



# Oakleigh Grammar

<b>Policy Document Name</b>	<b>Child Safety (Student Friendly) Policy</b>
<b>Date Ratified by Board of Management</b>	July 2022
<b>Date for Review</b>	July 2023

<b>Introduction</b>	<p style="text-align: center;"><b>What does our School value?</b></p> <p>Every child needs to be kept safe. At Oakleigh Grammar we value and try to treat others the way you want to be treated. We want to make sure that no-one gets hurt, either physically or mentally. The School has many ways to keep students safe.</p>
<b>Purpose</b>	<p style="text-align: center;"><b>Why do we have a policy?</b></p> <p>The teachers of Oakleigh Grammar have promised to keep our students safe. This means that the children at the school can always feel safe and comfortable and not worried or afraid that something bad may happen to them. The policy provides an outline of ways we keep children safe at our school.</p>
<b>Principles</b>	<p style="text-align: center;"><b>What are the important ideas that guide our actions?</b></p> <p>All students have the right to feel safe from any kind of harm or abuse.</p>
<b>Commitment</b>	<p style="text-align: center;"><b>What pledges do we make to our school community?</b></p> <p>All students at Oakleigh Grammar have a right to feel safe. All adults at make a promise that the students in their care will always be their first priority. At our School we do not allow child abuse or bullying. We aim to create a child safe and a child friendly environment where children are free to enjoy life to the fullest without any concerns about their safety. Particular attention is paid to the children most in need, including Aboriginal and Torres Strait Islander children, children from other cultures, children with different backgrounds, children with disabilities and other vulnerable children.</p>

Expectation of our School staff	<p><b>Why do we have a Code of Conduct for adults working in our school?</b></p> <p>All adults need to know what is expected of them in our school and what is and is not acceptable in how we treat others.</p>
Student Participation	<p><b>How are students involved in child safety discussions and planning for improvements in our school?</b></p> <p>Teachers at Oakleigh Grammar encourage all students to show their feelings and express their concerns. They help students to feel comfortable to speak up about the things that are important to them or when they have concerns. All classes have pastoral care lessons where students can talk about any worries they have and where they learn ways to deal with problems. Our student leaders meet together regularly to talk about concerns that students might have and ways to improve the school. These ideas are taken to the Executive who considers how they might be put in place and helps the student leaders find ways to do this.</p>
Reporting and Responding	<p><b>How do we report our concerns and how do teachers respond?</b></p> <p>It's nice to know that someone is always there for you. If you ever feel worried or scared tell someone you trust, such as your Mum, Dad or a teacher. You should never feel scared to tell someone how you feel. Remember there is nothing wrong with being scared and if you tell an adult when something is worrying you, or you feel afraid, they will always help you. We encourage students to use the Protect page in your School diary.</p>
Recruitment	<p><b>How are staff selected to work in our school?</b></p> <p>People who want to work at Oakleigh Grammar must fill in an application form and have a meeting to answer questions to show they are suitable to work in our school. They must also have a Working with Children's Check and a Police Check.</p>
Professional Learning for School Staff	<p><b>How does the school support staff to develop their knowledge about child safety?</b></p> <p>Regular opportunities to develop their knowledge of child safety are offered to all staff members. This is done through discussions at meetings, through newsletters and emails and by doing training when staff have professional learning days. If something important to do with Child Safety comes up teachers are told straight away.</p>
Risk Management	<p><b>How does our school identify possible risks, who is involved and what happens next?</b></p> <p>Everyone at Oakleigh Grammar knows that it's very important to keep the people in our school safe. Our school looks out for each other's problems and makes sure to help them. You should always tell someone if you see a</p>

	<p>risk. Remember our school has no bullying or any kind of unsafe behaviour, to make everyone feel safe.</p>
Supporting Documents	<p style="text-align: center;"><b>What other information do we use to help us?</b></p> <p>Oakleigh Grammar has a detailed Child Safety and Wellbeing Policy that is used to guide decisions and processes where the safety of students is concerned. All staff and visitors are aware of this policy and it is on our school website for everyone to read.</p>
Communication	<p style="text-align: center;"><b>How does the school let everyone know about this policy and our plans?</b></p> <p>We will endeavour to create posters, talk about Child Safety at school assemblies and put our policy into the school newsletter. We will also make it available on the School website along with the adult version.</p>
Review	<p style="text-align: center;"><b>When will we update this policy?</b></p> <p>At Oakleigh Grammar, we are always happy to improve our Child Safety and Wellbeing Policy. We regularly review the document and add changes and updates. We will review this policy in June 2023.</p>

Appendix 1:

The following document is included in the school diary.

## Child and Youth Safe

# PROTECT



### What are your rights?

- Everyone has the right to feel safe and protected.
- No one is allowed to threaten you, hurt you or touch you in a way that makes you feel uncomfortable
- No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family, in your school or anywhere else in the community

### How do I know if something is wrong?

- Every relationship should be respectful.
- It is wrong for anyone to hurt you or make you feel unsafe, uncomfortable or afraid.
- Remember a person doesn't have to physically hurt or touch you to be doing the wrong thing.
- Even if you are not sure, if something doesn't feel right you should tell an adult who can help you.

### What should I do if I feel unsafe?

- Tell an adult you trust – telling someone won't get you in trouble.
- If you feel threatened, unsafe, or if you feel uncomfortable about how someone is touching you, talking to you, or treating you, you should tell a trusted adult.
- You can tell a teacher or adult at school. They will be able to help you.
- You can also tell your parent, carer, or any family member or adult you trust.
- Even if the person who is making you feel like this has asked you not to tell anyone, you should still talk to an adult. It is more important that you are safe and protected.

### What should I do if I am worried that someone I know is unsafe?

- Tell an adult you trust.
- You can tell a teacher or any adult at school
- They will be able to help your friend or the person you are worried about.
- You can also tell your parent, carer, or any family member or adult you trust.
- Even if the person that you are worried about has asked you not to tell anyone, you should still talk to an adult. It is more important to make sure your friend is safe and protected.

At Oakleigh Grammar, if you feel unsafe, then you are encouraged to speak to your Home Group teacher, another trusted teacher, Year Level Coordinator, Head of School, Deputy Principal, Counsellor or our Chaplain. There are many people here to help.