

Yarra Junction Primary School

School Number: 3216



CHILD SAFETY POLICY

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References	<p>The Child Safe Standards</p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/childsafesafe.aspx</p> <ul style="list-style-type: none">• Ministerial Order 870• School Policy and Advisory Guide- Duty of Care• School Policy and Advisory Guide- Child Protection Reporting Obligations• DET Child Wellbeing and Safety framework• School Privacy Policy

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CHILD SAFE POLICY

Statement of commitment to child safety

Purpose

Yarra Junction Primary School's Child Safety Policy sets out the school's commitment and approach to creating and maintaining a child safe organisation where children and young people are safe and feel safe, and provides the policy framework for the school's approach to the Child Safe Standards.

Scope

This policy applies to all staff, volunteers, and contractors in the school environment, whether or not they work in direct contact with children or young people. This policy also applies to school council members where indicated.

The policy will apply to the school environment (see Definitions section). The policy covers both school hours and outside of school hours.

Definitions

Child abuse

Child abuse includes:

- any act committed against a child involving:
 - a sexual offence; or
 - grooming; and
- the infliction, on a child, of:
 - physical violence; or
 - serious emotional or psychological harm; and
- serious neglect of a child.

Child-connected work

Child-connected work means work authorised by the school, school council, or Secretary of the Department of Education and Training and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child safety

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

School environment

School environment means any physical or virtual place made available or authorised by the school for use by a child during or outside school hours, including:

- a campus of the school;
- online school environments (including email and intranet systems); and
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, homestays, and other school activities or events)

School staff

School staff means an individual working in a school environment who is:

- employed by the Department of Education and Training;
- directly engaged or employed by a school council; or
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).

STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

Yarra Junction Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Yarra Junction primary School has zero tolerance for child abuse.

At Yarra Junction Primary School our vision is; To Care, To Inspire and To Achieve. Our values guide the decisions and behaviours of all members of our school community, including in relation to child safety:
RESPECT – for ourselves and others – Caring for, understanding, accepting and appreciating ourselves and others.

RESILIENCE – Bouncing back from difficulties and disappointments. Accepting challenges and not giving up easily.

HIGH EXPECTATIONS – Doing our best in social and academic learning. Being a good friend and student leader.

COLLABORATION – Working together, listening to others, sharing ideas.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

Every person involved in Yarra Junction Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Yarra Junction Primary Schools principles for child safety

In its planning, decision-making and operations, Yarra Junction Primary School will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such concerns;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers

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Yarra Junction Primary School Child Safe Policy

Strategies to embed a child safe culture

Yarra Junction Primary School's culture encourages staff, students, parents and the school community to raise, discuss and scrutinise child safety concerns. This makes it more difficult for abuse to occur and remain hidden.

All child safety documents, including this policy, the Child Safety Code of Conduct, the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures [Identifying and Responding to All Forms of Abuse in Victorian Schools](#) and the [Four Critical Actions for Schools](#) are readily available online and in hard copy in the staffroom and online on YJPS school website for all staff and students to read at any time.

Child safety is everyone's responsibility. **All school staff** are required to:

- Act in accordance with the school's Child Safety Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour
- Act in accordance with the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures at all times, including following the [Four Critical Actions for Schools](#) where necessary
- Undertake annual guidance and training on child safety
- Act in accordance with their legal obligations, including:
 - Failure to disclose offence (applies to all adults)
 - Duty of care (applies to all school staff)
 - Mandatory reporting obligations (applies to all mandatory reporters, including teachers, principals, registered psychologists, and registered doctors and nurses)
 - Failure to protect offence (applies to a person in a position of authority within the school)
 - Reportable conduct obligations (applies to all school staff in reporting conduct to the principal, and applies to the principal in reporting to Employee Conduct Branch)
 - Organisational duty of care (applies to the school as an organisation)
 - For more information on these obligations, see [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

As part of Yarra Junction Primary School's child safe culture, **school leadership** (including the principal will:

- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when implementing the Child Safe Standards
- Ensure that child safety is a regular agenda item at school leadership meetings and staff meetings
- Encourage and enable staff professional learning and training to build deeper understandings of child safety and prevention of abuse
- Ensure that no one is prohibited or discouraged from reporting an allegation of child abuse to a person external to the school or from making records of any allegation.

