about the work you are doing with children.
9. Respecting the privacy of children and their families, and only disclosing information to



people who have a need to know.

10. Reporting any allegations of child abuse to the ISA's Child Safety Team, and ensuring any allegation is reported to the police or child protection.
11. Reporting any child safety concerns to ISA's Child Safety Team.
12. If an allegation of child abuse is made, ensuring as quickly as possible that the child (ren) are safe.
13. Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff must not:

1. Develop any 'special' relationships with children that could be seen as favoritism (for example, the offering of gifts or special treatment for specific children).
2. Seek to use children in any way to meet the needs of adults including doing errands of a personal nature.
3. Exhibit behaviors with children which may be construed as unnecessarily physical.
4. Put children at risk of abuse (for example, by locking doors, allowing children to work out of sight with visitor).
5. Use prejudiced, oppressive or aggressive behavior or language with children.
6. Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
7. Engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities).
8. Use inappropriate language in the presence of children.
9. Express personal views on culture, race or sexuality in the presence of children.
10. Discriminate against any child because of culture, race, ethnicity or disability.
11. Engage in rough or physical games with children.
12. Ignore or disregard any suspected or disclosed child abuse.

Child Safe STANDARD 4

Screening, Supervision & Training

ISA takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. ISA has a team based hands-on approach to recruitment to ensure that all adults are thoroughly screened. The Management Team shares the responsibility and accountability for the recruitment of all staff and volunteers at ISA.

ISA acknowledges the Australian Human Rights Commission Guidelines for the Prevention of Discrimination in Employment on the Basis of Criminal Record (2012) and seeks to create an environment which will encourage an open and honest exchange of criminal record information between ISA as employer and the job applicant or volunteer. ISA selects staff and volunteers by following a process that is fair and just; however, the safety and wellbeing of children is the primary consideration. We ensure that our decision-making is rigorous, defensible and transparent by following a strict process.



Recruitment & Screening

1. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers including:
 - i. Advertisements for positions at ISA will reflect the commitment of the company to Child Safety by informing applicants that rigorous reference and background checking will be undertaken, including a Working with Children Check and police record (at employees expense)and identity checks.
 - ii. Advertisements for positions at ISA will reflect the company's commitment to the safety, participation and empowerment of all children, including those with a disability, those from linguistically diverse backgrounds.
 - iii. All positions include a formal job description.
 - iv. The job description or duty statement will include a clear outline of the role and also state the expectation that staff must provide a child safe environment and will be required to acknowledge the Code of Conduct for Behaviour With Children. It will clearly spell out:
 - o *The organisational context*
 - o *Duties and tasks of the role.*
 - o *Qualifications, experience and attributes a person must have.*
 - o *The level of responsibility and supervision associated with the position.*
2. We interview all employees and volunteers with a minimum of two management staff present and also include at least one member of the Child Safety Team.

As well as assessing applicant suitability for the position in term of professional task experience and qualifications (as applicable), a specific Child Safety based assessment is made including:

- Direct questions about whether the applicant has any criminal convictions, cautions, other legal or pending cases, including formal disciplinary action, which may affect their suitability to work with children?
- Motivation to work with children (personal and/or professional).
- Relevant and verifiable experience.

- Understanding of children’s physical and emotional needs.
 - Understanding of professional boundaries.
 - Communication skills.
 - Attitudes to children’s rights and how they can be upheld.
 - Values (honesty, integrity, reliability, fairness, and non-discrimination).
 - Checking that all details provided by the applicant, including identification documents and qualifications are valid.
 - Taking note of applicant’s demeanor throughout the interview process.
3. We conduct criminal history assessment for people working with children, as set out in the Working with Children Check (the Check) as part of Victorian law. The Check was created by the *Working with Children Act 2005* (the Act). In addition to the Act, ISA recognises a large number of other pieces of legislation are relevant to the Check and people working with children in Victoria. More information about this can be found on the Victorian Government Justice and Regulation Working with Children website.

Police checks and Working with Children Checks are required for anyone within our organisation who:

- Has regular contact with children and is not directly supervised at all times;
- Works in close proximity to children on a regular basis and is not directly supervised at all times; or
- Supervises or manages persons who:
 - have regular contact with children or
 - work in close proximity to children on a regular basis; or
- Has access to sensitive records relating to children or young people.
- Wishes to attend an excursion as a helper.
- . International Student Homestay Arrangements

Further process for WWCC

- Under the *Working with Children Act 2005*, people who are doing child-related work, and who are not exempt, need a Working with Children Check. This applies to both paid and volunteer workers. Full details of the Working with Children Check process can be found on the Working with Children website <www.workingwithchildren.vic.gov.au>.

If the applicant holds a valid Working with Children Check as required, the validity of the check is pursued online.justice.vic.gov.au/wwccu/checkstatus.doj?

OR

If the applicant does not hold a valid Working with Children Check, and it is required, the applicant must provide evidence that they have applied for a Working with Children Check which will be followed up.

Record Keeping

All Police Checks, Working with Children Checks are kept in relevant staff and volunteer files and updated regularly.

ISA records will indicate:

- That everyone with direct and unsupervised contact with children has a Working with Children Check.
- That applicants are legally not permitted to work while their application is processed (people with serious sexual, violent or drug offences or who are subject to orders listed under Schedule 3 of the Working with Children Act cannot work with children while their applications are assessed).
- When workers' Working with Children Checks expire.
- The application 'Working with Children Check' receipt or card number of all workers doing child-related work.
- The number, expiry date and card type ('E' for paid employees or 'V' for volunteers).
- All correspondence received from the Department of Justice and Regulation about workers.

A holder of / or applicant for a WWC check who falls into one or more of the following categories will not be allowed contact with children if:

- Their Working with Children Check card is suspended or revoked.
- They are issued with an Interim Negative Notice.
- They fail the Working with Children Check and are issued with a Negative Notice.

Working with Children Checks are required for all permanent, temporary staff ISA premises.

It is the responsibility of the Senior Management Team to ensure accurate WWCC records are maintained.

4. Referees are taken for all applicants by a member of the Management Team. As well as obtaining feedback about the applicant's suitability for the position with regards to professional task experience, a series of questions based around Child Safety is also asked including:

- Would you employ the person again?
- Do you have any concerns about the applicant working directly with children?
- Are you comfortable knowing that the applicant might sometimes be working alone with children?
- Do you have any disciplinary matters relating to the person or concerns about their adherence with the organisation's code of conduct?
- Can you give for an example of a time when the referee observed the applicant managing the behavior of a child.

All written references are verified by telephone.

Training

ISA management team go through with all staff on Child Safety training and Mandatory Reporting on every meeting or sooner when any updates or changes to policy are made. The following information is conveyed

Key Point 1. The Law

THE ROLE OF CHILD PROTECTION

The Department of Human Services has a statutory responsibility under the *Child Youth and Families Act 2005*, to provide protection services for all children and young people in Victoria

under the age of 17 years or, when a protection order is in place, children under the age of 18 years. Child Protection's role is to protect children and young people from significant harm within their families. When a young person is assessed as being "at risk" within the family, Child Protection will, in the first instance and in accordance with the law, take every step to enable the child to remain in the care of their family by strengthening the family's capacity to protect them. It is usually the case that reports involving physical and sexual abuse are made to Child Protection.

THE ROLE OF CHILD FIRST

Child FIRST (Child and Family Information, Referral and Support Team) provide a community based referral point to the family services needed to protect and promote a child's healthy development. It is usually the case that reports involving emotional abuse and neglect are made to Child FIRST in the first instance

VICTORIAN CHILD PROTECTION LEGISLATION

Any person who is registered as a teacher under the *Education and Training Reform Act 2006*, or any person who has been granted permission to teach under the Act, including principals, is mandated to make a report to Child Protection when they believe on reasonable grounds that a child is in need of protection. In the course of undertaking their professional duties, mandated staff members are required to report their belief, when the belief is formed on reasonable grounds that a child is in need of protection from significant harm as a result of sexual abuse or physical injury. Staff are also required to report a belief, formed on reasonable grounds, that a child is the victim of emotional abuse or neglect.

AMENDMENTS TO THE CRIMES ACT 1958 (Vic)

Offences relating to Child Sexual Abuse

In 2014, the Victorian Parliament amended the Crimes Act 1958 (Vic) by establishing three new offences regarding Child Sexual Abuse for the purpose of protecting children under 16 years of age from sexual abuse. The three new offences include a grooming offence, failure to protect and failure disclose.

Grooming Offence

"A person of or over the age of 18 years must not communicate by words or conduct with a child under the age of 16 years or a person under whose care, supervision or authority the child is (whether or not a response is made to the communication), with the intention of facilitating the child's engagement in or involvement in a sexual offence with that person or another person who is of or over the age of 18 years".

