

Compliance self - assessment

Name of school: Casterton Secondary College

School suburb:

School number:

School sector:

Principal:

Ministerial Order No. 870 Clause 6. Principle of inclusion (all standards)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
<p>In implementing the minimum <i>child safety</i> standards in accordance with this Order, <i>school governing authorities</i> must:</p> <p>(a) take account of the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable; and</p>	Yes	<ul style="list-style-type: none"> • Programs run by School nurse / Counsellor - Guest speakers, Party Program, Swipe, Sex education • Health curriculum years 7-10 and VCE Health and Human Development. • CSC Inclusion and Engagement policy, Bullying and Harassment policy. • Disability access information provided to students on enrolment, reasonable accommodation of students with disabilities. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(b) make reasonable efforts to accommodate the matters referred to in clause 6(a).	Yes	See above		

Ministerial Order No. 870 Clause 7. Strategies to embed an organisational culture of child safety (standard one)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The school governing authority must:				
(a) develop strategies to embed a culture of <i>child safety</i> at the school;	Yes	<ul style="list-style-type: none"> • A full Child Safety policy including a statement of commitment to child safety. • Welfare committee consisting of Assistant Principal, Senior School Leader, Middle School Leader, Student Counsellor, School Nurse oversee Child Safety. • Promotion of the language of child safety in the school's day to day activities. • Programs run by School nurse / Counsellor - Guest speakers, Party Program, Swipe, Sex education. • DET Social worker. • Health curriculum years 7-10 and VCE Health and Human Development. • Regular contact with Victorian Police Youth Liaison Officer particularly in regard to Cyber Safety. • Local police. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(b) allocate roles and responsibilities for achieving the strategies;	Yes	<ul style="list-style-type: none"> • Up to date position descriptors are used when recruiting for leadership, teaching and non-teaching roles including Victorian Child Safe Standards statement. • Welfare committee consisting of Assistant Principal, Senior School Leader, Middle School Leader, Student Counsellor, and School Nurse oversee Child Safety. • A presentation is given to school councillors re the Child Safe Standards, their obligations and what they mean for the school. 		
(c) inform the school community about the strategies, and allocated roles and responsibilities;	Yes	<ul style="list-style-type: none"> • Child Safety policy and Child Safe Code of Conduct are on the school web site and Skoolbag app. • Welfare committee consisting of Assistant Principal, Senior School Leader, Middle School Leader, Student Counsellor, and School Nurse oversee Child Safety. • These are also published in the school newsletter each year. • Child Safety policy is included in the Student Planner. 		
(d) put the strategies into practice, and inform the school community about these practices; and	Yes	<ul style="list-style-type: none"> • Reports at school council meetings. • Newsletter articles. • Information for new students / families at enrolment meetings. • Child Safety policy is included in the Student Planner. • Website: Policies 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(e) periodically review the effectiveness of the strategies put into practice and, if considered appropriate, revise those strategies.	Yes	<ul style="list-style-type: none"> All CSC policies are reviewed on a 4 year basis - both school and council approved Discussion regularly takes place with the student cohort on child safety matters through programs run in Health classes, programs run by the student counsellor and school nurse and guest speakers. 		

Ministerial Order No. 870 Clause 8. A child safety policy or a statement of commitment to child safety (standard two)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The <i>school governing authority</i> must ensure that the school has a <i>child safety</i> policy or statement of commitment to <i>child safety</i> that details:				
(a) the values and principles that will guide the school in developing policies and procedures to create and maintain a child safe <i>school environment</i> ; and	Yes	<ul style="list-style-type: none"> Child Safe policy has a statement of commitment to child safety. School Philosophy 		
(b) the actions the school proposes to take to:				
(i) demonstrate its commitment to <i>child safety</i> and monitor the school's adherence to its <i>child safety</i> policy or statement of commitment;	Yes	<ul style="list-style-type: none"> Child Safe policy has a statement of commitment to child safety. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(ii) support, encourage and enable <i>school staff</i> , parents, and children to understand, identify, discuss and report <i>child safety</i> matters; and	Yes	<ul style="list-style-type: none"> All staff complete the Mandatory Reporting On-Line module each year. Two staff attended the mandated “Lookout” training program. All staff and school councillors receive a copy of the Identifying and Responding to All Forms of Abuse Guidance and the accompanying Four Critical Actions. 		
(iii) support or assist children who disclose <i>child abuse</i> , or are otherwise linked to suspected <i>child abuse</i> .	Yes	<ul style="list-style-type: none"> CSC Mandatory policy Two staff attended the mandated “Lookout” training program. Student Inclusion and Engagement policy. Student Welfare policy. Welfare committee. 		
(2) The <i>school governing authority</i> must inform the school community about the policy or statement, and make the policy or statement publicly available.	Yes	<ul style="list-style-type: none"> Child Safety policy and Child Safe Code of Conduct are on the school web site and Skoolbag app and published in the newsletter. Policy tabled and discussed at school council meeting. 		