As part of Yarra Junction Primary School's child safe culture, **school mandatory reporting staff** are required to:

- Complete the [Protecting Children – Mandatory reporting and other obligations](#) online module every year
- Read the school's Child Safety Code of Conduct on induction, and maintain familiarity with that document
- Read the school's Child Safety Responding and Reporting Obligations Policy and Procedures on induction (Staff Manual) and maintain familiarity with these documents.
- Read the school's Child Safety Policy (this document).
- Staff sign Child safe standard 3 – Code of Conduct annually

As part of Yarra Junction Primary School's child safe culture, in performing the functions and powers given to them under the *Education and Training Reform Act 2006*, **school councils and school council members** will:

- Ensure that child safety is a regular agenda item at school council meetings
- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when making decisions regarding the Child Safe Standards
- Undertake annual guidance and training on child safety, such as the [Child Safe Standards School Council Training PowerPoint](#).
- Approve the Child Safety Code of Conduct to the extent that it applies to school council employees and members, and if updated, note the new document in its school council meeting minutes
- When hiring employees, ensure that selection, supervision and management practices are child safe (unless delegated to the principal).

School leadership will maintain records of the above processes.

Roles and responsibilities

School leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the school's Child Safety Code of Conduct, which sets out clearly the difference between appropriate and inappropriate behaviour.

Specific child safety responsibilities:

- The Principal is responsible for reviewing and updating the Child Safety Policy every 2 years.
- The Principal is responsible for monitoring the school's compliance with the Child Safety Policy. The school community should approach Principal if they have any concerns about the school's compliance with the Child Safety Policy.
- The Principal is responsible for informing the school community about this policy, and making it publicly available.
- Other specific roles and responsibilities are named in Yarra Junction Primary School's other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and risk assessment register.

Recruitment

Yarra Junction Primary School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the [Department's website](#).

"All prospective volunteers are required to maintain a valid Working with Children Check". Note that if your school requires ALL volunteers to obtain a Working with Children Check, this will include requiring all volunteers on fete stalls, fundraising committees etc. to hold a Working with Children Check.

Training and supervision

Training and education is important to ensure that everyone in the school understands that child safety is everyone's responsibility.

Our school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in coming forward with any allegations or suspicions of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse. This training occurs annually or more often as required.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse, to promote the cultural safety of Aboriginal and Torres Strait Islander children and children from linguistically and/or diverse backgrounds, and the safety of children with a disability and vulnerable children.

New employees and volunteers will be inducted into the school, including by being referred to the Child Safety Policy (this document), the Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on the school website

They will also be supervised regularly to ensure they understand our school's commitment to child safety, and that their behaviour towards children is safe and appropriate. All employees of our school will be monitored and assessed via regular performance review to ensure their continuing suitability for child-connected work. Any inappropriate behaviour will be reported by school staff to the Principal or Assistant Principal and will be managed in accordance with Yarra Junction Primary School's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures where required.

Reporting a child safety concern or complaint

The school has clear expectations for all staff and volunteers in making a report about a child or young person who may be in need of protection. All staff (including school council employees) must follow the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, including following the [Four Critical Actions for Schools](#) if there is an incident, disclosure or suspicion of child abuse. Immediate actions should include reporting their concerns to DHHS Child Protection, Victoria Police and/or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.

Yarra Junction Primary School will never prohibit or discourage school staff from reporting an allegation of child abuse. The school will always take action to respond to a complaint in accordance with the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures. In accordance with Action 4 of the Four Critical Actions for Schools, Yarra Junction Primary School will provide ongoing support for students affected by child abuse.

The Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures can be found on Yarra Junction Primary Schools website and Compass.

Risk reduction and management

Yarra Junction primary School believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes, found in the school's risk assessment register. The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.

We will identify and mitigate the risks of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment and the characteristics and needs of all children expected to be present in that environment.

Yarra Junction Primary School monitors and evaluates the effectiveness of the actions it takes to reduce or remove risks to child safety, more information can be found in the school's risk assessment register

Listening to, communicating with and empowering children

Yarra Junction Primary School has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/carers to understand their rights and their responsibilities. Our school is committed to supporting and encouraging students to use their voice to raise and share their concerns with a trusted adult at any time of need.

When the school is gathering information in relation to a complaint about alleged misconduct with or abuse of a child, the school will listen to the complainant's account and take them seriously, check understanding and keep the child (and/or their parents/carers, as appropriate) informed about progress.

The school will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children, including:

- All of our child safety policies and procedures will be available for the students and parents at Yarra Junction Primary School to read from school website and Compass.
- PROTECT Child Safety posters will be displayed across the school

- School newsletters will inform students and the school community about the school's commitment to child safety, and strategies or initiatives that the school is taking to ensure student safety
- Students at Yarra Junction Primary school will engage in Respectful Relationships units of learning.
- Child safe standards are explicitly addressed with each graduate teacher at Yarra Junction Primary School and re-addressed with new staff.
- Child Safe standards are addressed regularly in staff and team meetings.

