Mount Pleasant Primary School
NEWSLETTER

Upcoming Dates

Teeth on Wheels (8.30am – 3.15pm)	Wednesday 2nd August
Teeth on Wheels (8.30am – 3.15pm)	Monday 7th August
Book Week	Monday 21st August
F/1 Wildlife Park Excursion	Thursday 24th August
Book Week Parade	Friday 25th August

Please note change of phone number for absences
SMS - 0409 323 652

Dear Families and Friends,

Next week our wonderful Foundation students will celebrate 100 Days of School! 100 Days of School signifies the 100th day of students attending in the school year. It's a great opportunity for our students and teachers time to reflect on the work undertaken by students, and celebrate their achievements. At the other end of the school our senior students have been participating in the DASH program. DASH is an 8-week program for senior students, in which encourages awareness of local community and builds relationships with community experts. The program is facilitated in the classroom by Blue Light Victoria and supported by Victoria Police. Blue Light's long-term relationship with the police provides a unique opportunity for students to engage beyond the school and to interact directly with their community.

Book Week Costume Swap

The week before Book Week our school's Sustainable Fundraising Committee will be organising a *"Costume Swap".* This will be a chance for families to "swap" a costume without having to either buy something or make something. More information coming…

Sustainable Fundraising

A Sustainable Fundraising Group has been started by School Council member – Grace Darke. Notices regarding meetings of the group are in this Newsletter and all families are invited to join the group.

Student and Staff Illness

This week there has been an extraordinary amount of illness in Ballarat. We have had many unwell students and staff. Due to state wide teacher staffing shortages your child/ren's grade may split when we are unable to secure a CRT.

Policies update:

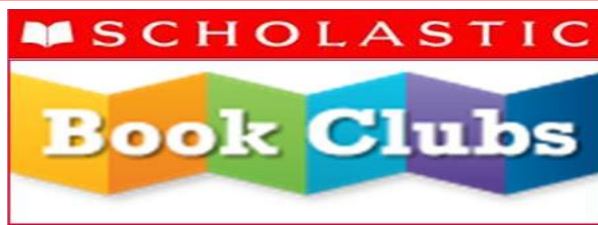Please see attached recent policy update – Digital Learning Policy 2023

Please also see attached Child Safety and Wellbeing Policy 2023 for community consultation.

Kind regards,

Kate Robinson
Principal

I respectfully acknowledge the Traditional Owners of Country throughout Victoria and pay respect to the ongoing living cultures of First Peoples.

Issue 5 of **Book Club** order forms went home today and are due back on **Thursday 27th July**. Orders can be placed and paid for online via the LOOP or by completing the form on the catalogue and return to the school with cash.

MPPS Maths Update....

For each maths lesson, teachers at MPPS follow an Instructional Model that includes;

- Daily Review
- Fluency Pairs
- Number Talk
- Explicit teaching of concepts
- Independent/group exploration
- Reflection

Fluency Pairs

Fluency Pairs assists with fluency recall of content already taught. Students are in pairs and assist each other with problem solving, using taught strategies. Student 1 reviews the number cards, while Student 2 listens and assists if necessary. Each pair has between 2 and 4 minutes to complete the routine.

Intention – students increase fluency recall of number facts, while receiving support from their partner.

Tools – fluency cards for each pair.

Engagement – students enjoy this session as it is independent. They support their partner and step into the teacher role by assisting their partner and being in control of their own learning.

Our Instructional Model is supported by our professional learning around responsive teaching, to increase student engagement.

