



**CHILD SAFE ENVIRONMENT POLICY**  
**BLACKBURN LAKE PRIMARY SCHOOL**  
 Florence Street Blackburn 3130

<b>PURPOSE</b>	The child safe environment policy provides a framework for Blackburn Lake Primary School's approach to creating a child safe organisation where children and are safe and feel safe. It also provides the policy framework for the school's approach to the Child Safe Standards.
<b>SCOPE</b>	All staff, volunteers and contractors both within the school grounds as well as across a range of school forums (such as camps/excursions) regardless of whether they work in direct/indirect contact with children or within/outside school hours.
<b>STATEMENT OF COMMITMENT AND PRINCIPLES</b>	Blackburn Lake Primary 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.
<b>POLICY AND PROCEDURES</b>	Policies and procedures outlining school's approach to the Child Safe Standards can be found on the school website. For more information contact – BLPS Assistant Principal 9894 2855
<b>A CHILD SAFE CULTURE</b>	The school's culture encourages staff to raise, discuss and scrutinise child safety concerns, making it more difficult for abuse to occur and remain hidden. The school's plan for creating a child safe culture can be found on the website at <a href="http://www.blps.vic.edu.au/">http://www.blps.vic.edu.au/</a>
<b>PERSONNEL UNDERSTAND THEIR ROLES AND RESPONSIBILITIES/CODE OF CONDUCT</b>	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 Code of Conduct which sets out clear awareness of the difference between appropriate and inappropriate behaviour.
<b>HUMAN RESOURCES PRACTICES AND TRAINING</b>	Blackburn Lake Primary School applies best practice standards in the recruitment and screening of staff and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect. All prospective staff and volunteers are required to undergo National Criminal History Records check and maintain a valid Working with Children Check.  The school's approach to human resources practices that ensure child safety can be found on the website at <a href="http://www.blps.vic.edu.au/">http://www.blps.vic.edu.au/</a>

<p><b>REPORTING A CHILD SAFETY CONCERN OR COMPLAINT</b></p>	<p>Blackburn Lake Primary School has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action would include reporting concerns to the Principal, DHHS Child Protection or another appropriate agency. The school will take immediate action to respond to any complaint.</p> <p>The school's policy and procedures for reporting a child safety concern or complaint can be found on the website at <a href="http://www.blps.vic.edu.au/">http://www.blps.vic.edu.au/</a></p>
<p><b>RISK REDUCTION AND MANAGEMENT</b></p>	<p>Blackburn Lake Primary School believes the wellbeing of children and young people is paramount and is vigilant in ensuring proper risk management processes. The school recognises there are potential risks to children and will take a risk management approach by undertaking preventative measures.</p> <p>The school's approach to Child Safety risk reduction and management can be found on the website at <a href="http://www.blps.vic.edu.au/">http://www.blps.vic.edu.au/</a></p>
<p><b>LISTENING TO CHILDREN</b></p>	<p>Blackburn Lake Primary School has developed a safe, inclusive and supportive environment that involves communicating with both children 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.</p> <p>When the school is gathering information in relation to a complaint about alleged misconduct/abuse of a child, the school will always listen to the complainant's account. Disclosures will be taken seriously and the parents/carers informed.</p>
<p><b>CONFIDENTIALITY AND PRIVACY</b></p>	<p>Blackburn Lake Primary 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 School Privacy Policy.</p>
<p><b>POLICY EVALUATION AND REVIEW</b></p>	<p>To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework. The review will include input from students, parents/carers and the school community.</p>

**EVALUATION**

This policy will be reviewed in line with our policy review cycle.