The school will use its health and wellbeing programs to deliver appropriate education to its students about:

- standards of behaviour for students attending the school;
- healthy and respectful relationships (including sexuality);
- resilience; and
- child abuse awareness and prevention.

The school is currently delivering the following programs that support the above points;

- Respectful Relationships,
- Sexuality education,
- E-smart education programs

Communications

This school is committed to communicating our child safety strategies to the school community through:

- Ensuring that the Child Safety Policy (this document), Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure are available on the school website
- Once per term reminders in the school newsletter of our school's commitment to child safety
- Ensuring that child safety is a regular agenda item at school leadership meetings and staff meetings for discussion

Confidentiality and privacy

This school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. The principles regulating the collection, use and storage of information is included in the Department of Education and Training's [Schools' Privacy Policy](#).

Related policies and documents

Related policies and documents include:

- Code of Conduct
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures
- Risk assessment register
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)

- [School Policy and Advisory Guide – Duty of Care](#)
- [School Policy and Advisory Guide – Child Protection Reporting Obligations.](#)

Policy evaluation and review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years. The review will include input from students, parents/carers and the school community.

CHILD SAFE STANDARD 1:

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

Leaders must act to protect children from abuse and build an environment where children feel respected, valued and encouraged to reach their full potential.

At Yarra Junction Primary School our school culture embraces child safe standards. Child safety is part of everyone's everyday thinking and practice.

Such a culture is achieved through our proactive leadership in demonstrating our school values and expected attitudes and behaviours.

A child safe environment is the product of a range of strategies and initiatives.

Yarra Junction Primary School will foster a culture of

Openness

Inclusiveness

Awareness

Children and adults at Yarra Junction Primary School are educated to know what to do if they observe, or are subject to abuse or inappropriate behaviour.

All staff and volunteers must consider the safety of all children at Yarra Junction Primary School; and recognise the importance and cultural safety for:

- Indigenous children
- children from culturally and linguistically diverse backgrounds
- children with a disability.

RATIONALE:

An organisational culture of child safety is critical to reducing the risk of child abuse in schools. Organisational culture is defined as a set of values, expectations and standards that influence the behaviour of the members of the organisation. The organisational culture defines what constitutes acceptable and unacceptable behaviour by people within the organisation. To successfully embed a culture of child safety, a commitment to **zero tolerance of child abuse** must be led by the school governing authority (school council). Yarra Junction Primary School is committed to creating a culture of zero tolerance of child abuse in our school.

AIMS:

Yarra Junction Primary School aims to share the commitment of a culture of child safety to all members of the school community, including staff (school employees, contractors and volunteers), parents and families, visitors and children.

IMPLEMENTATION:

- Within the school strategic plan under environmental context is a statement of philosophy that addresses child safety and child abuse
- The school governing body (school council) approve and review all policies and procedures in relation to the organisational culture of child safety
- A Child Safe Policy is communicated to the community and regularly reviewed
- The Staff and Volunteer Child Safe Code of Conduct addresses what is acceptable and unacceptable behaviour with respect to child safety and child abuse
- The Human Resources Practices for Our Child Safe School Policy and Child Safe Recruitment Practices provides clear procedures on managing recruitment, training and supervision of all personnel
- School strategies take into account the diversity of the children attending the school, e.g. children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.
- Strategies are preventative, proactive and promote a shared responsibility to develop an open and aware culture of child safety
- Students are encouraged to openly discuss any concerns related to child safety
- All school staff (including contractors and volunteers) will be informed of the school's child safety strategies
- The school's expectation with respect to child safety will be published and displayed in prominent locations in all school environments (e.g. school buildings, website, camp locations, etc.)
- Roles and responsibilities will be allocated to ensure achievement of the strategies
- The school community will be informed about child safety strategies implemented through school council meetings, staff meetings, newsletters, bulletins, information sessions, website, Compass and displays within the school environment
- School council will regularly review the effectiveness of the strategies put into practice, and, where appropriate, revise those strategies. These will be published using the communication strategies as mentioned above.

CHILD SAFE STANDARD 2: Statement of commitment to child safety

GLOBAL STATEMENT:

Yarra Junction Primary school is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Yarra Junction Primary school has zero tolerance of child abuse.

