

Child Safe Standards Action List




Yarra Junction Primary School


[Ministerial Order 1359](#) (PDF 363KB) provides a framework for how schools action the new Child Safe Standards. Schools can use this Action List to identify what they need to do to address Ministerial Order 1359.



The new Standards include some new requirements schools need to address. Schools can build on their existing child safety policies and practices to address these. Schools may still need to revise or develop new policies and provide training for staff and volunteers. Schools should also engage the school community to develop policies for child safety and wellbeing where needed.



The Action List is supported by guidance on [PROTECT](#), the [Policy and Advisory Library](#) and the [School Policy Templates Portal](#) (login required .

Note: All references to 'school' in this list include school boarding premises.

Actions	Action by	Guidance and resources	My school's actions
Child Safe Standard 1: Culturally Safe Environments			
<ul style="list-style-type: none"> ✓ Develop a policy or statement that describes what the school will do to create a culturally safe environment for Aboriginal children, students, and their families. This document should ensure that: <ul style="list-style-type: none"> • a child or student's ability to express their culture and enjoy their cultural rights is encouraged and actively supported • staff, students, volunteers, and the school community are equipped to acknowledge and appreciate the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal students • measures are in place to ensure racism is identified, confronted and not tolerated, and any instances of racism are addressed with appropriate consequences • active support for the participation and inclusion of Aboriginal children and students and their families 	Principal	<p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 1 provides example actions for schools on this standard <p>Templates</p> <ul style="list-style-type: none"> • Schools can include their actions in the Child Safety and Wellbeing Policy or create another document such as an action plan <p>Other templates can also be used to meet these requirements such as:</p> <ul style="list-style-type: none"> • Student Wellbeing and Engagement Policy  • Bullying Prevention Policy  • Inclusion and Diversity Policy  	<p>YJPS Policies:</p> <p>Wellbeing and Engagement Policy Volunteers Policy Child Safety Policy Inclusion and Diversity Policy Bullying Prevention Policy</p> <p>YJPS Curriculum Documentation</p> <p>Wellbeing Scope & Sequence First Nations IEP"s</p> <p>YJPS Programs/Approaches:</p> <p>-First Nations SSG meetings held each term. -YJ Koorie Champion appointed</p>
<ul style="list-style-type: none"> ✓ Ensure the strategies and actions outlined in the policy, plan or statement are implemented 	Principal		
<ul style="list-style-type: none"> ✓ Approve the policy, plan or statement 	Principal		

Actions	Action by	Guidance and resources	My school's actions
✓ Ensure all school policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children and students and their families	Principal		-Wellbeing program embedded into teaching and learning (informed by Resilience Project and Respectful Relationships) Steps to Success program. -Child Safe posters displayed -Koorie perspectives embed into the learning within specialist subject, Community Studies. -YJPS students engage in cultural events such as NAIDOC. -YJPS has a Koorie Community of Practice.
Child Safe Standard 2: Child safety and wellbeing is embedded in leadership, governance and culture			
✓ Revise or develop a Child Safety and Wellbeing Policy that details: <ul style="list-style-type: none">• a commitment to child safety• actions the school will take to ensure a child safe culture is championed and modelled across the school• governance arrangements the school uses to implement the policy• processes that the school will use to review its child safe practices	Principal	Guidance <ul style="list-style-type: none">• PROTECT Child Safe Standard 2 provides example actions for schools on this standard• Guidance is also available to help schools develop a Child Safety and Wellbeing Policy, Code of Conduct and complete the Child Safety Risk Register• Guidance for child safety champions• Records Management - School Records Templates <ul style="list-style-type: none">• Child Safety and Wellbeing Policy• Child Safety Code of Conduct• Child Safety Risk Register• Volunteers Policy 	YJPS Policies: Wellbeing and Engagement Policy Child Safety Policy Volunteers Policy Inclusion and Diversity Policy Bullying Prevention Policy Child Safe Code of Conduct Child Safety Risk Register YJPS Curriculum Documentation Wellbeing Scope & Sequence YJPS Programs/Approaches: -Wellbeing Team meet regularly and are members on school improvement team. -Wellbeing Learning specialist attends or reports to School Council -Induction of new staff includes informing staff how to report/record
✓ Approve the Child Safety and Wellbeing Policy	Principal		
✓ Revise or develop a Child Safety Code of Conduct	Principal		
✓ Approve the Child Safety Code of Conduct	Principal & school council		
✓ School Council approves the Code of Conduct to the extent that it applies to school council employees			
✓ Make the Child Safety and Wellbeing Policy and Child Safety Code of Conduct publicly available	Principal		
✓ Develop and implement risk management strategies that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in both the physical and online school environment	Principal		
✓ Record identified risks relating to child abuse in the Child Safety Risk Register (or other document), including risk controls and treatments to reduce or remove the risks			
✓ The risk register (or another document) is approved by the principal			

