

## WELS Staff, Student and Community Child Safety Induction

### Staff

#### Recruitment

- All advertised positions contain a statement about child safety
- Cultural sensitivity and cultural competency are critical elements of selection alongside qualifications, EAL competence and expertise
- New staff sign the WELS Code of Conduct for adults

#### Induction

- All staff receive induction and mentoring about newly arrived student and backgrounds and experiences
- All staff receive Child Safety Standards materials and are reminded of their reporting obligations
- All staff at Braybrook receive induction about reporting student issues on the WELS Student Mapping Tool (followed up by Welfare staff)
- All staff receive copies of the WELS Values (School Wide Positive Behaviour Strategies based)

#### Ongoing

- Child safety is a regular agenda item at staff meetings at WELS sites
- All staff are reminded regularly of the 4 Critical Actions for Schools re Child Safety
- Principal, APs & Senior Teachers in charge of sites meet with Principal, weekly.
- Principal meets with Wellbeing Team to discuss data on the WELS Student Mapping Tool
- All staff report on students using the WELS designed, online Student Mapping Tool (followed up by Welfare staff)
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#### Professional learning

- 98% of WELS staff attended and completed the Youth Mental Health First Aid course in 2017
- All staff complete mandatory reporting modules on line, annually
- All staff attend training on refugee and migrant experiences and issues

#### Student Wellbeing Team

- P-10 Welfare Coordinator monitors issues across all 6 WELS sites
- P-10 Welfare coordinator advises Senior staff at each site (Senior Teachers in charge of sites)
- Senior Teachers and Assistant Principals receive welfare time allowance at each off-base site

### Parents

**Our first priority at the Western English Language School is to assist with the education and settlement of newly arrived refugee and migrant families across the six WELS sites.**

- Parent meetings are arranged once a term. Students and parent/guardian receive child safety information in first language if possible or in English and are advised of the role of staff to report concerns
- Parents receive copies of Child Safety handouts including the 4 Critical Actions for Schools re Child Safety

- Parent/guardian/student is introduced to WELS website that has links child safety information in languages other than English.

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## Students

### Induction

- Child Safety information is discussed with students in weekly pastoral care sessions
- All students have homegroup teachers (secondary) and class teachers (primary) who have **pastoral care lessons** for their students.
- All students are given details of WELS Values (PBIS) and the reasons for them being used
- Values are explicitly taught and reinforced by all teachers.
- Positive Behaviours are introduced and encouraged and demonstrated by teachers in their daily actions
- Students are invited to join Student Representative Councils where they bring what is on their mind to the attention of teachers
- Students are introduced to welfare staff (primary and secondary) and advised that they can approach welfare staff with problems
- Students have access to multicultural aides who can communicate with them in their first language