Grade 3 News

Maths

Last week, we learnt about the concept of symmetry. The students participated in a hands-on activity to reinforce their understanding. They had the opportunity to complete symmetrical drawings. Each child was given a partially drawn shape, and their task was to mirror the existing part on the other side, creating a balanced and symmetrical image. Some students found this challenging, but they demonstrated great resilience, with many completing their pictures!
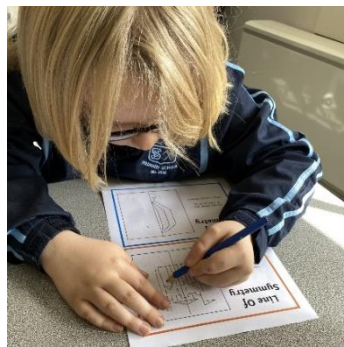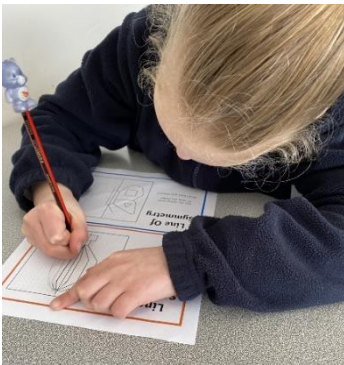
Inquiry

This week, we have learnt about how the rotation of the Earth causes night and day. Students also explored the concept of time and considered how we were able to tell the time long before clocks. Students created their very own sundials and we placed them outside in the yard and tracked the shadow as the day went on.

100 Days of Foundation/1

When – Term 3, Week4 – 2nd August 2023

Next week is our 100 days of school celebration for our Foundation/1 students. Students will be dressing up as 100-year old people and bringing 100 of something to school.

Costume – Please do not feel you need to buy anything. Using clothing that you already have is great. Old pairs of glasses with the lenses pushed out, grandmas old beads and for grey hair, a little talc powder in the hair does the trick.

100 Collection – this also should be something from home. Great examples are 100 leaves, 100 pieces of rice, 100 match sticks, 100 buttons, 100 milk bottle tops. Be creative.

Supporting our Community

Extend is launching back into Term 3 with piles of fun activities and a wide variety of creative programs.

With Extend, you'll be able to experience a brand new term that offers pure comfort and joy!

Have a ball in Term 3 with Extend!
Make your bookings at extend.com.au today!

Family Discount
BouChic

Women's Fashion Boutique & Giftware

Shop 5 Midvale Shopping Centre
1174-1178 Geelong Road
Mount Clear

Mention your child's enrolment at MPPS to receive 5% off storewide

Discount does not apply to gift cards.

Be your own kind of beautiful

KIDS LOVE YOUR CRICKET AND WISH YOU COULD PLAY ALL YEAR ROUND? INDOOR CRICKET IS FOR YOU!

PARENTS IT DOESN'T GET ANY EASIER THAN THIS!

REGISTER YOUR TEAM OF 6 OR SIGN UP AS A SINGLE
WE CAN ORGANISE A TEAM FOR YOU

2023 TERMS 2 & 3
No matches on during school holidays

PRIMARY GRADES 3-6   MONDAYS 4.30pm

RUNNERS REQUIRED! UNIFORMS OPTIONAL | EVERYONE BATS & BOWLS | 6 PLAYERS A SIDE GAMES PLAYED WITH SOFT SAFE INDOOR BALL | NO COACHES REQUIRED | $10 PER WEEK NO REGISTRATION FEES

MAJOR LEAGUE INDOOR SPORTS
502 HOWITT STREET, BALLARAT
BOOK OR ENQUIRE NOW
CALL TREV ON 0416 134 901

FREE 7 WEEK COURSE July - Sep 2023

Reduce Re-use Recycle

Waste-Free Lifestyle!
WASTE LESS. SAVE MORE.

Funded by: Sustainability Victoria

A free course designed to start you on your journey to waste-free living. You will learn new skills and knowledge, helping you to save money and reduce your waste.

9.15 am - 11.45 am, Tuesdays
Ballarat North Neighbourhood House

WASTE Free Lifestyle

Register Now
0422 612 052
reception@ballarateastnh.org.au
ballarateastnh.org.au/support/waste-free-lifestyle

TEETH ON WHEELS

Dear Families,

Final Reminder

We have Teeth On Wheels visiting our school for dental visits starting the 02/08/2023.