Actions	Action by	Guidance and resources	My school's actions
✓ Establish a process to monitor and annually review the risks related to child safety and wellbeing and the effectiveness of the implementation of the risk controls	Principal		wellbeing records and obligations on information sharing.
✓ Follow the Records Management - School Records Policy	Principal		
✓ Create, maintain and dispose of child safety and wellbeing records in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods	Principal		
✓ Ensure staff and volunteers understand their obligations on information sharing and recordkeeping	Principal		
Child Safe Standard 3: Child and student empowerment			
✓ Develop curriculum planning documents (or other documentation) that describe what the school will do to support child and student empowerment. This document should include strategies that: <ul style="list-style-type: none">inform children and students about all their rights, including to safety, information, and participationrecognise the importance of friendships and encourage support from peers to help students feel safe and be less isolatedattune staff and volunteers to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concernsdevelop a culture that facilitates participation and is responsive to the input of children and studentsprovide opportunities for children and students to participate and for the school to be responsive to their contributions to strengthen confidence and engagement	Principal	Guidance <ul style="list-style-type: none">PROTECT Child Safe Standard 3 provides example actions for schools on this standardGuidance is also available to help schools develop a Child Safety and Wellbeing PolicyGuidance for child safety championsPROTECT: Identify child abuse Templates <ul style="list-style-type: none">The Child Safety and Wellbeing Policy can be used to detail how the school addresses these requirementsComplaints Policy Student Wellbeing and Engagement Policy  Other Resources <ul style="list-style-type: none">Resilience, Rights and Respectful Relationships and Building Respectful Relationships teaching and learning materialsRespectful Relationships whole school approach	YJPS Policies: Wellbeing and Engagement Policy Volunteers Policy Child Safety Policy Inclusion and Diversity Policy YJPS Curriculum Documentation -Wellbeing Scope & Sequence -Wellbeing Scope & Sequence monitored and evaluated annually. YJPS Programs/Approaches: -Junior School Council -YJPS Wellbeing Staff culture sessions (curriculum day/staff meeting/team meetings) -Students engage in ATOSS -Staff evaluate and set goals against ATOSS (in addition to those in SRP) - Implement YJ Bullying survey and Wellbeing team meet 1:1 with students for student empowered voice. - 5/6 Wellbeing program embedded into teaching and learning
✓ Approve the documentation that describes the strategies and actions for student empowerment	Principal		
✓ Ensure the strategies and actions for student empowerment are implemented	Principal		
✓ Ensure students have access to age-appropriate sexual abuse prevention programs and relevant related information. NOTE: School boarding premises must consider whether sexual abuse prevention programs and related information are relevant to their setting or context	Principal		

Actions	Action by	Guidance and resources	My school's actions
			- 3-6 students engage in Health Sessions
Child Safe Standard 4: Family engagement			
✓ Develop a policy, statement (or other documentation) detailing the strategies and actions to support family engagement, ensuring that: <ul style="list-style-type: none">families participate in decisions related to child safety and wellbeing which affect their childthe school engages and openly communicates with families and the school community about its child safe approach and relevant information is accessiblefamilies and the school community have a say in the development and review of child safety and wellbeing policies and practicesfamilies, carers, and the community are informed about the operations and governance of the school related to child safety and wellbeing	Principal	Guidance <ul style="list-style-type: none">PROTECT Child Safe Standard 4 provides example actions for schools on this standard Templates <ul style="list-style-type: none">Child Safety and Wellbeing Policy	YJPS Policies: Wellbeing and Engagement Policy Volunteers Policy Child Safety Policy Inclusion and Diversity Policy YJPS Programs/Approaches: -Wellbeing Team communicate regularly with families in school newsletter. -Wellbeing Team support the facilitation of parent information sessions. -Parents are all invited to become a member of School Council Sub-Committees. -School Council nominations are communicated to school community at the commencement of each school year.
✓ Approve the actions outlined in the policy or statement	Principal		
✓ Ensure the strategies and actions outlined in the policy or statement are implemented	Principal		
Child Safe Standard 5: Diversity and Equity			
✓ Develop a policy, statement or curriculum document that describes what the school will do to uphold equity and respect diverse needs. This document should include strategies that: <ul style="list-style-type: none">support staff and volunteers to understand the diverse circumstance of children and students, and provide support and respond to vulnerable children and studentsmake sure children, students, staff, volunteers, and the school community have access to information, support and complaints processes that are culturally safe, accessible and easy to understandpay 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,	Principal	Guidance <ul style="list-style-type: none">PROTECT Child Safe Standard 5 provides example actions for schools on this standard Templates <ul style="list-style-type: none">Child Safety and Wellbeing PolicyStudent Wellbeing and Engagement Policy Bullying Prevention Policy 	YJPS Policies: Wellbeing and Engagement Policy Child Safety Policy Inclusion and Diversity Policy Volunteers Policy Complaints Policy Curriculum Framework Policy YJPS Programs/Approaches: - Annual review of equity/disability adjustment data - NCCD data submitted annually