Yarra Junction Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Yarra Junction Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Yarra Junction Primary Schools principles for child safety

In our planning, decision making and operations Yarra Junction Primary School will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions with affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.

CHILD SAFE STANDARD 3:

A code of conduct that establishes clear expectations for appropriate behaviour with children

All staff, volunteers and school council members of Yarra Junction Primary School are required to observe child safe principles and expectations for appropriate behaviour towards, and in the company of children, as noted below.

All personnel of Yarra Junction Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by adhering to Yarra Junction Primary School Child Safe Policy at all times; and upholding the Yarra Junction Primary School statement of commitment to child safety at all times by:

- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- 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
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- 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)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable, appropriate adults are not left alone with a child
- reporting any allegations of child abuse to the Yarra Junction School Child Safety Officer – which is the Principal or Assistant Principal and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns to the Yarra Junction Primary School Child Safety Officer – which is the Principal or Assistant Principal
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes

- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of Yarra Junction Primary School without our child safety officer’s knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the Yarra Junction Primary School Child Safety Officer – The Principal or Assistant Principal.

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

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date:

CHILD SAFE STANDARD 4:

Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.

Overview

It is vitally important for Yarra Junction Primary School to have strong human resources practices to help protect children from abuse.

Yarra Junction Primary School fosters a culture of openness and inclusiveness, as well as be aware that people who may wish to harm children could target Yarra Junction Primary School. Robust human resources practices are a crucial to reduce these risks. Human resources practices include the recruitment, training and supervision of all personnel.

To achieve this, Yarra Junction Primary School needs to 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.

Yarra Junction Primary School reinforces its commitment to child safety by recognising the good work and practices of employees and volunteers in keeping children safe and protected.

Child Safety Officer

Employees and volunteers are supported through the Principal and Welfare Coordinator who are the individual Child Safety Officers with specified 'child-safe' duties in their job description, including being the designated person(s) to hear or be informed about all allegations or concerns, and providing support to other personnel.

This will assist Yarra Junction Primary School in 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 Yarra Junction Primary School legal requirements and policies and procedures.

A designated Child Safety Officer also provides a single contact for children, parents and employees/volunteers to seek advice and support regarding the safety and wellbeing of children associated with Yarra Junction Primary School.

Training and Induction

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

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

Training and support also promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that the organisation meets its duty of care when providing services to children.

It is essential that staff commit to promoting the safety and wellbeing of children, for example by signing your organisation's code of conduct. Training should enhance the skills and knowledge of your employees and volunteers, and reduce exposure to risks.

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

- identifying, assessing and reducing or removing child abuse risks
- your organisation'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 organisation'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, KESO representative, 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 should be 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 should be 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 should be 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 your organisation's internal reporting procedures (such as your child safety officer 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 should be 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 should be measured against the organisation's standards of conduct and care to ensure that employees and volunteers meet expected outcomes. These standards must align with those of the code of conduct and child safe policy so everyone can be aware of the expectations of your organisation and appropriate behaviour.

Code of conduct and disciplinary procedures

Yarra Junction Primary School's Child Safety Code of Conduct outlines expected standards of appropriate behaviour with, and in the company of children.

Disciplinary procedures should be accessible and transparent, and clearly demonstrate the consequences of breaches of the code of conduct. These procedures should 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 should be aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within the organisation. Members of Yarra Junction Primary School should also be 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.

Yarra Junction Primary School's Child Safety Code of Conduct will be publicly available through the sharing of YJPS Child Safe Policy. 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; and their concerns will be acted upon.

Procedures for recruitment at Yarra Junction Primary School

RATIONALE:

Robust recruitment processes help ensure the best applicants are employed. From advertising through to conducting interviews and checking the background of applicants, it is important that each step is done consistently and thoroughly.

Selection Criteria checklist:

- *'Must have experience working with children.'*
- *'Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.'*

Does our selection criteria include a demonstration of the needs of children with a disability?	
Does our selection criteria include a demonstration of Aboriginal cultural safety and awareness?	
Does our selection criteria include a demonstration of cultural safety for children from culturally and/or linguistically diverse backgrounds?	
Does our selection criteria clearly state the experience, qualifications, qualities and attributes expected from the successful applicant?	
Does our selection criteria outline the supervision and accountability processes in place which support child safety?	