Please click on the link below to complete your child's consent form.

https://teethonwheels.com.au/consent-forms/consent-eform/

CUT OFF DATE FOR COMPLETING YOUR CHILDS FORM IS ON THE 26/07/2023.

Please complete your form today and the Teeth On Wheels team will be in contact to schedule your child's appointment and notify you on your child's eligibility.

Any further questions, please contact the Teeth On Wheels team on (03) 9338 1191.

Parent Portal – Sentral

We are currently trying to get all families registered to be on the Sentral Parent Portal, as we will be utilizing this app this year for many things. For those of you who are already registered, we thank you. If you need to register, you can find the instructions in this newsletter. This can be used for sending through student absences, etc.

Basketball Ballarat Term 3 Community Programs

Basketball Ballarat provide children with a fun and safe basketball experience that will serve as an introduction to a lifetime involvement in the game. A wide variety of introduction to basketball programs are ran by Basketball Ballarat, allowing children to start learning basketball as young as 2 years old.

Basketball Ballarat's introduction to basketball programs:

- Aussie Hoops – perfect for children aged 4 – 7 years
- Rookie Hoops – perfect for children aged 8 – 11 years
- All Abilities Rookie Hoops – perfect for children aged 5 – 18 years whom are living with a disability
- Mini Miners – perfect for kindergarten aged children, 2 – 4 years
- Next Level – suited for domestic players 2011-2013 born

Registrations are now open for all community hoops programs, with the programs starting the week beginning July 17th.

For more information and to register: Community – Ballarat Basketball

For further details please contact Ethan Fiegert via email development@ballaratbasketball.com

or call reception on (03) 5338 1220

REMEMBER ONCE A WEEK, TAKE A PEEK

Please remember to check your child's hair weekly. Checking hair on a regular basis helps us keep this issue under control. Thank you for your support.

FOLLOW US ON INSTAGRAM

@mountpleasantprimaryschool

STUDENT ABSENCE – PROCEDURE

To reduce absences, parents are asked to advise the school of impending student absences (between 8.30am and 9.00am) by:

- Telephone – 5332 3646
- SMS - 0409 323 652 (Please note change of phone number)
- Email – mount.pleasant.ps@education.vic.gov.au

Follow us
f @facebook
www.facebook.com/Mtpleasps

Lost Property

If your child is missing any belongings, please check our lost property at the office.
We urge families to **please name their school uniforms/lunch boxes** so that items brought to the office can be returned to students.

PARKING, TRAFFIC AND SCHOOL CROSSING INSPECTIONS

The City of Ballarat traffic unit staff will be actively enforcing all parking and traffic regulations around schools and inspections will be undertaken randomly throughout the year.
All parents and visitors are reminded to please observe all parking, traffic and school crossing rules.

Student and community safety should be our priority.
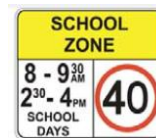
CITY OF BALLARAT

SCHOOL ZONE
8 - 9:30 AM
2:30 - 4 PM
SCHOOL DAYS
40

Pies	$3.60
Veggie Pasties	$3.60
Party Pies	$1.20
Sausage Rolls	$1.20
Steamed Dim Sims	$1.20
Chicken Nuggets x 3	$2.20

Sauce	.20
Soy Sauce	.20

OFF THE GRILL

Chicken Schnitzel Burger with Lettuce, Cheese & Mayo	$4.90
Chicken Parma Roll	$5.00
Vegetarian Burger with Salad	$4.90

SANDWICHES

Ham & Salad	$3.50
Chicken & Salad	$3.50
Salad	$3.00
Cheese	$2.50
Bacon, Lettuce & Tomato	$4.00

WRAPS

Ham & Salad	$4.00
Chicken & Salad	$4.00
Salad	$4.00
Chicken Caesar	$4.00
Bacon, Lettuce & Tomato	$4.00

ROLLS

Ham & Salad	$4.00
Chicken & Salad	$4.00
Salad	$4.00
Cheese	$4.00
Bacon, Lettuce & Tomato	$4.00

EXTRAS

Fruit Salad	$3.00
Yogurt & Muesli	$3.00

DRINKS

Flavoured Milk~ Small Choc or Strawberry	$2.70
Prima: Orange/Apple/Orange & Mango/ Apple and Blackcurrant	$2.20

- Be sure the writing is neat and clear.
- Correct money is appreciated, as change can be lost.
- If insufficient payment is enclosed we will send a lunch to the enclosed value.

