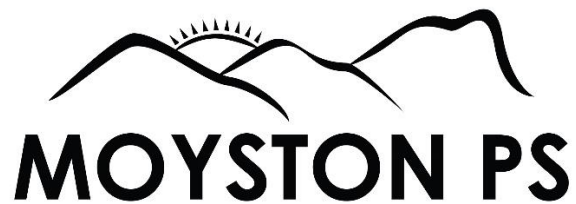


Moyston Primary School



Casual Staff
Induction 2020

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SCHOOL PROFILE:

First opened in 1874, Moyston Primary School has a proud history of providing education to Moyston and surrounding districts for over one hundred and forty years.

In 2020, we currently have an enrolment of 35 students from 21 families.

The school currently runs three home groups; Grades Foundation, One and Two, Grades Three and Four and Grades Five and Six. The main 'old' building houses the office and the Grade 5 and 6 Classroom. The Modular buildings houses the Prep, Grade One and Grade two students in one room and the Grade Three and Grade Four students in the other. The Portable is used as our student kitchen and art room.

The spacious yard boasts an oval, AFL goal posts, cricket pitch, basketball and netball courts, BMX track, sports shed, storage shed, outdoor chess board, hopscotch, beach volleyball court, concrete tunnels, sandpits, fort and various playground equipment.

SCHOOL MISSION:

Moyston Primary School aims to develop in our students a purpose of belonging and an understanding of the importance of taking responsibility for their own learning.

This is to take place in a caring learning environment that engages students to work towards achieving their personal best in an atmosphere of mutual respect and cooperation, and assisting them to become valued members of the community.

SCHOOL BELIEFS:

At Moyston Primary School the following beliefs motivate our actions:

All children can learn.

Individuals learn in different ways.

Learning at school should encourage life-long learners.

Schools should contribute to development of personal attributes such as resilience, empathy and caring for others.

Students have a right to feel comfortable and safe at school.

SCHOOL VALUES:

The core values which are embedded within all the teaching and learning programs at the Moyston Primary School are:

Caring

Tolerance

Consideration

Co-operation

Friendliness

Truthfulness

Fairness

Loyalty

MOYSTON PRIMARY SCHOOL STAFF 2020:

Anthony Cain	Principal
Laura Higgins	Class Teacher 5-6
Kendra Shalders	Class teacher Foundation - 2
Natalie Dowsett	Class teacher 2 - 4
Kelly McKinnon	Business Manager
Caitlyn Fisher	MARC Library Van (every second Tuesday)
Josh Whately	Computer Technician

BELL TIMES:

9.00am	Classes commence
11.00am	Morning recess
11.30am	Classes commence
1.15pm	Lunch
2.00pm	Classes commence
3.20pm	Dismissal

ACCIDENTS OR ILLNESS AT SCHOOL:

Sick children should not be at school. If a child becomes sick at school, teachers should notify the principal and then contact the child's parents to collect the child.

If a child suffers a minor injury during recess or lunch, the yard duty teacher is responsible for the initial first aid. All accidents involving head injuries and other serious injuries should be recorded in the Accident Incident Register which is housed in the principal's office.

ATTENDANCE ROLLS:

The attendance rolls are marked via the uEducateUs system. The roll is to be marked each day. Absences and early departures/late arrivals must be entered using the appropriate CASES 21 Codes. The Business Manager or another teacher can mark the roll for you if you do not have access to the uEducateUs system.

BUSES:

Some students at the school occasionally travel home by bus. Teachers supervise children onto the buses when required.

CLEANERS:

The school's cleaning is carried out by Susan Day.

COMPUTER TECHNICIAN:

Moyston Primary School has a visiting computers technician who is available for computer difficulties once each week. Staff requiring attention to computers in their classroom, or to their laptops, should record their concerns in the Computer Tech's workbook, located in the staffroom.

EMERGENCY MANAGEMENT PLAN:

The Moyston Primary School EMP is displayed prominently in each building. All teachers should familiarize themselves with the emergency procedures outlined in the plan, and be ready to follow evacuation processes.

END OF DAY:

Children who do not travel on a bus wait inside the school grounds for parental pick up at the end of the day.

HOT LUNCHES:

Students have the provision to warm up their lunches in the microwave and toast sandwiches in the kitchen. A staff member must be present before students can access their lunch.

