



Montague School
100 Montague Street, South Melbourne VIC 3205
Tel: 03 9690 3535 | Email: montague.ec@edumail.vic.gov.au

Human Resource Practices

Overview

At Montague School, we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children. Any physical contact with children or young people must be appropriate to the delivery of the programs and services based on the needs of the individual rather than the needs of any staff.

Montague School will provide opportunities for employees and visitors to develop and maintain skills to ensure child safety, thereby supporting them to understand the importance of child safety and wellbeing, and enabling them to consistently follow child safety policies and procedures. It is important for our school to have strong human resources practices to help protect children from abuse. Human Resource practices include the recruitment, training and supervision of all personnel.

The school recognizes the good work and practices of employees and visitors in keeping children safe and protected.

Child Safety Officer

Megan Fitzgerald Wellbeing Coordinator, acts as the Child Safety Officer at Montague School. This role includes:

- Being the designated person to hear or be informed about all allegations or concerns
- Providing support to all personnel
- Being the contact for children, parents, staff and visitors to seek advice and support regarding the safety and wellbeing of children associated with the school.

Training and induction

Staff should receive induction and ongoing training in child safety.

- New staff need support and information when they begin their new role
- Existing staff need to continue to further develop skills and knowledge to meet the requirements of their positions
- Training and support promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that the school meets its duty of care when providing services to children



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- Training will include:
 - Identifying, assessing and reducing/removing child abuse risks
 - Awareness and compliance with school policies and procedures (including the Commitment Statement, the Child Protection Policy, the Code of Conduct and Child Safe Policy)
 - Legislative requirement such as obligations to report child abuse, reduce and remove known risks of child abuse, Working with Children Checks, Victorian Institute of Teaching teacher registration
 - How to handle a disclosure of suspicion of abuse
- Training may be formal (e.g. training offered by external organization, training developed and delivered internally, on-the-job training e.g. staff meetings) or informal collegiate discussions.

Supervision

Supervision of staff and visitors should be managed in a way that protects children from abuse and improves accountability and performance. New staff and visitors should be supervised regularly to ensure they understand their role and learn skills, and ensure that their behavior towards children is appropriate. Any warning signs should be reported to the Principal.

Staff and Visitor Child Safety Code of Conduct & Disciplinary Procedures

The Code of Conduct outlines the expected standards of appropriate behavior with and in the company of children. Disciplinary procedures should clearly demonstrate the consequences of breaches of the code of conduct, and should be used if an allegation of child abuse is made, or breach of the code of conduct is known or suspected. All staff and visitors have a duty of care to raise concerns about the behavior of any person who may present a risk of child abuse, without fear of repercussions.

REVIEW CYCLE

This Code of Conduct or Policy was endorsed/approved by the Montague School Council in August 2019 for review if legislative or other changes require in the interim or no later than November 2020.