Please set out paper bags as below:

John Student 3/4S	
3 Party Pies	$3.60
Sauce	.20
Prima Orange Juice	$2.00
Total	$5.80
Enclosed	$6.00
Change Required	.20

Sentral e-resource
Registering on the
Sentral for Parents App for the first time

Sentral for Parents App

Step One: Download the Sentral for Parents app.

Step Two: Type in the school's name.

Step Three: Choose 'Register Here' from the bottom of the screen. Complete the details and choose 'Create Account'. You will receive a verification email which MUST be verified to continue. When the verification link is clicked it opens the log in screen in browser – close the browser and go back to the Sentral for Parents app.

SENTRAL
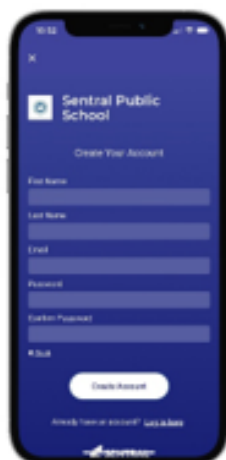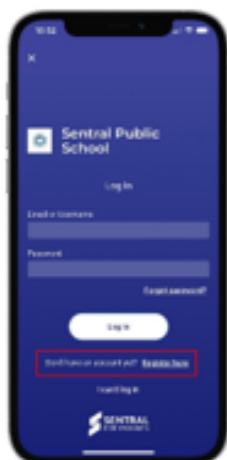
Step Four: Choose your preferences
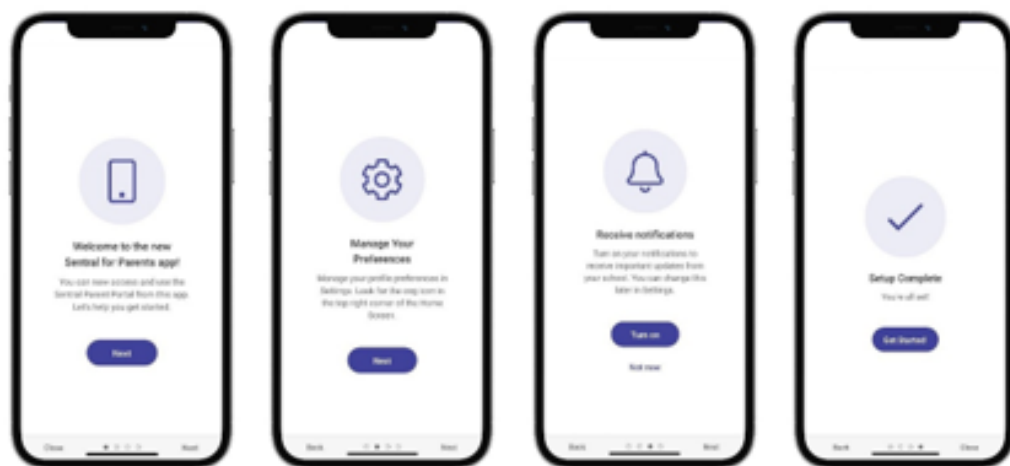
Step Five: Connect to your child in this screen 'Add Access Key'. The access key is written on the note/email sent to you from the school. It is case sensitive so type it in exactly as it appears in the note/email.
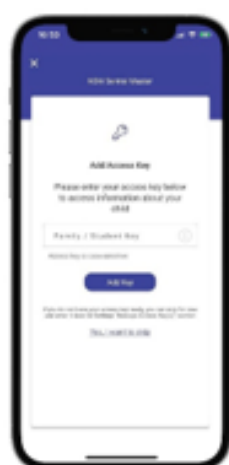
Step Five: You are now connected and can interact with the App.