Ministerial Order No. 870 Clause 9. A child safety code of conduct (standard three)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The <i>school governing authority</i> must develop, endorse, and make publicly available a code of conduct that:				
(a) has the objective of promoting <i>child safety</i> in the <i>school environment</i> ,	Yes	<ul style="list-style-type: none"> • Child Safety policy and Child Safe Code of Conduct have been developed.' • Child Safety policy and Child Safe Code of Conduct are on the school web site and Skoolbag app and published in the newsletter. • Child Safety policy is included in the Student Planner. • School Council involved in the development of policies and strategies that support a Child Safe Code of Conduct which were subsequently endorsed by council. 		
(b) sets standards about the ways in which <i>school staff</i> are expected to behave with children;	Yes	<ul style="list-style-type: none"> • School Council involved in the development of policies and strategies that support a Child Safe Code of Conduct which were subsequently endorsed by council. 		
(c) takes into account the interests of <i>school staff</i> (including other professional or occupational codes of conduct that regulate particular <i>school staff</i>), and the needs of all children; and	Yes	<ul style="list-style-type: none"> • School Council involved in the development of policies and strategies that support a Child Safe Code of Conduct which were subsequently endorsed by council. 		
(d) is consistent with the school's <i>child safety</i> strategies, policies and procedures as revised from time to time.	Yes	<ul style="list-style-type: none"> • School Council involved in the development of policies and strategies that support a Child Safe Code of Conduct which were subsequently endorsed by council. 		

Ministerial Order No. 870 Clause 10. School staff selection, supervision and management practices for a child-safe environment (standard four)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) Subject to the requirements of the ETR Act, the <i>school governing authority</i> must ensure that the school implements practices for a <i>child-safe</i> environment in accordance with this clause.	Yes	<ul style="list-style-type: none"> All advertised positions include a DET statement regarding Child Safe Standards. 		
(2) Each job or category of jobs for <i>school staff</i> that involves <i>child-connected work</i> must have a clear statement that sets out:				
(a) the job's requirements, duties and responsibilities regarding <i>child safety</i> , and	Yes	<ul style="list-style-type: none"> All advertised positions include a DET statement regarding Child Safe Standards - in line with DET HR Recruitment Online guidelines All service contractors and volunteers receive a copy of our Child Safe Code of Conduct. 		
(b) the job occupant's essential or relevant qualifications, experience and attributes in relation to <i>child safety</i> .	Yes	<ul style="list-style-type: none"> All advertised positions include a DET statement regarding Child Safe Standards - in line with DET HR Recruitment Online guidelines All service contractors and volunteers receive a copy of our Child Safe Code of Conduct. 		
(3) All applicants for jobs that involve <i>child-connected work</i> for the school must be informed about the school's <i>child safety</i> practices (including the code of conduct).	Yes	<ul style="list-style-type: none"> All advertised positions include a DET statement regarding Child Safe Standards - in line with DET HR Recruitment Online guidelines New Staff Induction Program will cover all aspects of Child Safety including the Child Safe Standards our Child Safe policy, and the Child Safe Code of Conduct. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(4) In accordance with any applicable legal requirement ¹ or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform <i>child-connected work</i> .	Yes	<ul style="list-style-type: none"> Business manager and office staff maintain records including identity checks, VIT registration, Working With Children Checks, Mandatory Reporting Module completion, Volunteers Policy etc. 		
(a) Working with Children Check status, or similar check;	Yes	<ul style="list-style-type: none"> Business manager and office staff maintain records including identity checks, VIT registration, Working With Children Checks, Mandatory Reporting Module completion, Volunteers Policy etc. 		
(b) proof of personal identity and any professional or other qualifications;	Yes	<ul style="list-style-type: none"> Business manager and office staff maintain records including identity checks, VIT registration, Working With Children Checks, Mandatory Reporting Module completion, Volunteers Policy etc. 		
(c) the person's history of work involving children; and	Yes	<ul style="list-style-type: none"> Work history is expected in any application for a position at the school. Referee checks are done by the Principal and a selection panel when employing new staff. 		