KEEPING CHILDREN SAFE-RESOURCE KIT:

Moyston Primary School has a zero tolerance for child abuse. All staff will be provided with access to a keeping children safe resource kit, which states teacher responsibilities and reporting procedures.

LEAVING THE SCHOOL GROUNDS:

Parental permission is required for students to leave the school grounds for any reason.

LOST PROPERTY:

Parents are encouraged to label their children's property. All lost property found in the yard is stored in the Lost Property Box, which is kept in the First Aid Room. Parents are welcome to search the Lost Property Box for missing items.

NEWSLETTER:

The school newsletter is published and sent home every second Thursday. The newsletter is also uploaded onto the school website. Notices from teachers and samples of children's work, photos etc. are encouraged to be included in the newsletter. If you have anything to include, please email it through to Kelly by Thursday Morning.

OCCUPATIONAL HEALTH AND SAFETY:

Occupational Health and Safety is the responsibility of all staff members within the school. The school has a designated OHS Representative. Issues relating to OHS are to be referred to the Principal for consultation.

PHOTOCOPIER:

The photocopier is housed in the main building and is networked to all classroom computers and the office. Staff are requested to keep colour photocopying for 'special' projects and activities as the cost can be excessive. The service contract for the copier is held by Just Copiers. Replacement toners, cartridges etc. are stored in the grey cupboard in the office where the paper is kept. The phone number for Just Copiers is displayed next to the phone in the staffroom.

REFERRAL OF CHILDREN:

Moyston Primary School has access to a range of support services including nursing, speech therapy and psychology. If teachers have any concerns about a child, either medical or learning, they should refer to the Keeping Children Safe Resource Kit or speak to the Principal who will assist with appropriate referral procedures.

SPECIAL PROGRAM:

A visiting Mobile Area Resource Centre (library Van) provides library access and lessons on a fortnightly basis. Classroom teachers are usually provided with preparation time during the MARC visit.

STAFF ROOM DUTY:

All staff are responsible for keeping the staff kitchen tidy and dishes washed.

YARD DUTY:

Yard duty is shared equally between teachers across the school week. A teacher is rostered onto yard duty at all lunch and recess times and before the beginning and end of each school day. Teachers are not to leave yard duty until they are replaced or the bells rings to end the break.

CHILD SAFE POLICIES

Child Safe Policy

Our commitment to child safety

Moyston Primary School is committed to child safety.

We want children to be safe and happy.

We support and respect all children.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Moyston Primary School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Moyston Primary School has robust human resources and recruitment practices for all staff.

Moyston Primary School is committed to regularly training and educating our staff and volunteers on child abuse risks.

We have specific policies, procedures and training in place that supports our staff to achieve these commitments.

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

Our children

This policy is intended to empower children who are vital and active participants at Moyston Primary School. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.

Our staff and volunteers

This policy guides our staff and volunteers on how to behave with children in our organisation.

All of our staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children.

Training and supervision

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

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations 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.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse.

New employees and volunteers will be supervised regularly to ensure they understand Moyston Primary School's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate. Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

Recruitment

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Moyston Primary School understands that when recruiting staff we have ethical as well as legislative obligations.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au) website <www.workingwithchildren.vic.gov.au> for further information.

We carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

Fair procedures for personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected.

Legislative responsibilities

Moyston Primary School takes our legal responsibilities seriously, including:

Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.¹

Failure to protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.²

Any personnel who are **mandatory reporters** must comply with their duties.³

Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments and online environments.

Regular review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute.

Allegations, concerns and complaints

Moyston Primary School takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

¹ A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.

Further information about the failure to disclose offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

² Further information about the failure to protect offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.

³ 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](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first) <www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>.

⁴ For example behaviour, please see [An Overview of the Victorian child safe standards](http://www.dhs.vic.gov.au/data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc): [www.dhs.vic.gov.au/ data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc](http://www.dhs.vic.gov.au/data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)

Child safe policy and statement of commitment

Child safe standards toolkit: resource two

The child safe standards require organisations that provide services for children¹ to have a child safe policy or a statement of commitment to child safety. You may already have an existing child safe policy or statement of commitment. You can use this resource, which includes a sample child safe policy and statement of commitment, to develop or review your organisation's child safe policy and statement of commitment.

What is a child safe policy?