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including [our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)

(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

(e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology

(f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Mount Pleasant Primary School.

Staff use of technology is also governed by the following Department policies:

- Acceptable Use Policy for ICT Resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools and
- Social Media Use to Support Student Learning.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Mount Pleasant Primary School's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct (teaching staff)
- Code of Conduct for Victorian Sector Employees (staff)
- Code of Conduct for Directors of Victorian Public Entities (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Mount Pleasant Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Pleasant Primary School, we are committed to educating all students to use digital technologies, equipping students with the skills and knowledge to navigate the digital world.

At Mount Pleasant Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including Respectful Relationships, ESmart tools and Kids Helpline – Being Safe Online
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify [insert relevant role/s, i.e. classroom teacher, the administration], immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Our school follows the Department's policy on Social Media Use to Support Learning to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent. This consent form is a part of the schools enrolment process and families/carers give consent upon enrolment. This consent is in regards to consent for social media eg: Facebook/Instagram

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Mount Pleasant Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Mount Pleasant Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Consultation	Consulted with School Council May 2023
Approved by	Principal and School Council
Next scheduled review date	May 2025

Mount Pleasant Primary School
Child Safety and Wellbeing Policy

Name

Child Safety and Wellbeing Policy

Purpose

The Mount Pleasant Primary School Child Safety and Wellbeing Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of our school's approach to implementing Ministerial Order 1359 (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments.

It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Scope

This policy:

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

Definitions

The following terms in this policy have specific definitions:

child
child safety
child abuse
child-connected work
child-related work
school environment
school boarding environment
school staff
school boarding premises staff
school governing authority
school boarding premises governing authority
student
volunteer.

Statement of commitment to child safety

Mount Pleasant Primary School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Roles and responsibilities

School leadership team

Our school leadership team (comprising the Principal, Learning Leaders, Business Manager and Student Inclusion and Wellbeing Leader) is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

Principals and assistant principals will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

School staff and volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures
- act in accordance with our Child Safety Code of Conduct
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures available on school website, including following the Four Critical Actions for Schools
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

School council

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at school council meetings [**Note** It is not necessary to discuss child safety at every school council meeting, but child safety should be discussed at some meetings to ensure that a culture of child safety is being embedded and school council members are informed and understand the issues]
- undertake annual training on child safety, NOTE: school councils can use the Child Safe Standards School Council Training slide presentation available on PROTECT.
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members

- when hiring school council employees, ensure that selection, supervision, and management practices are child safe - at our school, school council employment duties are delegated to the principal who is bound by this policy.

Specific staff child safety responsibilities

Mount Pleasant Primary School has nominated a child safety champion (Student Inclusion and Wellbeing Leader) to support the principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the child safety champion are outlined at [Guidance for child safety champions](#). In addition to these roles, our child safety champion is also responsible for:

supporting staff with Mandatory Reporting duties, assisting and guiding training related to PROTECT

Our principal and child safety champion are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- Principal is responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach the Principal if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy.
- Principal is responsible for informing the school community about this policy, and making it publicly available
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

Our school has also established a Child Safety and Wellbeing Team and a Student Reference Group on child safety. The Child Safety and Wellbeing Team meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing. The Student Reference Group provides an opportunity for students to provide input into school strategies.

Our Risk Management Committee monitors the Child Safety Risk Register.

Child Safety Code of Conduct

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct (available on website) also includes processes to report inappropriate behaviour.

Managing risks to child safety and wellbeing

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

Establishing a culturally safe environment

At Mount Pleasant Primary School, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

Our Child Safety and Wellbeing Policy outlines the controls in place to establish a culturally safe

environment and is implemented

Action Plan
Student Wellbeing and Engagement Policy

Bullying Prevention Policy
Inclusion and Diversity Policy
- Controls to address racism, discrimination and bullying are outlined in the Bullying Prevention
- Policy and the Student Wellbeing and Engagement Policy

Student empowerment

To support child safety and wellbeing at Mount Pleasant Primary School, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging for example, implementing our whole school approach to Respectful Relationships, our student Code of Conduct, our school values]

We inform students of their rights through our school wide Values Program, our whole school approach to Respectful Relationships and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns at our Admin Office and school website where all Child Safe Policies and documentation are available.