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and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students <ul style="list-style-type: none">• pay particular attention to the needs of Aboriginal students and provides and promotes a culturally safe environment for them			-Wellbeing weekly sessions are informed by Respectful Relationship/Resilience Project programs -Curriculum Framework Policy reviews fortnightly as part of Team Leader work on School Improvement Team.
✓ Approve the policy, statement or curriculum document	Principal		
✓ Ensure the strategies and actions outlined in the policy, statement or curriculum document are implemented	Principal		
Child Safe Standard 6: Suitable staff and volunteers			
✓ Implement recruitment practices for staff and contractors engaged in child connected work, that ensure: <ul style="list-style-type: none">• all job advertisements have a statement setting out the job's requirements, duties, responsibilities and essential or relevant qualifications, experience, and attributes in relation to child safety and wellbeing• all applicants for jobs are informed about the child safety practices, including the Code of Conduct• you sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check, for example VIT registration• where the person will be engaged in child-related work, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children	Principal	Guidance <ul style="list-style-type: none">• PROTECT Child Safe Standard 6 provides example actions for schools on this standard Templates <ul style="list-style-type: none">• Child Safety and Wellbeing Policy• Volunteers Policy 🔒• Visitors Policy 🔒 Other resources <ul style="list-style-type: none">• Suitability for Employment Checks• Recruitment in Schools• Visitors in Schools• Volunteers in Schools• Working with Children and Suitability Checks 🔒	YJPS Policies: Wellbeing and Engagement Policy Child Safety Policy Inclusion and Diversity Policy Volunteers Policy Curriculum Framework Policy Communication with School Staff Policy YJPS Programs/Approaches: -YJPS communicate workforce planning with the School's Consultative Committee. -YJPS ensures that at minimum, one member of recruitment panel has completed Merit and protection training and all members are aware of suitability checks and ensures applicants are aware of our school's child safe practices by directing them to our website policies. -New staff are inducted into YJPS by team leader (complete Induction checklist which includes child safe procedures involving complaints and concerns.
✓ Implement engagement practices for volunteers engaged in child connected work, including: <ul style="list-style-type: none">• sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check• consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children• make volunteers aware of the Child Safety and Wellbeing Policy and Code of Conduct	Principal		

