

## Birralees Primary School: Child Safety Induction Pack for Volunteers

Under the *Child Safe Standards*, schools must ensure all volunteers working at the school or a school activity where children are likely to be present are aware of the school's *Child Safety and Wellbeing Policy* and *Child Safety Code of Conduct*.

This school also recommends that volunteers are aware of the school's *Child Safety Responding and Reporting Obligations Policy and Procedures*. Under the *Child Safe Standards*, volunteers must be 'attuned to signs of harm'. This information can be found in the *PROTECT - Identify Child Abuse document* at:

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx>

### THE PURPOSE OF INDUCTION PACK

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Birralees Primary School volunteers are familiar with our policies and procedures relating to child safety, and understand the important role they play in maintaining and promoting the safety of all our students.

Volunteers must read the suite of policies and procedures in the links (below) before commencing any work where children are likely to be present.

### KEY MESSAGES

- Birralees Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating an inclusive environment where diversity is supported and students feel safe at school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently, within our policies and procedures.
- We are committed to preventing child abuse, early identification of possible risks, and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right or if you have any concerns about any inappropriate behaviour in the school community, please contact the principal or assistant principals, a teacher, or the administration office. If this would not be appropriate in the circumstances, you can contact the North East Victoria Regional (NEVR) Office of the Department of Education and Training on 1300 338 691.

### INDUCTION MATERIALS – MUST READ

This induction pack contains the following documents that all new volunteers must read and with which they must be familiarised. Please go to the school website to access each document in the Policy Portal. If you would prefer a hard copy of this pack, please contact the team in the office who will provide one for you.

- Birralees Primary School: *Volunteer Policy*
- Birralees Primary School: *Child Safety and Wellbeing Policy*

- Birralee Primary School: *Child Safety Responding and Reporting Obligations Policy and Procedures*
- Birralee Primary School *Child Safety Code of Conduct*. \*This document must be signed and returned to the administration office prior to working with any students.
- *PROTECT: Four Critical Actions for Schools: Responding to incidents, disclosures and suspicions of child abuse.*
- *PROTECT: Identify child abuse.*

## CONTACT

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the principal or assistant principals with comments or questions.

Pack last reviewed	17/10/2022
Approved by	Principal: <b>Ashley Ryan</b>
Next scheduled review date	2026