



MCKPS - Child Safe Standards ACTION PLAN- Communication Procedures and Schedule

TIMING	Action	Standard	WHO
Ongoing	<ul style="list-style-type: none"> Communication of safety alerts from DET to staff 	CS Standard 1 (Organisational Culture)	Principal Class
	<ul style="list-style-type: none"> Emergency Evacuation drills, including lock down – termly (See OH&S Activity Calendar) 	CS Standard 1 (Organisational Culture)	Assistant Principal
	<ul style="list-style-type: none"> Staff induction with school principal, using School Induction and Mentoring Process. Inclusion of Statement of Commitment, Code of Conduct 		Principal Class
	<ul style="list-style-type: none"> Policies sent to staff and added to their Staff policy documents on Compass 		Principal Class
	<ul style="list-style-type: none"> Running Agenda on Staff Professional Learning Weekly General Business 		All staff
	<ul style="list-style-type: none"> Running agenda item on School Council Meetings 		Principal
	<ul style="list-style-type: none"> Review of policies, consultation and place of publication– see policy Review Cycle Document. 		Assistant principal
	<ul style="list-style-type: none"> WWCC volunteers – update as SAMs database indicates due for renewal. Check all visitors upon arrival. 		Business Manager
	<ul style="list-style-type: none"> WWCC contractors – update as SAMs database indicates due for renewal. Check all contractors upon arrival. 		Business Manager
	<ul style="list-style-type: none"> WWCC staff – update as Edupay indicates. Check all new staff upon employment. 		Business Manager
	<ul style="list-style-type: none"> Most vulnerable children are protected through the employment of ES staff (PSD funded children) 		Principal Class
	<ul style="list-style-type: none"> School Council are regularly informed of Student Welfare through the Principal’s Report 		Principal
	<ul style="list-style-type: none"> All relevant policies are reviewed annually Continuing to incorporate inclusive and culturally aware thinking in our curriculum programs 		Principal Class Leadership Team
	<ul style="list-style-type: none"> The Principal class adheres to the checklist of reporting and recording, ongoing communication and provision of ongoing support following any incident, disclosure or suspicion of child abuse concerning a student or staff member 	CS Standard 5	
	<ul style="list-style-type: none"> Staff informed of template, and access to hard copies and alerted that all Child Safe Standards documentation can be found on Staff Sharepoint to ensure all documents are readily available as required 		Principal Class

TERMLY	<ul style="list-style-type: none"> Protect Posters in Newsletter Protect Posters talked about in classrooms In newsletter Parents reminded about Child Safe Standards on website and in Compass 	CS Standard 5	Principal Class
ANNUALLY	<ul style="list-style-type: none"> Induction of School Council and Staff External Providers sign the code of conduct and provide relevant documentation eg. Working with Children Checks Process for visitors and working with Children check for parents in newsletter and Parent Information Nights. Risk Assessment completed Mandatory reporting training completed annually 	Standard 6 (Risk Identification and Reduction) CS Standard 5	Principal Assistant Principal Principal Class Assistant Principal
Term 4 2018	School Council Induction – October SC meeting School Council Report – ongoing agenda item added November 2018 Policy Review <ul style="list-style-type: none"> Child Safe Standards Approved October Statement of Values October 2018 Staff Code of Conduct October 2018 Duty of Care (Update November 2018) Student Supervision (Updated November 2018) Student Engagement and Inclusion (Update 2017 and revised June 2018) ICT User Agreement (updated May 2018) Mandatory Reporting Policy (Updated 2018) Leadership <ul style="list-style-type: none"> Review risk assessment for 2019 Review Child Safe Action Plan – school council endorsement Child Safe Update and Mandatory Reporting Training (DET Online) 	Standard 6 (Risk Identification and Reduction) CS Standard 2 (Policy Documentation) CS Standard 5 (Processes for Responding/Reporting)	Principal Assistant principal Leadership
Term 1 & 2 2019	Curriculum Day 1 29.1.19 <ul style="list-style-type: none"> Staff Code of Conduct Duty of Care Student Supervision Student Engagement & Wellbeing Plan Induction of new School Council members: Review of Risk assessment, Responding to Allegations Policy and Communication and process Action Plan	CS Standard 3 (Code of Conduct) CS Standard 2 (Policy Documentation) CS Standard 1	Leadership & Admin Principal
Term 1 2019	Leadership & Admin <ul style="list-style-type: none"> Monitoring of employment screening – Working with Children Check procedures and list CCSS commitments signed for all who enter the school (ongoing) now a part of sign in process at office Review Risk Assessment Annually 	CS Standard 4 (HRM Practices) CS Standard 6 Risk Assessment	Leadership & Admin

	<p>Communication</p> <ul style="list-style-type: none"> • PROTECT fact sheets re-distributed to parents via School Newsletter • School Displays in Main Corridor • Student sessions run in class (Scheduled through SEL/ Respectful Relationships) and outlined in the Student Engagement and Inclusion Policy and taught through the PYP Inquiry model 	<p>CS Standard 7 (Participation/Empowerment of Children)</p>	<p>Principal</p>
<p>Term 2 & 3 2019</p>	<ul style="list-style-type: none"> • Update of student court orders 	<p>CS Standard 1 (Organisational Culture)</p>	<p>Leadership & Administration</p>

EVALUATION AND REVIEW

The section states the time period that School Council will conduct a review of the Policy; either annually or every 3 years as determined by School Council or DET guidelines.

All policies will be available to the community via the Compass portal.

REVISION AND APPROVAL HISTORY

The section records the history and review of each policy.

Date	Reviewed by	Description of outcome	Council Approval date
18 th March 2019	School Council	Approved	18 th March 2019