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

Family engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at Mount Pleasant Primary School we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- all of our child safety policies and procedures will be available for students and parents at our Admin Office and on the school website.
- Policies are regularly shared in the school Newsletter and consulted with through School Council. The school will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters will be displayed across the school

Diversity and equity

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

Our Student Wellbeing and Engagement Policy provides more information about the measures we have in place to support diversity and equity.

Suitable staff and volunteers

At Mount Pleasant Primary School, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Staff recruitment

When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- Recruitment in Schools
- Suitability for Employment Checks
- School Council Employment
- Contractor OHS Management.

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration
- collect and record:
    - proof of the person's identity and any professional or other qualifications
    - the person's history of working with children
    - references that address suitability for the job and working with children.
    - references that address suitability for the job and working with children.

Staff induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

Ongoing supervision and management of staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by regular updates with VIT teacher registration, staff training and classroom observations.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

Suitability of volunteers

All volunteers are required to comply with our Volunteers Policy, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

Child safety knowledge, skills and awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the Protecting Children – Mandatory Reporting and Other Legal Obligations online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

To ensure our school council is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- Mount Pleasant Primary School child safety and wellbeing policies, procedures, codes and practices

Complaints and reporting processes

Mount Pleasant Primary School fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy can be found on the school website.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees and homestay providers) must follow our Child Safety Responding and Reporting Obligations Policy and Procedures available on the school website. Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the Four Critical Actions for complaints and concerns relating to adult behaviour towards a child
- the Four Critical Actions: Student Sexual Offending for complaints and concerns relating to student sexual offending

Our Student Wellbeing and Engagement Policy and Bullying Prevention Policy cover complaints and concerns relating to student physical violence or other harmful behaviours.

Communications

Mount Pleasant Primary School is committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT around the school
- updates in our school newsletter
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school council meetings.

Privacy and information sharing

Mount Pleasant Primary School collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: Schools' Privacy Policy.

Records management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: Records Management – School Records

Review of child safety practices

At Mount Pleasant Primary School, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

review and improve our policy every 2 years or after any significant child safety incident

analyse any complaints, concerns, and safety incidents to improve policy and practice

act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

Related policies and procedures

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

Bullying Prevention Policy
Child Safety Responding and Reporting Obligations Policy and Procedures
Child Safety Code of Conduct
Complaints Policy
Digital Learning Policy
Inclusion and Diversity Policy
Student Wellbeing and Engagement Policy
Visitors Policy
Volunteers Policy

Related Department of Education and Training policies

- Bullying Prevention and Response Policy
- Child and Family Violence Information Sharing Schemes
- Complaints Policy
- Contractor OHS Management Policy
- Digital Learning in Schools Policy
- Family Violence Support
- Protecting Children: Reporting Obligations Policy
- Policy and Guidelines for Recruitment in Schools
- Reportable Conduct Policy
- Student Wellbeing and Engagement Policy
- Supervision of Students Policy
- Visitors in Schools Policy
- Volunteers in Schools Policy
- Working with Children and other Suitability Checks for School Volunteers and Visitors

Other related documents

- Identifying and Responding to All Forms of Abuse in Victorian Schools
- Four Critical Actions for Schools
- Identifying and Responding to Student Sexual Offending
- Four Critical Actions for Schools: Responding to Student Sexual Offending
- Recording your actions: Responding to suspected child abuse – A template for Victorian schools

Policy status and review

The Principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/carers and the community.

Approval

Created date	July 2023
Consultation	School Council School Community – via Newsletter
Endorsed by	[Name, position]
Endorsed on	
Next review date	July 2025