Ministerial Order No. 870: ¹ Please refer to the *Working With Children Act 2005* which establishes a process to screen persons engaging or intending to engage in child-related work through a working with children check, and also sets out exemptions from that requirement for volunteers, parents and others.

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(d) references that address the person's suitability for the job and working with children.	Yes	<ul style="list-style-type: none"> Referee checks are done by the Principal and a selection panel when employing new staff. 		
(5) The school need not comply with the requirements in clause 10(4) if it has already made reasonable efforts to gather, verify and record the information set out in clauses 10(4)(a) to 10(4)(d) about a particular individual within the previous 12 months.	Yes	<ul style="list-style-type: none"> See 10 (4) 		
(6) The school must ensure that appropriate supervision or support arrangements are in place in relation to:				
(a) the induction of new <i>school staff</i> into the school's policies, codes, practices, and procedures governing <i>child safety</i> and <i>child-connected work</i> , and	Yes	<ul style="list-style-type: none"> New Staff Induction Program will cover all aspects of Child Safety including the Child Safe Standards our Child Safe policy, and the Child Safe Code of Conduct. Staff handbook 		
(b) monitoring and assessing a job occupant's continuing suitability for <i>child-connected work</i> .	Yes	<ul style="list-style-type: none"> Performance and Development Plans will include an assessment of an employee's adherence to the Child Safe Standards including our Child Safe Code of Conduct. Performance Development Plans and Mid and End of Cycle reviews are kept in each employees file. Working with Children Checks register VIT register 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(7) The school must implement practices that enable the <i>school governing authority</i> to be satisfied that people engaged in <i>child-connected work</i> perform appropriately in relation to <i>child safety</i> .	Yes	<ul style="list-style-type: none"> • Prompt contact is made with and advice is sought from DET Employee Conduct Branch immediately any concern is raised regarding the conduct of any employee working in the school. • New Staff Induction Program procedures, our Child Safe policy, our Mandatory Reporting policy and the completion of the on-line Mandatory Reporting module by all staff ensure that Child Safety is seen as the responsibility of all employees. • Recruitment processes • VIT register • Working With Children Checks register 		

Ministerial Order No. 870 Explanatory note: To be “satisfied”, it is not necessary that the school governing authority make each decision about the selection and supervision of school staff engaged in child-connected work. The school governing authority needs to be satisfied about the appropriateness of the school's arrangements that would regulate or guide other people who make such decisions for or on behalf of the school about child safety matters and child-connected work.