Actions	Action by	Guidance and resources	My school's actions
✓ Ensure all newly appointed school staff, school council members, and volunteers engaged in child-connected work receive an induction regarding child safety and wellbeing appropriate to their roles, including information about: <ul style="list-style-type: none">the Child Safety Code of Conductwhere relevant to the role, the Child Safety and Wellbeing Policy and the procedures for managing child abuse complaints and concerns	Principal		-At the commencement of the year Child Safe Policy and code of conduct is presented at School council.
✓ Ensure school staff, school council members and volunteers engaged in child-connected work are aware of their responsibilities to children and students, information sharing, reporting obligations and record-keeping obligations	Principal		
✓ Ensure Department of Education and Training recruitment policies and practices are followed and appropriate records kept ✓ The school council ensures that Department of Education and Training recruitment policies and practices are followed and appropriate records kept in respect of school council employees	Principal & School Council		
✓ Review practices for the ongoing supervision and people management of staff and volunteers to ensure child safety and wellbeing is a focus	Principal		
Child Safe Standard 7: Complaints processes			
✓ Revise or develop a complaints handling policy that is accessible, child-focussed, culturally safe and easily understood by the school community, that outlines: <ul style="list-style-type: none">the process for making a complaint about the school or any person within the school (staff, volunteers, contractors, families, children or students)the roles and responsibilities of leadership, staff and volunteers in complaint handlingthe process for dealing with various complaints, breaches of relevant policies or the code of conduct and obligations to act and report	Principal	Guidance <ul style="list-style-type: none">PROTECT Child Safe Standard 7 provides example actions for schools on this standardPROTECT Identifying and responding to all forms of abuse in Victorian SchoolsPROTECT Identify child abusePROTECT Identify and respond to student sexual offending Templates <ul style="list-style-type: none">Child Safety and Wellbeing Policy	YJPS Policies: Wellbeing and Engagement Policy Child Safety Policy Complaints Policy Volunteers Policy Communications Policy
✓ Ensure complaints are taken seriously and responded to promptly and thoroughly	Principal		
✓ Revise or develop a clear procedure for responding to complaints or concerns relating to child abuse. The policy must: <ul style="list-style-type: none">cover all forms of abuse	Principal		

Actions	Action by	Guidance and resources	My school's actions
<ul style="list-style-type: none"> • be sensitive to the diversity and characteristics of the school community or school boarding premises community • be made publicly available • be accessible to all members of the school community • apply to complaints and concerns relating to child abuse made by or in relation to a child or student, staff, volunteers, contractors, service providers, visitors, or other persons while connected to a school • identify roles and responsibilities of staff to act and report on complaints and concerns relating to child abuse • not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse • clearly describe the actions the school will take to respond to a complaint or concern relating to child abuse. 		<ul style="list-style-type: none"> • Child Safety Responding and Reporting Obligations Policy and Procedures 🔒 • Complaints Policy 🔒 	
✓ Ensure the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse address reporting of complaints and concerns to school leadership and other relevant authorities whether or not the law requires reporting, and cooperate with law enforcement	Principal		
✓ Approve the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse	Principal		
✓ Ensure the complaints handling policy and procedures for responding to child abuse complaints or concerns are publicly available and accessible	Principal		
✓ Ensure all recordkeeping, reporting, privacy and employment law obligations are met when responding to complaints and concerns	Principal		
✓ Ensure the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse are implemented	Principal		
Child Safe Standard 8: Child safety knowledge, skills, and awareness			
✓ Ensure at least annually, the school council receives appropriate guidance and training about: <ul style="list-style-type: none"> • individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse • child safety and wellbeing risks in the school environment • the child safety policies, procedures and practices of the school 	School Council	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 8 provides example actions for schools on this standard • Guidance for child safety champions 	YJPS Policies: Child Safety Policy Volunteers Policy YJPS Programs/Approaches:

Actions	Action by	Guidance and resources	My school's actions
<div>✓ Ensure school staff engaged in child-connected work receive annual training and information on child safety that includes guidance on:<ul style="list-style-type: none">the Child Safety and Wellbeing Policythe Child Safety Code of Conductthe school's procedures for responding to complaints and concerns relating to child abuserecognising indicators of child harm including harm caused by other children, students, or adults (including family violence)responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harmbuilding culturally safe environmentsinformation sharing and recordkeeping obligationshow to identify and mitigate child safety and wellbeing risks in physical and online environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities</div>	Principal	<div>Templates<ul style="list-style-type: none">Child Safety and Wellbeing PolicyVolunteers Policy 🔒</div>	<div>-At the commencement of the school year at the first School Council, members receive training and guidance about Child Safe Standards/obligations/responsibilities.</div> <div>-School council are consulted on all policies related to Child Safe Standards.</div> <div>-At the commencement of the school year a Child Safe Standard induction/training/guidance session is facilitated.</div>
<div>✓ Provide child safety training and information for volunteers engaged in child-connected work that is appropriate to their role and responsibilities</div> <div>✓ Consider if it is reasonable and necessary to include training and information on any or all of the same guidance provided to staff (above)</div>	Principal		
<div>✓ Ensure that staff and volunteers are supported to implement the child safety policy where the policy applies to their role and responsibilities</div>	Principal		
Child Safe Standard 9: Child safety in physical and online environments			
<div>✓ Revise or develop a policy or statement on online conduct and online safety that is consistent with the Child Safety policy and practices and the Child Safety Code of Conduct</div>	Principal	<div>Guidance<ul style="list-style-type: none">PROTECT Child Safe Standard 9 provides example actions for schools on this standard</div> <div>Templates<ul style="list-style-type: none">Child Safety Risk RegisterChild Safety and Wellbeing PolicyChild Safety Code of ConductDigital Learning Policy 🔒Camps and Excursions Policy 🔒</div>	<div>YJPS Policies:<div>Child Safety Policy</div><div>Child Safety code of conduct policy</div><div>Digital Technology Policy</div><div>Volunteers Policy</div><div>Procurement Policy</div><div>Hire of Facilities Policy</div></div> <div>YJPS Programs/Approaches:</div>
<div>✓ Approve the policy or statement on online conduct and safety</div>	Principal		
<div>✓ Ensure the policy or statement on online conduct and safety is implemented</div>	Principal		
<div>✓ Ensure child safety and wellbeing policies, procedures and practices enable staff and volunteers to identify and mitigate risks in both physical and online school environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities</div>	Principal		

