

**Reviews of child safety policies and practices may be prompted by:**

* a concern expressed by a student, family member, staff member, volunteer or community member
* a complaint or confirmed incident of child harm
* a legislative or regulatory change
* new issues or new activities proposed, such as new technologies or building changes
* discovery that staff or volunteers are not aware of child safety policies, or not implementing child safety policies as intended
* after a pre-determined period has passed.

**What to review**

Schools should conduct thorough reviews and consider:

* [Child Safety and Wellbeing policy](https://www.vic.gov.au/child-safety-and-wellbeing-policy)
* [Child Safety Code of Conduct](https://www.vic.gov.au/child-safety-code-conduct)
* [Child Safety Risk Register](https://www.vic.gov.au/child-safety-risk-management)
* Complaints Policy
* Procedure for responding to complaints and concerns relating to child abuse
* Recordkeeping and information management protocols
* Policies and practices on accessibility, cultural safety, diversity and inclusion
* Recruitment policies and practices for staff and volunteers
* Induction programs
* Training for staff and volunteers
* Communication aimed at students, their families and the community about child safety
* How does the school is embedding child safety and rights in the curriculum

**What to consider**

* What’s changed since the school last reviewed child safety?
* Can the school adapt its environment to better support child safety?
* Do the current child safety policies and procedures address Ministerial Order 1359?
* What is the school doing well in terms of child safety practice?
* What is the root cause of a complaint or incident?
* What can be learned from incidents, concerns and complaints?
* How can the school address weaknesses, failures and gaps?
* Are child safety policies understood and implemented by staff and volunteers as intended?
* Are students, families and community members involved in the school’s approach to child safety and wellbeing?
* Who is responsible for actions to improve child safety?
* Who is accountable for child safety incidents?
* Does the school need to seek advice from independent specialists?

**Take all the necessary actions**

Use this checklist to make sure your school is doing everything required to comply with this standard:

* Government schools: [Child Safety Action List (DOCX, 384KB)](https://www.education.vic.gov.au/Documents/about/programs/health/protect/2022_CSS_Action_list_gov_schools.docx)
* Non-government schools: [Child Safety Action List (DOCX, 385KB)](https://www.education.vic.gov.au/Documents/about/programs/health/protect/2022_CSS_Action_list_non_gov_schools.docx)

**Review child safety policies**

Schools must review their child safety and wellbeing policies:

* after any significant child safety incident
* at least once every 2 years.

## **POLICY Review and approval**

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| Policy last reviewed | Term 2, 2022 |
| Consultation | Endorsed by School Council 12/09/2022 |
| Approved by | Principal  |
| Next scheduled review date | 2024 |