Ministerial Order No. 870 Clause 11. Procedures for responding to and reporting allegations of suspected child abuse (standard five)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The <i>school governing authority</i> must have a clear procedure or set of procedures for responding to allegations of suspected <i>child abuse</i> in accordance with this clause and other legal obligations.	Yes	<ul style="list-style-type: none"> • Relevant policies are published in our Staff Handbook, Student Planner, and web-site. • Folder of policies is available for staff in the General Office. • Each member of staff has a copy of the Four Critical Actions, This is also included in the Staff Handbook and is displayed in the General Office and the staff room. • Mandatory reporting procedures, incident reporting procedures are regularly outlined to staff. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(2) The <i>school governing authority</i> must ensure that the procedure is:				
(a) sensitive to the diversity characteristics of the school community;	Yes	<ul style="list-style-type: none"> • Inclusion statements • Inclusion and Diversity Policy • School Council has reviewed the Identifying and Responding to All forms of Abuse in Victorian Schools Guidance. • Staff have been made aware of Identifying and Responding to All forms of Abuse in Victorian Schools and it will be included in the Staff Handbook. 		
(b) made publicly available; and	Yes	<ul style="list-style-type: none"> • Relevant policies / information are on the school website and Skoolbag app. • Newsletters 		
(c) accessible to children, <i>school staff</i> , and the wider community.	Yes	<ul style="list-style-type: none"> • Relevant policies / information are on the school website and Skoolbag app, Staff Handbook, Student Planners. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(3) The procedure must:				
(a) cover all forms of ' <i>child abuse</i> ' as defined in the ETR Act;	Yes	<ul style="list-style-type: none"> All staff annually complete the Mandatory Reporting on-line module. Two staff attended the mandated "Lookout" training program. Casterton Secondary Mandatory Reporting policy and procedures. Staff have been made aware of Identifying and Responding to All forms of Abuse in Victorian Schools and it will be included in the Staff Handbook. Sign in procedures have Child Safe information 		
(b) apply to allegations or disclosures of <i>child abuse</i> made by or in relation to a child, <i>school staff</i> , visitors, or other persons while connected to a <i>school environment</i> ,	Yes	<ul style="list-style-type: none"> See (a) 		
(c) identify the positions of the person or people who are responsible for:				
(i) promptly managing the school's response to an allegation or disclosure of <i>child abuse</i> , and ensuring that the allegation or disclosure is taken seriously;	Yes	<ul style="list-style-type: none"> All staff to whom the disclosure is made, supported by Principal and Assistant Principal 		
(ii) responding appropriately to a <i>child</i> who makes or is affected by an allegation of <i>child abuse</i> ;	Yes	<ul style="list-style-type: none"> All staff to whom the disclosure is made, supported by Principal and Assistant Principal School counsellor also supporting student who has made or is affected by an allegation, supported by the Principal and Assistant Principal 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(iii) monitoring overall school compliance with this procedure; and	Yes	<ul style="list-style-type: none"> The Principal in conjunction with Welfare committee consisting of Assistant Principal, Senior School Leader, Middle School Leader, Student Counsellor, and School Nurse oversee Child Safety. 		
(iv) managing an alternative procedure for responding to an allegation or disclosure if the person allocated responsibility under clause 11(3)(c)(i) cannot perform his or her role;	Yes	<ul style="list-style-type: none"> The Principal in conjunction with Welfare committee consisting of Assistant Principal, Senior School Leader, Middle School Leader, Student Counsellor, and School Nurse oversee Child Safety. 		
(d) include a statement that fulfilling the roles and responsibilities contained in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a <i>child</i> is at risk of <i>child abuse</i> ;	Yes	<ul style="list-style-type: none"> Casterton Secondary Mandatory Reporting policy and procedures. All staff annually complete the Mandatory Reporting on-line module. Two staff attended the mandated “Lookout” training program. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(e) clearly describe the actions the school will take to respond to an allegation of <i>child abuse</i> , including actions to:				
(i) inform appropriate authorities about the allegation (including but not limited to mandatory reporting);	Yes	<ul style="list-style-type: none"> • Casterton Secondary Mandatory Reporting policy and procedures. • All staff annually complete the Mandatory Reporting on-line module. • Two staff attended the mandated “Lookout” training program. • Familiarity with Identifying and Responding to All forms of Abuse in Victorian Schools and Four Critical Actions. • Mandatory reporting process followed. 		
(ii) protect any <i>child</i> connected to the alleged <i>child abuse</i> until the allegation is resolved; and	Yes	<ul style="list-style-type: none"> • Mandatory reporting process followed. • The Principal in conjunction with Welfare committee consisting of Assistant Principal, Senior School Leader, Middle School Leader, Student Counsellor, and School Nurse oversee Child Safety. • Involvement of relevant outside agencies. 		
(iii) make, secure, and retain records of the allegation of <i>child abuse</i> and the school's response to it.	Yes	<ul style="list-style-type: none"> • The Principal in conjunction with Welfare committee consisting of Assistant Principal, Senior School Leader, Middle School Leader, Student Counsellor, and School Nurse oversee Child Safety. • Records of allegation and response are secured in individual student files. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(4) The procedure must not:				
(a) prohibit or discourage <i>school staff</i> from reporting an allegation of <i>child abuse</i> to a person external to the school;	Yes	<ul style="list-style-type: none"> The Principal in conjunction with Welfare committee consisting of Assistant Principal, Senior School Leader, Middle School Leader, Student Counsellor, and School Nurse oversee Child Safety. Casterton Secondary Mandatory Reporting policy and procedures. Child Safe procedures Child Safe Code of Conduct All staff annually complete the Mandatory Reporting on-line module. Two staff attended the mandated "Lookout" training program. 		
(b) state or imply that it is the victim's responsibility to inform the police or other authorities of the allegation;	Yes			
(c) require <i>staff</i> to make a judgment about the truth of the allegation of <i>child abuse</i> , or	Yes			
(d) prohibit <i>staff</i> from making records in relation to an allegation or disclosure of <i>child abuse</i> .	Yes			