Actions	Action by	Guidance and resources	My school's actions
<ul style="list-style-type: none">✓ Ensure procurement policies for facilities and services from third parties ensure the safety of children and students✓ The school council, where applicable to their powers and functions, ensure that procurement policies for facilities and services from third parties ensure the safety of children and students	Principal & School Council	<ul style="list-style-type: none">• Supervision of Students Policy• Acceptable use agreements Other resources <ul style="list-style-type: none">• Procurement - Schools Policy	-Teams engage with the Digital technology policy and framework within team meetings. Policy shared with parents.
Child Safe Standard 10: Review of child safety practices			
✓ Review and evaluate child safety and wellbeing policies, procedures, and practices at least every two years in consultation with students, families, staff and the governing body	Principal	Guidance <ul style="list-style-type: none">• PROTECT Child Safe Standard 10 provides example actions for schools on this standard• Guidance for child safety champions Templates <ul style="list-style-type: none">• Child Safety and Wellbeing Policy	YJPS Policies: Wellbeing and Engagement Policy Child Safety Policy Inclusion and Diversity Policy Volunteers Policy Curriculum Framework Policy Communication with School Staff Policy YJPS Programs/Approaches: -Scheduled Wellbeing meeting made to review systems/processes post an incident. -Wellbeing Coordinator attends School Improvement Team meetings and presents evaluation/review of wellbeing documentation. -Wellbeing &Disability Coordinator is a member of School Council and presents a report at each meeting.
✓ Ensure there is a review of child safety and wellbeing policies and practices after any significant child safety incident and improvements are put in place where applicable	Principal		
✓ Implement systems and processes to record and analyse all complaints, concerns and safety incidents to identify causes and systemic failures and inform continuous improvement	Principal		
✓ Report on the outcomes of relevant reviews to school council, staff, volunteers, the school community, families and students	Principal		
Child Safe Standard 11: Implementation of child safe practices			
✓ Ensure that all the child safety and wellbeing, policies, procedures, and practices related to the child safe standards and Ministerial Order 1359 are effectively implemented	Principal	Guidance <ul style="list-style-type: none">• PROTECT Child Safe Standard 11 provides example actions for schools on this standard• Guidance for child safety champions	YJPS Policies: Wellbeing and Engagement Policy Child Safety Policy Inclusion and Diversity Policy Volunteers Policy Curriculum Framework Policy Communication with School Staff Policy
✓ Ensure that the policies, procedures and any other statements and records required by Ministerial Order 1359: <ul style="list-style-type: none">• address all the child safe standards• are championed and modelled by leaders• are documented, accessible and easy to understand	Principal		

Actions	Action by	Guidance and resources	My school's actions
✓ Establish processes to ensure that the policies, procedures, and any statements associated with child safety and wellbeing are understood and implemented by all relevant staff and volunteers	Principal		YJPS Programs/Approaches: -YJPS staff have access to policies in a staff google folder and hard copy from the office/Principal. -Student forums are conducted for student input into policies. -Policies with a consultation mandate are consulted with School Council and/or Consultative Committee and /or Wellbeing Team.
✓ Provide students, families, staff and volunteers with opportunities for regular input into policies, procedures, practices and risk strategies related to child safety and wellbeing	Principal		