Advertising Checklist

Does our advertisement include a message about Yarra Junction Primary School and School Council's commitment to child safety?	
Does our advertisement include reference to our code of conduct and our child safe policy?	
Does our advertisement inform applicants that appropriate rigorous reference and background checking will be undertaken, including a Working with Children Check and police record and identity check?	
Has our job advertisement included a statement about Yarra Junction Primary School and School Council's commitment to the safety, participation and empowerment of all children, including those with a disability?	
Has our job advertisement included a statement about Yarra Junction Primary School and School Council's commitment to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities?	
Has our job advertisement included a statement about Yarra Junction Primary School and School Council's commitment to the safety, participation and empowerment of children from culturally /linguistically diverse backgrounds?	

Interviews

- *'Tell us about why you want to work with children?'*
- *'Describe a time when you had to manage a child whose behaviour you found challenging?'*
- *'Tell us about a time when you had to comfort a distressed child?'*

Have we prepared a list of open-ended questions which will determine how the interviewee will behave in certain situations?	
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- *Ask for more information if the applicant does not provide sufficient information in his or her responses. Did you notice any warning signs such as:*

Unexplained lengthy gaps in employment history	
The applicant says they do not value or 'need' supervision	
The applicant is evasive or inconsistent in his or her answers	

Pre-employment screening

Screening applicants (including for paid and volunteer positions) is a good tool for helping to prevent people who may abuse children from entering our Badger Creek Primary School and School Council.

Police checks

Have we included a question 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?	
If addressed during a face-to-face interview, did you take notice of how the applicant responds to questions with regard to his or her words and body language?	
Have you undertaken a police record check (which includes identity check)?	

Working with Children Check

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.

Does the applicant hold a valid Working with Children Check, if required? Have we checked the validity of their Working with Children Check 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, has the applicant provided evidence that they have applied for a Working with Children Check, and do Badger Creek Primary School and School Council have processes to follow up pending applications?	
Has the applicant provided us with evidence of their Working with Children Check, or evidence of their application for a Working with Children Check?	

Referee Checks

Do the referees provided by the applicant include line managers who can be objective, rather than colleagues or friends?	
Has the applicant provided their most recent line manager as a referee? If not, have they provided you with a satisfactory reason?	
Have you spoken to at least two of the referees by telephone? Did you confirm with them their name and position provided to you by the applicant?	

When speaking with the referees, you should seek to establish the referee's relationship with the applicant, including:

- how long the applicant and referee worked together
- the specifics of the position
- the applicant's perceived strengths and weaknesses
- whether the referee would hire the person again, particularly in a role working with children, and whether they have any concerns about the applicant working with children.

Ask referees directly about any concerns they may have about the applicant working with children.

Ask behaviour-based questions like:

'What did the applicant do when...[for example, they had to comfort a distressed child]?'	
'Do you have any concerns about the applicant's attitude towards Aboriginal peoples / people from culturally and/or linguistically diverse backgrounds / people with a disability?'	
'Do you have any concerns about the applicant working with children?'	
'Would you employ this person again?'	

Additional checks

Additional checks will confirm the identity of the applicant and that their responses have been truthful.

Have you checked the identity of the applicant (for example, that their driver's licence/passport has the same name they have provided you)?	
Did you see a certified copy of the applicant's qualifications (if required)?	

Probation periods

Probation periods can help you assess a new staff member's performance and suitability for the job before confirming their permanent employment. If you have any concerns about the person working with children, you should seriously consider whether you want them to remain in the job.

The length of probation periods can vary and are usually between three and six months.

You should consider whether the person should receive closer supervision and additional training throughout the probation period. A probation period can offer an opportunity to set goals with new staff members and identify training, supervision and other support needs.

CHILD SAFE STANDARD 5:

Procedures for responding to and reporting allegations of suspected child abuse.

The child safe standards require that Yarra Junction Primary School have processes for responding to and reporting suspected child abuse. This resource is designed to provide guidance on what to do if a child discloses an incident of abuse, or if a parent / carer raises a concern or allegation of abuse which may have taken place at Yarra Junction Primary School.

Definitions related to Child Safety as outlined in Ministerial Order 870.

Child abuse includes—

- any act committed against a child involving:
 - a sexual offence or
 - an offence under section 49B(2) of the Crimes Act 1958 (grooming)

- the infliction, on a child, of:
 - physical violence or
 - serious emotional or psychological harm
 - serious neglect of a child.

If a child discloses an incident of abuse to you

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared others, such as with their parent / carer, specific people in your organisation, or the police.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- Provide them with an incident report form to complete, or complete it together, if you think the child is unable to do this.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to your manager or your organisation's child safety officer, police or child protection.
- Ensure the disclosure is recorded accurately, and that the record is stored securely.
- Contact parents / guardians where appropriate.

