



HUMAN RESOURCES PRACTICES 2024

(Child Safe Standard 8)



Help for non-English speakers.

If you need help to understand the information in this policy, please contact 9309 6258.

OVERVIEW

It is important for schools to have strong human resources practices to help protect children from abuse. At Jacana School for Autism, we foster a culture of openness and inclusiveness, as well as being aware that people who may wish to harm children could target schools. We believe that robust human resources practices are a good way of reducing these risks. Human resources practices include the recruitment, training and supervision of all personnel.

HOW DO WE IMPLEMENT CHILD SAFE PRACTICES?

To achieve this, we provide opportunities for employees and volunteers to develop and maintain skills to ensure child safety. This will support staff and volunteers to understand the importance of child safety and wellbeing and enable them to consistently follow child safety policies and procedures. Jacana School for Autism reinforces our commitment to child safety by recognising the good work and practices of employees and volunteers in keeping children safe and protected.

STUDENT WELLBEING TEAM

Jacana School for Autism has a Student Wellbeing Team are responsible for supporting staff and students with strategies designed to create a child safe environment. Responsibilities include:

- promptly managing the school's response to an allegation or disclosure of child abuse;
- responding appropriately to a child who makes or is affected by an allegation of child abuse;
- monitoring overall school compliance with this procedure; and
- managing an alternative procedure if the person allocated responsibility for responding is unavailable.

The team consists of:

- Assistant Principal (Inclusion & Wellbeing)
- Social Worker/Mental Health Practitioner (MHP)
- Mental Health and Wellbeing Officer (MHWO)
- Mental Health and Wellbeing Leader (MHWL)
- NDIS Navigator
- A Victorian Department Student Services Support Officer – Psychologist

Employees and volunteers are supported by our Assistant Principal (Inclusion & Wellbeing) and Social Worker/Mental Health Practitioner (MHP) who has specified 'child-safe' duties in their job description, including being the designated person to hear or be informed about all allegations or concerns, and providing support to other personnel. In the instance the Assistant Principal (Inclusion & Wellbeing) and Social Worker & Mental Health Practitioner (MHP) is unavailable staff, families and volunteers are able to seek support from Sub School Leaders or a member of the Principal Class Team.

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Together, the Student Wellbeing Team will collaborate, communicate and support staff, students and our school community to ensuring that child safety is prioritised, and that any allegations of abuse or safety concerns are recorded and responded to consistently and in line with (Department of Education) DE legal requirements and policies and procedures.

Opportunities are available for the student to speak to an appropriate professional (e.g. teacher, psychologist,) whom they feel comfortable to disclose. Teachers are the primary contact for student who wish to disclose information and are often the first to gain such information. The Sub-School Leader is the primary contact for parents and employees/volunteers to seek advice and support regarding the safety and wellbeing of children associated with our school.

TRAINING AND INDUCTION

Training and education are an important tool to help people understand that child safety is everyone's responsibility. Jacana School for Autism's employees and volunteers (in addition to parents/guardians and children) are supported to discuss child protection issues and to detect signs of potential child abuse.

Staff will receive induction and ongoing training. New staff will be provided support and information when they begin their new role, and existing staff provided support to develop new skills and knowledge to meet the requirements of their positions and expand their career options.

We believe that training and support promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that Jacana School for Autism meets its duty of care when providing services to children.

Our staff is committed to promoting the safety and wellbeing of children by signing Jacana School for Autism's Staff Code of Conduct. Training provided will enhance the skills and knowledge of our employees and volunteers and reduce exposure to risks.

Employees and volunteers working with children will receive training in the following areas:

- identifying, assessing and reducing or removing child abuse risks
- Jacana School for Autism's policies and procedures (including the Code of Conduct and Child Safe Policy)
- legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks where required
- how to handle a disclosure or suspicion of abuse, including your JSA's reporting guidelines
- cultural awareness training

Training can be formal such as:

- higher education training and accreditation
- training offered by external organisations
- training developed and delivered internally
- on-the-job training meeting key objectives

Training can also be informal such as:

- inviting other professionals to speak at meetings or functions
- inviting local Aboriginal Elders, Aboriginal community-controlled organisations and community members to speak at meetings and events
- inviting local culturally and/or linguistically diverse community members to speak at meetings and events
- internal mentoring and coaching



SUPERVISION

Supervision of employees and volunteers is managed in a way that protects children from abuse and improves accountability and performance, without being onerous or heavy-handed. For instance, where practical, two staff members are present during activities with children. In particular, children with a disability may require additional supervision.

