



# St Francis Xavier Primary School

## Child-friendly edition of our Child Safety Policy

Written by senior SRC students with Mrs Naomi Corfield

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Policy Title	<b>St Francis Xavier Primary School Child-friendly edition of our Child Safety Policy</b> 31/05/2019
Introduction	<b>What does our school value and why is child safety important in our school?</b>  St Francis Xavier Primary School is committed to providing a safe environment for all students and young people and takes active steps to protect them against abuse. We value every child feeling safe so they can be happy and learn.
Purpose	<b>Why do we have a policy?</b>  The Purpose of this policy is to make sure that everyone follows the same rules so that all students can come to school feeling safe.
Principles	<b>What are the important ideas that guide our actions?</b>  All students at St Francis Xavier School have the right to feel safe and be protected. We do not tolerate bullying and we think student wellbeing is most important.
Policy commitments	<b>What pledges do we make to our school community?</b>  St Francis Xavier School is committed to ensuring that everyone not only <i>feels</i> safe, but they <i>are</i> safe at school. The staff at our school will do everything they can to make sure the students are safe and know what to do if they feel unsafe.
Expectation of our school staff	<b>Why do we have a Code of Conduct for adults working in our school?</b>  We have a Code of Conduct to make sure that everyone is following the rules. If we didn't have a Code of Conduct some adults might do things they shouldn't. The Code of Conduct is like a contract that adults sign to agree to keep all students safe.
Student participation	<b>How are students involved in child safety discussions and planning for improvements in our school?</b>  We have Student Representative Council and class meetings so that students have a voice and their opinion is heard. We use Respectful Relationships to help us talk about body safety. We read books and display posters around our school.
Reporting and responding	<b>How do we report our concerns and how do teachers respond?</b>  We can tell any adult we trust and know 5 people that we can go to. We can talk to the Principal, Wellbeing Leader or Counsellor and they would listen and help us. We can always talk to our teachers if we need help.
Recruitment	<b>How are staff selected to work in our school?</b>  Before employing staff and volunteers, St Francis Xavier School checks the person's background to make sure they are suitable to work with children. Some things the leaders of our school can do to check if a person is suitable include: <ul style="list-style-type: none"> <li>• Check if they have a criminal record</li> <li>• Check that they have a current Working With Children Check</li> </ul>

- Make sure they sign the Code of Conduct and follow all the rules
- Give them a thorough induction
- Check with their last employer to make sure they are a reliable and safe person

Professional learning for school staff

**How does the school support staff to develop their knowledge about child safety?**

The leaders of our school make sure that all staff complete the Mandatory Reporting e-module every year, have regular updates on Child Safety and know what to do if a child comes to them feeling unsafe.

Risk management

**How does our school identify possible risks, who is involved and what happens next?**

A risk assessment matrix is completed to make sure that the staff have minimised any risks of children feeling unsafe. If students feel unsafe, they know they can talk to any of the teachers, Principal, Deputy Principal or Wellbeing Leader.

Supporting documents

**What other information do we use to help us?**

*St Francis Xavier Primary School Child Safety Policy*

*Protect Documents and Protocols*

Communication

**How does the school let everyone know about this policy and our plans?**

We provide a copy of our Child Safety Policy on the school's website and make it available in hard copy if anyone would like a copy.

Review

**When will we update this policy?**

The policy will be reviewed every year and will incorporate suggestions from teachers, volunteers, other staff, children and young people, and, parents, staff, volunteers and students.