A child safe policy is an overarching document that provides an overview of key elements of an organisation's approach to child safety. It should:

- clearly state the organisation's zero tolerance of child abuse²
- detail the organisation's child safe processes and procedures, or link to existing documents that include child safety considerations - for example, its reporting procedures (including leadership responsibilities), how to respond to an allegation of child abuse, human resources and recruitment practices, and risk management strategy and procedures
- clearly state the organisation's commitment to cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability³
- detail expectations and requirements of staff and volunteers to ensure the protection of children, and the training and support staff receive
- include contact details for people to access information in relation to child safety, such as the child safety officer. A child safety officer/champion is a person in your organisation who has knowledge of child safety issues, and could be a point of contact for others who have questions or concerns or want to report an allegation of child abuse. You could consider including child safety officer/champion duties in the person's job description
- include how and when the policy and other child safety tools are reviewed to help organisation improve.

Statement of commitment to child safety

While larger organisations and those that have a higher level of responsibility for children (for example, schools, out-of-home care providers, disability service providers) may wish to develop a written child safe policy, this may not be suitable for some smaller organisations who have limited

¹ For a [list of the organisations in scope](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards) for the child safe standards, please see the Department of Health and Human Services website: <www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards>

² The child safe standards aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. For further explanation of the different types of child abuse, please see [see **An Overview of the Victorian child safe standards:**](http://www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc) <www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>.

³ For definitions of key terms, please see [see **An Overview of the Victorian child safe standards:**](http://www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc) <www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>

responsibility for children. As an alternative, your organisation may prefer to have a public statement of commitment to child safety. It could be in the form of a mission statement.

A statement affirms the organisation's commitment to child safety by clearly stating that the organisation:

- has zero tolerance for child abuse
- actively works to listen to and empower children
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures
- is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Both a child safe policy and statement of commitment should use inclusive language and may include inclusive photographs and artwork that demonstrate the organisation's commitment to diversity.

Further information

Further information on child safe standards can be found on the [Department of Health and Human Services website](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations) <www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations>.

Additional resources for organisations in the child safe standards toolkit can be found on the [Department of Health and Human Services website](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards): <www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards>. In particular, [An Overview to the Victorian child safe standards](#), has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: <www.dhs.vic.gov.au/___data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>

Note for registered schools: a forthcoming Ministerial Order under the *Education and Training Reform Act 2006* will contain the minimum actions that schools must take to meet each of the child safe standards. There will be a lead in time before regulation will commence to allow schools time to prepare. The Department of Education and Training and the Victorian Registration and Qualifications Authority will provide information and materials specifically for schools to assist with capacity building and compliance.

Registered schools can contact the Department of Education and Training: child.safe.schools@edumail.vic.gov.au

Early childhood services operating under the *National Quality Framework or Children's Services Act 1996* should contact: licensed.childrens.services@edumail.vic.gov.au

Licensed children's services enquiry line: 1300 307 415

Disclaimer

This document provides general guidance only on the child safe standards. The Department of Health and Human Services does not guarantee that the examples provided in the document are sufficient for the purposes of an organisation's compliance with existing regulatory or government funding requirements.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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Where the term 'Aboriginal' is used it refers to both Aboriginal and Torres Strait Islander peoples. Indigenous is retained when it is part of the title of a report, program or quotation. Throughout this paper we refer to 'Aboriginal peoples' rather than 'Aboriginal people' to reflect the plurality and diversity of Victorian Aboriginal communities.

Available at: www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies.-guidelines-and-legislation/child-safe-standards

CHILD SAFE CODE OF CONDUCT

All staff, volunteers and families of Moyston 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 Moyston Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Moyston Primary School child safe policy at all times / upholding Moyston Primary School statement of commitment to child safety at all times.
- 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 that adults are not left alone with a child.
- reporting any allegations of child abuse to MOYSTON PRIMARY SCHOOL Child Safety Officer (Anthony Cain) and ensure any allegation to be reported to the police or child protection.
- reporting any child safety concerns to MOYSTON PRIMARY SCHOOL Child Safety Officer (Anthony Cain).
- 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 outside school hours without their family permission and/or knowledge.
- have any online contact with a child without their family permission and/or knowledge.

- 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 MOYSTON PRIMARY SCHOOL Child Safety Officer (Anthony Cain).

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:

