



CHILD SAFE STANDARDS HANDBOOK

We are proud to be a Child Safe School where we welcome all children, young people and their families.

We are committed to complying with the [Child Safe Standards](#) and providing environments where our students are safe and feel 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.

Child Safety framework

School staff play a role in ensuring we are a child safe school, and we all have individual and collective obligations for managing the risk of child abuse.

You can access a range of policies and documents via the [school's website](#) which set out our framework for ensuring students are safe, including;

- **Child Safety Code of Conduct:** The Code of Conduct sets out acceptable and unacceptable behaviours in all school situations including school camps and the use of digital technology and social media. We ask that all stakeholders familiarise themselves with these behaviours.
- **Child Safety Policy:** This policy is the heart of our child safety framework. It sets out our commitment and approach to creating and maintaining a child safe environment, including how we maintain a culturally safe environment for students including Koorie students and other at-risk groups, and how we facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns. We ask all stakeholders to familiarise themselves with the strategies used by LPS and note the roles for all people involved with our school in relation to child safety.
- **Child Safety Responding and Reporting Obligations Policy and Procedures:** This policy and procedures set out how the school responds to an incident at LPS. This includes record keeping and information sharing, mandatory reporting, reportable conduct, and the failure to disclose and protect offences.
- **Child Safety Risk Register:** The risk register sets out how the school will manage child safety risks in the school environment without compromising a student's right to privacy, access to information, social connections and learning opportunities.

Please ensure you are familiar with these documents. The Child Safe Implementation Team welcomes feedback on the contents of these important documents at any time. Several policies support our compliance with the Child Safe Standards, including:

- Attendance Policy
- Bullying Prevention Policy
- Camps and Excursions Policy
- Child Safety Policy
- Child Aboriginal Learning, Wellbeing and Safety Action Plan
- Child safety Responding and Reporting Obligations Policy and Procedure
- Child Safety Code of Conduct
- Complaints Policy
- Digital Learning Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Respect for School Staff Policy
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Visitors NDIS Policy
- Visitor Policy
- Volunteers Policy
- Yard Duty and Supervision Policy



Building culturally safe environments and responding to diverse needs

LPS staff support every student to have a positive experience in a safe environment. This includes supporting aboriginal cultural safety and understanding the diverse circumstances of children and students.

At LPS we:

- promote cultural safety in the community by recognising the link between Aboriginal culture, identity and safety
- pay particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students and Aboriginal students
- respond to diverse needs, eg. celebrating diversity days, SSG / IEP processes for particular students, signage around the school, student clubs/reference groups, actions from the Aboriginal Learning, Wellbeing and Safety Action Plan, etc. You must include localised actions to comply with the Child Safe Standards.]
- actively promote inclusion and diversity through dedicated programs and meaningful celebrations. Central to this is our Social and Emotional Learning (SEL) program, which incorporates the Respectful Relationships curriculum alongside our Super Strengths initiative. These programs address key areas such as empathy, resilience, and respectful interactions.
- have an Inclusion and Engagement Team, as well as Cultural and Wellbeing Student Leaders, who ensure that inclusion and diversity remain active priorities within the school. These groups of people lead student voice initiatives, promote awareness campaigns, and help create a welcoming environment for all learners - where every student feels seen, included, valued, and supported.

Record keeping obligations for schools and staff

Good records management practices are a critical element of child safety and wellbeing. LPS follows the Department's [Records Management - School Records Policy](#) which addresses requirements for creating, storing and disposing of school records.

In line with LPS Child Safety Responding and Reporting Obligations Policy and Procedures, when responding to an incident, disclosure, allegation or suspicion of child abuse, it is imperative that we maintain detailed notes using the [Responding to Suspected Child Abuse: Template](#). These notes are to be retained and stored on the student's file securely in the bottom drawer of the locked filing cabinet, housed in the Learning Specialist office.

Child and Family Violence Information Sharing Schemes

The Child Information sharing Scheme and the Family Violence Information Sharing Scheme (the Information Sharing Schemes) provide authorised organisations, including Victorian schools, with an expanded ability to share confidential information with other authorised services to promote the wellbeing or safety of children or to assess or manage family violence risk. LPS is authorised to request and share information under the Information Sharing Schemes on behalf of the school. [This will include the school principal and any other staff member identified by the principal to request and share information under the schemes, on behalf of their school.]

Training

All staff must complete the eLearn module, *Protecting Children – Mandatory Reporting and Other Obligations*, which is accessed through EduPay and participate in Child Safety training sessions, which covers important child safety content including:

- understanding your obligations, including failure to disclose and failure to protect, and the Reportable Conduct Scheme
- how to recognise indicators of child harm including harm caused by other children and students
- how to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm

If you have any follow-up questions or feedback on any of our child safety policies and procedures, please contact the Office on 8768 6700.