

## **Aims:**

To provide a safe and secure work environment which is without risks to health and safety for staff, students and visitors.

To ensure all members of staff are fully aware of the duties and responsibilities of their designated role.

To ensure all members of staff are fully informed of all school policies and all aspects of the operation of the school.

## **Rationale:**

For staff to work as effective members of a team it is imperative that all staff are inducted into the culture, systems and structures of the school.

Occupational Health and Safety Guidelines require that a formal induction program is available to all staff members.

## **Guidelines:**

The Principal is responsible for the implementation of the Occupational Health and Safety Act.

The School Council and staff will be aware of and fulfil the requirements of the Department of Education and Training (DET) and the Occupational Health and Safety Act.

## **Safeguarding Children and Young People**

At Yarra Ranges Special Developmental School the induction and training requirements have been developed to ensure that staff, volunteers, casual relief staff, contractors and consultants are given the information they need to fulfil their duties in accordance with the school's policies, guidelines, positive behaviour support, and procedures.

## **They need to:**

- **Be aware of and be alert to the risk of child abuse**
- **Know how to identify and respond to child abuse**
- **Understand their responsibility to identify and respond to any child abuse**
- **Understand the how they are expected to behave towards children and young people attending our school**
- **Be aware of PROTECT – “Four Critical Actions for Schools – Responding to Incidents, Disclosures and Suspicions of Child Abuse” Guidelines**

## **Related Policies**

- **Commitment Statement for safeguarding children and Young People**

- Student engagement and wellbeing policy
- Child protection policy
- Child safety Code of conduct

Our induction and training policies and procedures comply with relevant legislation:

- Ministerial Order No. 870 sets out the specific actions that registered schools need to take to meet the child safe standards. The Ministerial Order places accountability for managing the risk of child abuse with school governing authorities.
- Discrimination and Disability Act
- Working with Children Check and Teacher Registration with VIT
- Training for all school staff: [elmolearning.com](http://elmolearning.com). Protecting the Safety of Children and Young People, Mandatory Reporting Professional Learning module
- Training with the Australian Childhood Foundation

Where applicable, these requirements apply to all new and existing staff at the school and any visitors, students on placement, consultants or contractors.

The Principal and the leadership team are responsible for ensuring that the school's training and induction requirements are met.

### **Induction**

All staff at the school, visitors, and students on placement, contractors and consultants will complete the relevant induction process such as:

- Reading and understanding the school's commitment statement in relation to safeguarding children and related policies and procedures
- Signing off on the safeguarding children and young people commitment statement and related policies or statements, procedures and practices
- Understanding school policy on responding to reports and allegations of child abuse and supporting children who disclose child abuse, or are linked to child abuse
- Completion of relevant training

### **Ongoing Training and Education**

All staff at the school will participate in ongoing training through:

- Doing the annual online training [elmolearning.com](http://elmolearning.com). Protecting the Safety of Children and Young People, Mandatory Reporting Professional Learning module
- Student wellbeing and safeguarding children on the agenda for every staff meeting
- Review and update relevant policies with staff at staff meetings
- Review and update child safety practice and procedures at staff meetings/section meetings
- Provide in house training for staff with organisations such as The Australian Childhood Foundation, and/or send leadership team to relevant external training

## Documentation

The school maintains records of Professional Learning for all staff. This is a requirement for Teacher registration to be updated each year.

## Monitoring and Review

This policy and other child safety policies will be reviewed every three years, in line with current DET initiatives and legislation or organisational changes, with all staff at the school and School Council.

<b>Date Implemented</b>	September 2016
<b>Author</b>	Matt Shakespeare
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	September 2019
<b>References</b>	