Ministerial Order No. 870 Clause 12. Strategies to identify and reduce or remove risks of child abuse (standard six)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The <i>school governing authority</i> must develop and implement risk management strategies regarding <i>child safety</i> in <i>school environments</i> .	Yes	<ul style="list-style-type: none"> • Risk Management/Assessment Template presented to all staff and school council. • Weekly Welfare committee meetings address these issues. 		
(2) The school's risk management strategies regarding <i>child safety</i> must identify and mitigate the risk(s) of <i>child abuse</i> in <i>school environments</i> by taking into account the nature of each <i>school environment</i> , the activities expected to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics and needs of all children expected to be present in that environment.	Yes	<ul style="list-style-type: none"> • Risk Management/Assessment Template presented to all staff and school council. • Weekly Welfare committee meetings address these issues. • Working with Children Check procedures • Visitor Policy • Volunteer Policy 		
(3) If the <i>school governing authority</i> identifies risks of <i>child abuse</i> occurring in one or more <i>school environments</i> the authority must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls).	Yes	<ul style="list-style-type: none"> • Risk Management/Assessment Template presented to all staff and school council. 		
(4) As part of its risk management strategy and practices, the <i>school governing authority</i> must monitor and evaluate the effectiveness of the implementation of its risk controls.	Yes	<ul style="list-style-type: none"> • Risk management strategies to be regularly reviewed (each semester) by the Welfare committee and presented to staff and school council after each review. • Event and yearly review strategies. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(5) At least annually, the <i>school governing authority</i> must ensure that appropriate guidance and training is provided to the individual members of the <i>school governing authority</i> and <i>school staff</i> about:				
(a) individual and collective obligations and responsibilities for managing the risk of <i>child abuse</i> ,	Yes	<ul style="list-style-type: none"> Child Safety Policy, Child Safe Code of Conduct, Identifying and Responding to All forms of Abuse in Victorian Schools and Four Critical Actions, Risk Assessment, Mandatory reporting policy will all be included in: New Staff Induction Program, first meeting of newly constituted school council each year and a presentation of the above will be given to existing staff at the start of each school year. 		
(b) <i>child abuse</i> risks in the <i>school environment</i> , and	Yes			
(c) the school's current <i>child safety</i> standards.	Yes			

Ministerial Order No. 870 Explanatory note: Different risk controls may be necessary for particular groups of children depending on the nature of the risk and the diversity characteristics of children affected by the risk.

Ministerial Order No. 870 Clause 13. Strategies to promote child empowerment and participation (standard seven)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The <i>school governing authority</i> must develop strategies to deliver appropriate education about:				
(a) standards of behaviour for students attending the school;	Yes	<ul style="list-style-type: none"> • Student Code of Conduct. Mobile Phone / Electronic Devices Policy, Computer Access policy, Computer Use policy, Bullying and Harassment policy: all these policies are included in the Student Planner which the school provides for each student. • Year level assemblies, whole school assemblies. • Relevant policies ratified by school council. 		
(b) healthy and respectful relationships (including sexuality);	Yes	<ul style="list-style-type: none"> • Health curriculum. • Programs run by school nurse and student counsellor. • Guest speakers. 		
(c) resilience; and	Yes	<ul style="list-style-type: none"> • Programs run by school nurse and student counsellor and posters displayed primarily by the school nurse. • Health Curriculum. 		
(d) <i>child abuse</i> awareness and prevention.	Yes	<ul style="list-style-type: none"> • Programs run by school nurse and student counsellor and posters displayed primarily by the school nurse. 		

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
<p>(2) The <i>school governing authority</i> must promote the <i>child safety standards</i> required by this Order in ways that are readily accessible, easy to understand, and user-friendly to children.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Relevant policies on the school website, Skoolbag app. • Policies published in the newsletter. • Health curriculum. • Programs run by school nurse and student counsellor and posters displayed primarily by the school nurse. 		<p>Assistant Principal, Student Welfare</p>