If a parent / carer says their child has been abused at Yarra Junction Primary School or raises a concern

Explain that Yarra Junction Primary School has processes to ensure all abuse allegations are taken very seriously.

- Ask about the wellbeing of the child.
- Allow the parent / carer to talk through the incident in their own words.
- Advise the parent / carer that you will take notes during the discussion to capture all details.
- Explain to them the information may need to be repeated to authorities or others, such as the organisation's management or Child Safety Officer, the police or Child Protection.
- Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Provide them with an incident report form to complete or complete it together.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.
- Ensure the report is recorded accurately, and that the record is stored securely.

You need to be aware that some people from culturally and / or linguistically diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police and communicating in English may be a barrier for some. You need to be sensitive to these issues and meet people's needs where possible, such as having an interpreter present (who could be a friend or family member).

If an allegation of abuse involves an Aboriginal child, you will need to ensure a culturally appropriate response. A way to help ensure this could include engaging with parents of Aboriginal 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](http://www.dhs.vic.gov.au/for-business-and-community/community-involvement/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.

Legal responsibilities

While the child safe standards focus on organisations, every adult who reasonably believes that a child has been abused, whether in Yarra Junction Primary School or not, has an obligation to report that belief to authorities.

The **failure to disclose** criminal offence requires all adults (aged 18 and over) who hold a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 to disclose that information to police (unless they have a reasonable excuse not to, for example because they fear for their safety or the safety of another).

More information about [failure to disclose](#) is available on the Department of Justice and Regulation website

www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence

While failure to disclose only covers child sexual abuse, all adults should report other forms of child abuse to authorities. Failure to disclose does not change mandatory reporting responsibilities.

More information about [mandatory reporting](#) is available in the *Child protection manual*

www.cpmanual.vic.gov.au/advice-and-protocols/advice/intake/mandatory-reporting

Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

See the Department of Health and Human Services website for information about [how to make a report to child protection](#)

www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first

The **failure to protect** criminal offence (commenced on 1 July 2015) applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently failed to do so.

Further information about [failure to protect](#) can be found on the Department of Justice and Regulation website

www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence, and the Department of Health and Human Services website

**YARRA JUNCTION PRIMARY SCHOOL
INCIDENT REPORT**

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

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

Does the child identify as Aboriginal or Torres Strait Islander? (Mark with an 'X' as applicable)

No Yes, Aboriginal Yes, Torres Strait Islander

Please categorise the incident

Physical violence	<input type="checkbox"/>
Sexual offence	<input type="checkbox"/>
Serious emotional or psychological abuse	<input type="checkbox"/>
Serious neglect	<input type="checkbox"/>

Incident reporter wishes to remain anonymous? (Mark with an 'X' as applicable)

Yes No

Please describe the incident

When did it take place?	
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Who was involved?	
What did you see?	
Other information	

Child safe officer (Principal/Welfare Officer) use:

Yarra Junction Primary School Incident follow up report

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	

Has the incident been reported?

Child protection	
Police	
Another third party (please specify):	

CHILD SAFE STANDARD 6: Strategies to identify and reduce or remove risks of child abuse

Yarra Junction Primary School Child Safety Risk Management Strategies

Introduction

All schools have an important responsibility for keeping children safe. Child safety standard six (clause 12 of Ministerial Order 870) requires the school governing authority to develop, implement, monitor and evaluate risk management strategies to ensure child safety in school environments.

A child safety risk management strategy is a formal and structured approach to managing risks associated with child safety. This strategy outlines how risk is managed at Yarra Junction Primary School, including who is responsible for the process (the school governing authority), and a description of the process itself. The process includes risk assessment, implementation of controls, and a monitoring and review process to ensure the currency of the risk management approach.

Managing risk typically involves the following steps and considerations.

1. Identify the school's child safety risks.

- What are the areas of concern or hot spots?
- What could go wrong?

2. Identify any existing risk mitigation measures or internal controls.

- What strategies, practices, or procedures are in place to control the risk?
- Have they been fully implemented?
- Are staff, contractors, volunteers, parents and students aware of them?
- How effective are they?

3. Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.

- What are the consequences?
- What is the likelihood of those consequences?

4. If the risk rating is more than the 'acceptable level', identify further risk management strategies through additional controls or other prevention, detection or mitigation strategies and then re-assess the risk.

- What is the '*acceptable level*' of risk? For child safety, there should be little or no tolerance of risk.
- What strategies, practices, or procedures could be put in place to control or manage the risk?