### Ongoing

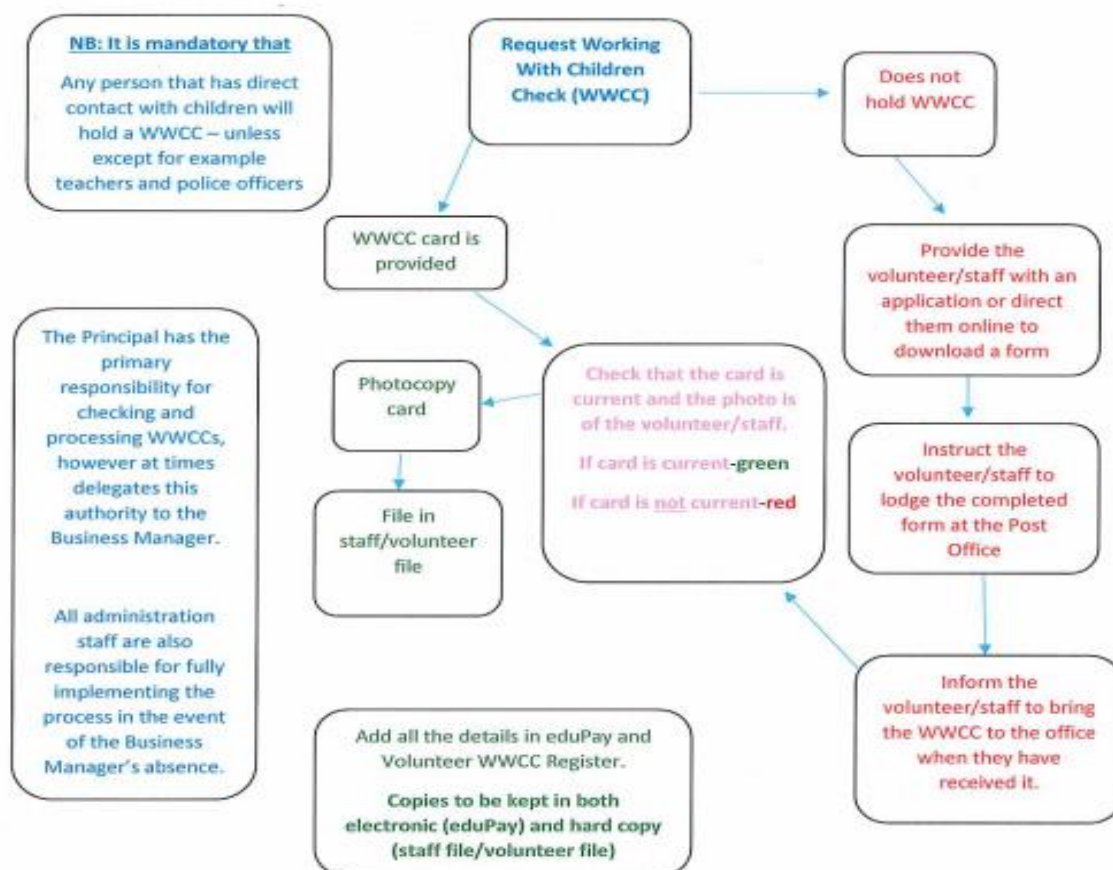
- Students are acknowledged for being respectful, caring and responsible every week
- Child safety concerns are followed up immediately, following mandatory reporting guidelines

## Volunteers

- Volunteers receive Child Safety information as part of their induction
- A copy of WELS Child Safety Policy

## WORKING WITH CHILDREN CHECK PROCEDURE

### FLOWCHART for WORKING WITH CHILDREN CHECKS



## Volunteer

As a volunteer at WELS I understand I must follow the guidance and directions of the teaching staff I am working with.

My behaviour must not in any way conflict with the Code of Conduct or the school's Child Safe Policy. I must ensure I have made myself familiar with the role of a Volunteer at the school.

Within WELS Child Safe practices, you are required to adhere to the following expectations:

1. I should not be alone with student/s - you need to be in sight of the classroom teacher or another staff member;
2. I should not 'make friends' with student/s - no rewards, gifts, extra communication etc;
3. Under no circumstances can I discuss a student/s with anyone except the classroom teacher if appropriate - confidentiality is essential;
4. I must communicate any child safety concerns to the classroom teacher who will

communicate this to the school's leadership; (follow Mandatory Reporting Procedures if required);

5. I must not exhibit behaviours with students which may be construed as unnecessarily physical and not justified in the educational context;

6. I must use appropriate language in the presence of student/s;

7. I must not express personal views on cultures, race or sexuality in the presence of student/s;

8. Photographs or video of a student/s is only allowed in accordance with school policy or where required for duty of care purposes;

9. Photographs or video cannot be taken of any students.

11. I must not consume any alcohol or drugs at school or at school events in the presence of children.

### **Confidentiality**

Confidentiality is vital when working with students. It is an expectation that no comment will be made on a student's ability, behaviour, social interactions or information the student may share other than to the school staff you are working with.

If you have any concerns in any area of the safety of the students you are required to report this to either the Classroom Teacher or School Leadership (Site Coordinator, Principal or Assistant Principal). If a student makes a declaration to you where you are concerned for their immediate or ongoing safety, it is your responsibility to follow the Mandatory Reporting protocols as outlined in the WELS Child Safe Policy.

### **Emergency Procedures**

In the event of any emergency procedure being implemented at WELS, it is an expectation that volunteers will listen to and follow instructions as directed by staff - this may include Public Address system announcements, directions from the classroom teacher or instructions from an Emergency Procedure Warden. It is important to understand that in the event of an evacuation, you are not to re-enter buildings under any circumstance once you have left them.

### **Volunteer Responsibility**

Volunteers to inform staff if you have any concerns.

Volunteers need to maintain and update their Working With Children Check (WWCC) when necessary and to advise School Leadership (Principal or Deputy Principal) if there are any changes in their circumstances which may affect their suitability to act as a volunteer under the guidelines as outlined in the Child Safe Legislation (Ministerial Order 870).