Failure to Protect

It is now a criminal offence for a person who:

"by reason of the position he or she occupies within a relevant organisation, has the power or responsibility to reduce or remove a substantial risk that a relevant child will become the victim of a sexual offence committed by a person of or over the age of 18 years who is associated with the relevant organisation) knows there is a substantial risk that the person will commit a sexual offence against a relevant child – must not negligently fail to reduce or remove that risk."

Failure to Disclose

If any person 18 years or over has information that leads him or her to form a reasonable belief that a sexual offence against a person under 16 years has been committed, the Reporter must

disclose that information to a member of the Victorian Police.

Failure to do so, without a reasonable excuse, is punishable by imprisonment

Key Point 2. Understanding the nature and signs of abuse.

Types of Abuse

Physical abuse

Consists of any non-accidental form of injury or serious physical harm inflicted on a child or young person by any person. Physical abuse does not mean reasonable discipline, though it may result from excessive or inappropriate discipline. Physical abuse can include beating, shaking, burning and assault with implements. Physical injury and significant harm to a child or young person may also result from the failure of a parent, carer or guardian to adequately ensure the safety of the individual, exposing them to extremely dangerous or life-threatening situations.

Physical indicators of physical abuse:

- Bruises or welts.
- Burns, scalds, sprains, dislocation or cuts.
- Fractures.
- Poisoning.
- Internal injuries.

Behavioral indicators of physical abuse:

- Inadequate explanation of injury.
- Inappropriate clothing, given weather conditions.
- Behavioral extremes.
- Fear of going home.
- Showing wariness or distrust of adults.
- Fear of specific people.
- Unexplained absences.
- Academic problems.

Sexual offences/abuse

Sexual offences occur when a person involves the child in sexual activity, or deliberately puts the child in the presence of sexual behaviors that are exploitative or inappropriate to his/her age and development. Child sexual abuse can involve a range of sexual activity including fondling, masturbation, penetration, voyeurism and exhibitionism. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behavior.

Physical indicators of sexual abuse:

- The presence of a sexually transmitted disease.
- Pregnancy.
- Vaginal or anal bleeding/discharge.
- Bruising and other injury to buttocks and thighs.

Behavioral indicators of sexual abuse:

- Disclosure of sexual abuse.
- Sophisticated or unusual sexual behavior or knowledge.
- Constant physical complaints.
- Persistent habit disorders that were not previously present e.g. biting, rocking.
- Sleep disorders.
- Difficulties relating to peers and adults.
- Self-destructive behaviors.
- Difficulty sleeping.
- Being withdrawn.
- Fear of specific people.
- Showing wariness or distrust of adults.
- Displaying aggressive behavior.

REMEMBER: In the case of sexual abuse the Failure to disclose offence dictates that all adults must report a reasonable belief that sexual abuse has taken place by someone 18 years or over.

Serious emotional or psychological abuse

Serious emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behavior of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviors. . Emotional abuse can also occur by witnessing family violence. It is sometimes accompanied by physical abuse or sexual abuse.

Possible physical indicators:

- Delays in emotional, mental, or even physical development.
- Physical signs of self-harming.
- Interactions with parent/caregiver may be emotionally distant.

Possible behavioral indicators:

- Exhibiting low self-esteem.
- Exhibiting high anxiety.
- Displaying aggressive or demanding behavior.
- Being withdrawn, passive and/or tearful.
- Self-harming.
- Anxiety/unexplained mood swings.
- Delay or distorted speech.
- Regressive behavior e.g. soiling or wetting.

Serious neglect

Serious neglect is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised. Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life threatening situations.

Physical indicators of neglect:

- Consistent hunger.
- Failure to thrive or malnutrition.
- Poor hygiene.
- Inappropriate clothing.
- Consistent lack of supervision, especially in dangerous activities or for long periods.
- Unattended physical problems or medical needs.
- Abandonment.

Behavioral indicators of neglect:

- Stealing food.
- Constant fatigue, listless or falling asleep in class.
- Alcohol or drug abuse.
- Young person explicitly states there is no caregiver at home.
- Aggressive or inappropriate behaviour.
- Isolation from peer group.

Call the police on 000 if you have immediate concerns for a child's safety.