As a matter of good practice, new employees and volunteers are supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate. Any warning signs should be reported through appropriate channels, including Jacana School for Autism's internal reporting procedures (such as your child safety team and leadership), the Department of Health and Human Services (Child Protection), or police if a child is believed to be at imminent risk.

PERFORMANCE AND DEVELOPMENT REVIEW

A proactive performance development strategy is used to improve employees and volunteers' skills and knowledge on child safety. This is also an opportunity to improve knowledge and skills in working with children, as well as recognising and responding to suspected abuse.

Performance is measured against Jacana School for Autism's standards of conduct and care to ensure that employees and volunteers meet expected outcomes. These standards align with those of the Code of Conduct and Child Safe Policy so everyone can be aware of the expectations of our school and appropriate behaviour.

Code of Conduct and Disciplinary procedures:

Disciplinary procedures are accessible and transparent, and clearly demonstrate the consequences of breaches of the code of conduct. These procedures will be used if an allegation of child abuse is made, or a breach of the code of conduct is known or suspected.

Employees and volunteers will be made aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within Jacana School for Autism. Members of our school will also be made aware of their duty to raise concerns about the behaviour of any person who may present a risk of child abuse, without fear of repercussions.

Our Code of Conduct is publicly available. Children and their families will be encouraged to raise any concerns about the behaviour of any person and can expect to be listened to and supported.

Jacana School for Autism's disciplinary procedures clearly outline what employees or volunteers should do if they are concerned that their actions or words have been misunderstood, or they believe their concerns are not investigated in a timely manner.

RECRUITMENT

The school follows the recruitment process as outlined by the Victorian Department of Education Recruitment Guidelines. All advertised positions on Recruitment Online or other recruitment agency (e.g. SEEK.com) state the school's commitment to providing a safe environment for all students.



The school engages four Casual Replacement Staff (CRS) agencies for support with staff absences and recruitment. All CRS staff are inducted on arrival by the Daily Organiser or OH & S Manager Nominee.

All potential recruits are subject to the process under merit and equity to determine the suitability of appointment. As such, the school has robust processes to ensure the suitability of and potential employee for all roles within the school. At minimum, the school requires the following information:

- Proof of personal identify
- The person's history of work involving children.
- Evidence of relevant qualifications suitable to the advertised position.
- A minimum of two reference checks including a specific question relation to the recruit's suitability to protect the safety of children.
- A current working with children's check (WWCC).
- A signed copy committing to JSA's Code of Conduct.

All volunteers and contractors must provide a current WWCC and a signed copy of the JSA's Code of Conduct. The school requests all staff and volunteers WWCC to provide a copy of their current WWCC which is stored within the school database. The database is monitored to ensure that all current staff and volunteers maintain a current WWCC.

EVALUATION

Schools must review their child safety and wellbeing policies:

- after any significant child safety incident
- at least once every 2 years.

Ratified By Jacana School for Autism Council	15 August 2024
Review Date:	Term 3, 2026

Further information

<https://www.vic.gov.au/schools-suitable-staff-volunteers-guidance>

Take all the necessary actions

Use this checklist to make sure your school is doing everything required to comply with this standard:

- Government schools: [Child Safety Action List \(DOCX, 110KB\)](#)

Use these presentations to train your school governing authority, staff and volunteers:

- [School council training- Child Safe Standards \(PPTX, 741KB\)](#)
- [School staff training- Child Safe Standards \(PPTX, 1MB\)](#)
- [Volunteer training - Child Safe Standards \(PPTX, 2.3MB\)](#).

[CCYP | The 11 Child Safe Standards](#)

[Child Safe Standards: Policy | education.vic.gov.au](#)

[CCYP | Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training](#)

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