YARRA JUNCTION PRIMARY SCHOOL CHILD SAFE STANDARDS RISK MANAGEMENT REQUIREMENT CHECKLIST

Requirement 1: The school governing authority must develop and implement risk management strategies regarding child safety in school environments.

Risk questions	Yes / No
Does the school have a structure and document to identifying child safety risks?	
Does the risk assessment process involve appropriate, knowledgeable people? E.g. registered teachers, support staff, students, and parents.	
Has the risk assessment process considered issues related to students of different age groups and the diversity of the student group, including but not limited to children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds?	
Has the school established risk rating criteria including appropriate ratings for the likelihood and consequence of risks?	
Has a risk assessment already been carried out with respect to child safety risks?	
Has the school established existing internal controls to manage child safety risks and has their effectiveness been considered?	
Has the school identified new controls/management actions to mitigate child safety risks?	
Do the risk management strategies challenge the potential to overestimate the effectiveness of the school's existing controls?	
Do the risk management strategies encompass predatory, opportunistic and situational environment risks: <ul style="list-style-type: none"> • predatory risks (persons who may become adept at creating opportunities to sexually abuse and avoid detection) • opportunistic risks (persons who may sexually abuse in low-risk, low-effort situations) • situational risks (persons who may sexually abuse in a specific set of circumstances) • environment risks (environments that create child safety risks). 	
Has the risk management strategy been endorsed by the school's leadership team/principal class officers?	
Has the risk management strategy been endorsed by the school's governing authority?	

Requirement 2: The school's risk management strategies regarding child safety must identify and mitigate the risk(s) of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics and needs of all children expected to be present in that environment.

Risk questions	Yes / No
Does the risk management process consider 'hot spots' and 'hot times' of student-staff and student-student interactions with respect to child safety?	
Does the school have a process that ensures child safety risks of any new or changed physical environments on and off campus are reviewed?	
Does the school perform screening as part of its staff recruitment process, including for volunteers and contractors? e.g. WWCC's, criminal background checks, reference checks, psychometric testing etc.*	
Does the school monitor who is on the premises? e.g. visitor and contractor sign-in process, perimeter control.	
<p>Does the risk management process consider child safety risks that may exist in the school environment before, during and after hours, as appropriate? Have you considered your:</p> <ul style="list-style-type: none"> • classrooms and learning environments • specialist facilities such as libraries, kitchens and computer, music and art rooms • vocational education and training (VET) facilities on campus or off-site • recreation areas, playgrounds, sporting facilities on campus and off-site • staff workplaces and offices • student change rooms and locker areas • transport facilities and locations e.g. buses, bus stops (excluding public transport) <p>Does the risk management process consider child safety risks in the online environment and through media including:</p> <ul style="list-style-type: none"> • email • Facebook, Instagram, Twitter and other social media • YouTube 	

- mobile phone SMS messages and other mobile messaging media
- telephone, Skype and other media for making voice calls
- photography and videography
- any other electronic media.

Does the risk management process consider child safety risks regarding relationships and interactions with students among the following people involved with the school:

- registered teachers and educational support staff
- welfare staff or those in pastoral care roles relationships with students
- other students
- administration and support staff
- contractors such as specialists delivering services to students e.g. VET units, music, media or recreation lessons or activities
- volunteers
- facilities and security staff interactions with students
- visitors to the school or other persons that may have access to students.

Requirement 3: If the school governing authority identifies risks of child abuse occurring in one or more school environments the authority must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls).

Explanatory note: Different risk controls may be necessary for particular groups of children depending on the nature of the risk and the diversity characteristics of children affected by the risk.

Risk questions	Yes / No
Have the identified risks been documented and recorded?	
Have strategies or the mitigation actions (new internal controls) for the risks been established and documented?	
Do the risk management strategies take into account the diversity of the children that are affected by the risk?	
Do the risk mitigation actions (controls): <ul style="list-style-type: none"> • increase the effort required to abuse • increase the likelihood of detection of inappropriate and/or abusive behaviour • remove triggers for inappropriate and/or abusive behaviour 	

Does the school ensure that every person (e.g. whether employee, contractor, volunteer, or visitor to the school) understands the school's expectations for child safety?	
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Requirement 4: As part of its risk management strategy and practices, the school governing authority must monitor and evaluate the effectiveness of the implementation of its risk controls.

Risk questions	Yes / No
Does the school test the effectiveness of internal controls surrounding child safety?	
Is the school monitoring its child safety risk management strategies to confirm they have been implemented?	
Does the school review the child safety risk management strategies to confirm their effectiveness?	
Does the school governing authority monitor the child safety standard risk management strategies?	
Does the school governing authority evaluate the effectiveness of the implemented mitigation controls?	