Information about child protection services can be found on the Department of Health and Human Services website <www.dhs.vic.gov.au/for-individuals/crisis-and-emergency/reporting-child-abuse>

Reasonable Grounds

A staff member may form a belief on 'reasonable grounds' that a child or young person is in need of protection after becoming aware that the individual's health, safety or wellbeing is at risk and that their parents are unwilling or unable to protect them.

There may be reasonable grounds for forming such a belief if:

- Specific disclosure is made by a young person about abuse or neglect.
- A young person reports they know someone who has been abused.
- A disclosure is made by a friend, relative, acquaintance or sibling about abuse occurring.
- Observations are made of the young person's behavior.
- Signs of physical or sexual abuse are apparent.

A report of abuse should therefore be made if:

- A significant concern exists for a young person's wellbeing.
- A belief is formed that the young person is in need of protection.

Failure to Report

A failure by mandated professionals and staff members to report a reasonable belief that a child is in need of protection from significant harm may result in the person being prosecuted and a court imposing a fine under the CYFA (section 184(1)).

In the case of sexual abuse failure to protect or disclose is now a criminal offence punishable by imprisonment.

Child Safe STANDARD 5

ISA Process for Responding to and Reporting Suspected Child Abuse (including Mandatory Reporting Process)

1. Discuss your concerns immediately with ISA management Team.

You should discuss your concerns each time you think the abuse has occurred, even if a report has already been made.

REMEMBER:

- You do not have to prove the abuse has taken place. You only need reasonable grounds or a suspicion that abuse may be occurring.
- You cannot be held legally liable regardless of the outcome of the report.
- You will not be required to personally make the report although it may be requested that you be present when a report is being made.

2. The ISA management team will then take a detailed account of what you know about the child and the possible abuse.

3. A report will be made to the Department of Human Services – Child Protection, Child First and/or Victoria Police depending on the nature of the concern that has been



raised.

REMEMBER:

- Reporters will remain confidential under the Children, Youth and Family Act, unless:
 - You consent in writing to your identity as a reporter being disclosed
 - A court decides it needs this information in order to ensure the safety and wellbeing of the child
 - The court decides in the interests of justice it requires that evidence be given.
4. A report is always made to the Department of Human Services – Child Protection over the phone and in most circumstances at ISA the parents are made aware of this report. NB Even if some of this information is not available, a report should still be made.
5. When Child Protection becomes involved, this sometimes can provoke a crisis in the family. After making a report, ISA's ongoing responsibilities can include providing personnel to:
- Act as a support person for the young person during interviews
 - Attend case conferences as required
 - Participate in case planning meetings.
 - Continue to monitor the young person's behavior in relation to ongoing harm
 - Help families make the changes required to keep the young person safe.

Additional Information

Responding To Disclosures

When a young person discloses abuse, stay calm and in control of your feelings, as often you are likely to feel outraged, disgusted, angry, scared or sad.

When a young person discloses abuse, consider how they may be feeling. Often they may be feeling scared, guilty, ashamed, angry, powerless and relieved. Reassure the young person that something will be done to keep them safe and that you will get help for them.

children, local Aboriginal communities or an Aboriginal community controlled organisations to review policies and procedures.

Some children with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters. Advice on communicating with people with a disability can be found on the Department of Health and Human Services website <www.dhs.vic.gov.au/for-business-and-community/community-involvement/people-with-a-disability-in-the-community/communicate-and-consult-with-people-with-a-disability/communication-with-people-with-disabilities>.

If you believe a child is at immediate risk of abuse phone 000

Management of Complaints re: Child Safety Policy

1. This Complaints section is to address issues to do with the actual Child Safe Policy and its management and application, not to do with reporting child abuse. Everyone at ISA should



be confident that complaints will be dealt with honestly and fairly and that any concerns about safety and welfare will be dealt with swiftly.

2. Any complaints against any person with regards to any issue relevant to the ISA Child Safe Policy should be directed, in the first instance, to a member of the Child Safety Team as follows:
 - Complaints concerning operational guidelines and risk management against those required to comply under the policy
 - Complaints concerning the direct welfare of child should automatically revert to the ISA Process for Responding to and Reporting Suspected Child Abuse. Remember, if a child is in imminent danger of abuse call 000.
3. Complaints may expressed verbally or in writing. In order to make a complaint it would be helpful to have an idea of the following:
 - Be clear about the topic or issue you want to discuss.
 - Focus on the things that are of concern and how you believe the Child Safe Policy is not being applied or followed.
 - Always remain calm and remember you may not have all the facts relating to the circumstances of the topic or issue you wish to discuss.
 - If possible, have a solution or idea on how to fix the problem.
4. The complaint process will end when a satisfactory outcome has been achieved and/or agreed upon (notwithstanding legal processes). Any complaint may lead to:
 - A policy amendment
 - Further training for the ISA community
 - Disciplinary action.



