



What Are the Responsibilities of a Parent Volunteering in a Child Safe School?

Huntingtower's Commitment Statement

Huntingtower is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. This includes children from other cultures, aboriginal descent and those with a disability. Huntingtower is committed to upholding Victoria's Child Safe standards through our policies and procedures.

On 26 November 2015, the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015 (Vic.) to introduce Victorian Child Safe Standards (the standards) into law. These standards for all schools and most organisations working with children, came into force from 1 August 2016.

The Ministerial Order (No 870), developed in consultation with stakeholders from government and non- government school sectors, specifies the actions schools must take to meet each of the child safe standards.

It is of particular importance that all parents familiarise themselves with the Child Safety Policies. Without limiting your duty of care responsibilities, the following examples will assist parents in establishing and maintaining expected boundaries. This list is not exhaustive:

What Must We Do?

Do's

- Assist staff in providing a safe and supportive environment, overseeing the participation, behaviour and welfare of all students
- Be transparent regarding all of the students' actions and whereabouts
- Take responsibility for ensuring that you do not place yourself in a position where a risk allegation can be made against you
- Do report anything you see that you may be unsure of to a member of staff
- Parents should remain professional and respectful at all times
- Parents must remain under the direct supervision of staff members when participating in an activity involving students



What Must I Not Do?

Don'ts

- Ensure conversations with students do not include inappropriate comments
- Disrespectful or discriminatory treatment of, or manner towards, a child or young person
- Use of inappropriate pet names, jokes or innuendo of a sexual nature
- Humiliation, obscene gestures and language
- Facilitating/permitting access to pornographic/sexually explicit material
- Discussing personal lifestyle details of self, other staff or children and young people
- Being alone in a room with a student
- Entering change rooms or toilets occupied by children or young people when supervision is not required or appropriate or using their facilities for your own use.
- Transporting a child or young person unaccompanied unless permission is sort from their parents
- Inappropriate use of physical restraint of any student
- Unwarranted or unwanted touching of a child or young person personally or with objects
- Giving personal gifts or special favours
- Adopting an ongoing welfare role that is beyond your scope or that is the responsibility of a staff member (eg a counsellor) Photographing, audio recording or filming children or young people via any medium when not authorised by the staff member to do so and without required parental consent.
- Uploading or publishing still/moving images or audio recordings of children and young people to any location, without parental consent
- Still/moving images or audio recordings of children and young people on personal equipment or kept in personal locations such as car or home that have not been authorised
- Do not discipline another student who is not your own. Report this behaviour to a staff member

What Do I Need to Do?

In line with the Order, Huntingtower has created an Intranet page outlining our commitment to Child Safety. Within this page we have listed relevant Child Safety Policies, the Ministerial Order, Protecting our Children and Young People, Referral Pathways and much more. This page is available to all parents and students to read and to refer if need be.

Please read the Child Safety Portal Page. These are available on the Portal under the Child Safety tab or hard copies are available from Di Halupecki (in the Main Office) if you do not have access to the Parent Portal.



What Should I Do If I am Unsure?

If you are unsure or uncomfortable about something you have witnessed, heard or know about please speak to the teacher in charge or consult with one of the Child Protection Officers (CPO's). If you have queries about anything, raise it with one of the Child Protection Officer.

What Do I Need to Do?

All Parent concerns in regards to the safety of a student should be communicated to a Child Protection Officer.

Child Protection Officers (CPO's)

The nominated Child Protection Officers are:

- Senior School – Counsellors: Vicki Close
- Junior School – Sarah Cummings and Jaynie Gorander

and will report any concerns on your behalf and ensure that adequate records are maintained. CPO's are available to listen, discuss and clarify issues confronting any students or families in relation to Child Safety.

All Parent Volunteers Must Have:

In line with Order all Parent volunteers must have read and supplied to the school the following documentation before they can participate in any activities involving students:

- A current Volunteer Working With Children's Check
- Have read the Child Safety Website Page