Requirement 5: At least annually, the school governing authority must ensure that appropriate guidance and training is provided to the individual members of the school governing authority and school staff about:

- a) individual and collective obligations and responsibilities for managing the risk of child abuse;
- b) child abuse risks in the school environment; and
- c) the school's current child safety standards.

Risk questions	Yes / No
Is guidance and training provided to members of the governing authority and school staff about: <ul style="list-style-type: none"> • individual and collective obligations and responsibilities for managing the risk of child abuse • child abuse risks in the school environment 	
Are the outcomes of the risk assessment made available to all relevant people e.g. staff, students, parents, in line with best	

practice approaches to increase transparency of the school's compliance with the child safe standards?	
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Policy:	YJPS Child Safety Risk Management Strategies		
Date Reviewed:		Reviewer:	
Action and person responsible for each action			

Examples of Potential Child Safety Risks and Risk Management Strategies

The table below comprises a listing of potential child safety risk and risk management strategies. These lists are not intended to be exhaustive.

Risks

- Lack of an organisational culture of child safety
- Familiarity breeding a culture of not reporting issues
- Natural trust of long term employees (who may have developed issues over time)
- Children alone with one other person unsupervised
- Recruitment of an inappropriate person
- Inappropriate behaviour not reported
- Harassment via email, SMS or other media
- Unsupervised recreational or other activities
- Ad-hoc contractors on the premises (e.g. maintenance)
- Vulnerability of staff and students due to unknown personal issues
- Unknown people and environments at excursions and camps
- False allegations

Risk Management Strategies

- Implement an effective child safety risk management strategy
- Child safety code of conduct
- Child safety reporting procedures
- Induction for all visitors, staff, volunteers and contractors
- Train students and staff to detect inappropriate behaviour
- Counselling and other resources
- CCTV for unsupervised areas, and 'hot spot' areas
- Clear windows in walls to enable visibility of occupants
- Non-lockable doors in hot spots
- Assessment of new or changed physical environments for child safety risks
- Supervision or monitoring of activities
- Online searches (Google, Facebook etc.)

- Performance management procedures
- Pre-employment reference checks that include checking for child safety
- Criminal history checks and confirming currency of WWCC/VIT registration
- Psychometric testing

The VRQA has also developed information resources to support schools in developing their staff recruitment and selection processes. These are available from www.vrqa.vic.gov.au/childsafes.

Risk Assessment

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms.

RISK RATING		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

CHILD SAFE STANDARD 7: Strategies to promote child empowerment and participation

Our school is committed to providing a safe, secure and stimulating learning environment for all students. Students can reach their full educational potential only when they are happy, healthy and safe, and when there is a positive school culture to engage and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are inextricably linked.

VISION

Yarra Junction Primary School's vision statement – 'We Care, We Inspire, We Achieve'.

MISSION

To provide students of Yarra Junction Primary access to a comprehensive and personally rewarding, quality education. To ensure that each child at Yarra Junction Primary receives the educational, emotional, physical and social experiences necessary to experience success.

To develop strong relationships with students of Yarra Junction Primary School, as the key to successful learning'.

Yarra Junction Primary School's objective is to develop lifelong learners.

OBJECTIVE

Yarra Junction's objective is to:

- develop students who view and embrace learning as ongoing.
- develop an understanding with our students that learning gives access to opportunities and higher order learning.
- develop students understanding of how they learn and embrace Yarra Junctions 'Learning Links' as tools to learn. (Best Efforts, Feedback, Questioning, Multiple Approaches).

VALUES

Yarra Junction Primary School values are: Respect, Resilience, High Expectations and Collaboration

Respect

Caring for and having high regard for self and all others. Listening to beliefs and opinions without judgement and accepting diversity. Be accountable for your own actions. We care about good behaviour and the positive contributions that we make to society.

Resilience

The quality to 'bounce back' after trying and never giving up. Finding different ways to seek solutions.

High Expectations

Ensure that our school community's words and actions reflect high standards of personal and academic achievement and that student goals are extending all of their capabilities. Pursue high expectations to achieve goals, feel proud and improve to be our best.

Collaboration

Helping each other and working cooperatively towards a common goal. Together, we will all get along.

RELATIONSHIPS ARE THE KEY TO SUCCESS

STUDENT PROMISE

"I promise to achieve my best at all times. I will be responsible for everything I do, and respect myself, my teachers and all others, as a proud student of Yarra Junction Primary School."