Child Safe STANDARD 6

Strategies to Identify and Reduce/Remove Risks of Child Abuse

The purpose of the risk management strategy is to ensure the well-being of children and young people under ISA's care, and protect them from harm. In the context of creating safe environments for children, risk management means identifying, assessing and taking steps to minimize the risks of harm to children, due to the action or inaction of another person involved with ISA (such as an employee, volunteer, or another child).

In this context, a risk is anything that can cause harm or loss to a child. Risk of harm is the likelihood of inflicting harm to children (either directly or as a consequence of other actions) and the severity of that harm. In the Child Safety context, a child would be considered to be at risk if they are in a situation where there is a high likelihood that the child's safety and/or well-being will be severely compromised. Harm in the Child Safety context is defined as the detrimental impact on the physical, psychological, emotional or social safety, well-being and development of a child as a result of the actions or inactions of another person.

Risk Management at ISA is an ongoing process.

CHILD SAFETY RISK MANAGEMENT at ISA Student Advocates

ACTIVITY	RISK	THREAT RANKING	STRATEGY TO REDUCE RISK	WHO IS RESPONSIBLE
contact with children in the school	Inappropriate behavior by supervising adult	Medium	<ol style="list-style-type: none"> 1. All staff pre-screened. 2. All staff acknowledge Code of Conduct 2. All staff trained in Code of Conduct 3. All staff subject to monitoring and appraisal No student alone with an adult in an unscheduled or unmanaged situation	Management team of ISA All adults in ISA
A report of child abuse or suspected child abuse is received	Report is not acted upon immediately	High	<ol style="list-style-type: none"> 1. All staff and volunteers educated in the ISA Child Safe Policy 	Management team of ISA All adults at ISA
New adults join ISA community	Past history not disclosed	High	<ol style="list-style-type: none"> 1. All Police Checks and WWCC are documented; references checked 	Management team of ISA
Visitor/s to ISA (no perceived threat)	Inappropriate behavior by visitor	Low	<ol style="list-style-type: none"> 1. Children are rarely on site at the ISA office. All visitors are in company of an ISA staff member 	Management team of ISA All adults in ISA
Health issues	Illness manifests or continues while child is at school (including anaphylaxis, asthma and allergies)	High	<ol style="list-style-type: none"> 1. All parents required to update ISA confidential medical record annually including allergy, anaphylaxis and asthma plans where applicable. Health Incident report compiled; appropriate person/s notified.	Management team of ISA All adults in ISA
Cyber, online and mobile phone safety	Inappropriate contact made via text or SMS messaging, Facebook, Instagram,	High	<ol style="list-style-type: none"> 1. All staff and students of ISA must be educated in and sign and abide by the Technology 	Management team of ISA



	Snapchat,		Acceptable Use relevant to them.	
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Child Safe STANDARD 7

Strategies to Promote the Participation and Empowerment of Children

ISA wants to ensure that children feel safe and comfortable in reporting concerns and allegations. Key components to this are:

Strategy 1: Ongoing and thorough Professional Learning for all staff to ensure they are aware of the reporting process, their obligations and the law.

Strategy 2: A thorough induction program regarding Child Safe for all new staff.

Strategy 3: An ongoing program on the Child Safe standards.

Strategy 4: all children under ISA care. This will include all aspects of Child Safety as addressed in this policy, taught at an age and developmentally appropriate level. ISA will assure that all Child Safe education is mindful of children from diverse cultural and language backgrounds.



Resources used in the compilation of this policy include

Ministerial Order 870 Child Safe Standards (Victorian Government Gazette December 2015).

Working With Children Act 2005 (Victorian Government 2005).

Child Safe Standards overview (DHHS 2015).

Child Safe Standards Toolkit (DHHS 2015).

Child Protection Information for Parents 2016 (DHS 2016).

Changes to Legislation Guide January 2016 (DHS 2016).

Mandatory Reporting Flowchart (DHS undated).

VRQA Child Safe Standards Readiness Tool (VRQA 2016).