



# AL IMAN COLLEGE

## Human Resources Practices Policy (Child Safe Standard 4)

### Overview

It is important for colleges to have strong human resources practices to help protect children from abuse. At Al Iman College, we foster a culture of openness and inclusiveness, as well as being aware that people who may wish to harm children could target colleges. We believe that robust human resources practices are a good way of reducing these risks. Human resources practices include the recruitment, training and supervision of all personnel.

To achieve this, we provide opportunities for employees and volunteers to develop and maintain skills to ensure child safety. This policy refers to teaching and non-teaching staff as well as anyone employed through the college Board. This will support staff and volunteers to understand the importance of child safety and wellbeing, and enable them to consistently follow child safety policies and procedures. Al Iman College reinforces our commitment to child safety by recognising the good work and practices of employees and volunteers in keeping children safe and protected.

### Recruitment

Implementing child safe standard 4 - College actions

The table below outlines the steps that will be implemented to meet the requirements of Standard 4.

Requirement	College action
1. Each job or category of jobs for college staff and non-teaching staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant	<ul style="list-style-type: none"><li>• Ensure that position descriptions for all new positions include the standard 'Child safe environments' clause</li><li>• For existing staff, the college will promote and embed the Child Safety Code of Conduct in accordance with Standard 3.</li></ul>
2. All applicants for jobs (either teaching or non-teaching) that involve child connected work for the college must be informed about the	<ul style="list-style-type: none"><li>• As above</li></ul>

college's child safety practices (including the code of conduct).	
<p>3. In accordance with any applicable legal requirement or college policy, the college must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected work :</p> <p>4. The college need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous 12 months</p>	<ul style="list-style-type: none"> <li>• Principal will implement practices to ensure that they are satisfied an external applicant meets the Child Safe Standards prior to the applicant's employment including: <ul style="list-style-type: none"> <li>a) Working with Children Check status, or similar check;</li> <li>b) proof of personal identity and any professional or other qualifications;</li> <li>c) the person's history of work involving children; and</li> <li>d) references that address the person's suitability for the job and working with children.</li> </ul> </li> </ul>
5. The college must ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work	<p>Alignment of changes to Induction processes/policy include the following updates:</p> <ul style="list-style-type: none"> <li>• New Teacher Induction Plan</li> <li>• Guide for Beginning teachers</li> </ul>
6. The college must implement practices that enable the College Board to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety	<ul style="list-style-type: none"> <li>• The college board to oversee and review Standard 4 as part of the college's Annual Action Plan [Standard 1] and College Child Safe Environments policy [Standard 2]</li> </ul>

## Child Safety Officer

Employees and volunteers are supported through the appointment of an individual child safety officer with specified 'child-safe' duties in their job description, including being the designated person to hear or be informed about all allegations or concerns, and providing support to other personnel. This will assist us in ensuring that child safety is prioritised, and that any allegations of abuse or safety concerns are recorded and responded to consistently and in line with (Department of Education and Training) DET legal requirements and policies and procedures.

The designated child safety officer also provides a single contact for children, parents and employees/volunteers to seek advice and support regarding the safety and wellbeing of children associated with your organisation.

## Training and induction:

Training and education is an important tool to help people understand that child safety is everyone's responsibility. Al Iman College's employees and volunteers (in addition to parents/guardians and children) are supported to discuss child protection issues and to detect signs of potential child abuse.

Staff will receive induction and ongoing training. New staff will be provided support and information when they begin their new role, and existing staff provided support to develop new skills and knowledge to meet the requirements of their positions and expand their career options. We believe that training and support promotes an awareness of the appropriate standards of care required to be met by employees and volunteers to ensure that Al Iman College meets its duty of care when providing services to children.

Our staff is committed to promoting the safety and wellbeing of children by signing Al Iman College's Code of Conduct. Training provided will enhance the skills and knowledge of our employees and volunteers, and reduce exposure to risks.

### **Employees and volunteers working with children will receive training in the following areas:**

- identifying, assessing and reducing or removing child abuse risks
- Al Iman College's policies and procedures (including the Code of Conduct and Child Safe Policy)
- legislative requirements, such as obligations to report child abuse, reduce and remove known risks of child abuse, and to hold Working with Children Checks where required
- how to handle a disclosure or suspicion of abuse, including your organisation's reporting guidelines
- cultural awareness training

### **Training can be formal such as:**

- higher education training and accreditation
- training offered by external organisations
- training developed and delivered internally
- on-the-job training meeting key objectives

### **Training can also be informal such as:**

- inviting other professionals to speak at meetings or functions
- inviting local Aboriginal Elders, Aboriginal community controlled organisations and community members to speak at meetings and events
- inviting local culturally and/or linguistically diverse community members to speak at meetings and events
- internal mentoring and coaching

## **Supervision:**

Supervision of employees and volunteers is managed in a way that protects children from abuse and improves accountability and performance, without being onerous or heavy-handed. For instance, where practical, two staff members are present during activities with children. In particular, children with a disability may require additional supervision.

As a matter of good practice, new employees and volunteers are supervised regularly to ensure they understand their role and learn skills, as well as to check that their behaviour towards children is appropriate. Any warning signs should be reported through appropriate channels, including Al Iman College's internal reporting procedures (such as your child safety officer and leadership), the Department of Health and Human Services (child protection), or police if a child is believed to be at imminent risk.

## **Performance and development review:**

A proactive performance development strategy is used to improve employees and volunteers skills and knowledge on child safety. This is also an opportunity to improve knowledge and skills in working with children, as well as recognising and responding to suspected abuse. As a result the college will outline the requirements of the CSS Standards within every new job description. The college will also include CSS statement and action plan within the Annual Improvement Plan with a mechanism that effectively audits actions taken across the 7 Standards throughout the year.

Performance is measured against Al Iman College's Standards of Conduct and care to ensure that employees and volunteers meet expected outcomes. These standards align with those of the Code of Conduct and Child Safe Policy so everyone can be aware of the expectations of our college and appropriate behaviour.

## **Code of conduct and disciplinary procedures:**

Disciplinary procedures are accessible and transparent, and clearly demonstrate the consequences of breaches of the code of conduct. These procedures will be used if an allegation of child abuse is made, or a breach of the code of conduct is known or suspected.

Employees and volunteers will be made aware of reporting and disciplinary procedures and how to communicate concerns regarding the improper behaviour of any person within Al Iman College. Members of our college will also be made aware of their duty to raise concerns about the behaviour of any person who may present a risk of child abuse, without fear of repercussions.

Our Code of Conduct is publicly available on our website. Children and their families will be encouraged to raise any concerns about the behaviour of any person, and can expect to be listened to and supported.

Al Iman College's disciplinary procedures clearly outline what employees or volunteers should do if they are concerned that their actions or words have been misunderstood, or they believe their concerns are not investigated in a timely manner.

### Further information


Further information on child safe standards can be found on the Department of Health and Human Services' website [www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-andinitiatives/children,-youth-and-family-services/creating-child-safe-organisations](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-andinitiatives/children,-youth-and-family-services/creating-child-safe-organisations)

Additional resources for organisations in the Child Safe Standards Toolkit can be found on the Department of Health and Human Services website: [www.dhs.vic.gov.au/about-the-department/documents-andresources/policies,-guidelines-and-legislation/child-safe-standards](http://www.dhs.vic.gov.au/about-the-department/documents-andresources/policies,-guidelines-and-legislation/child-safe-standards)

In particular, An Overview to the Victorian child safe standards, has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: Licensed children's services enquiry line: 1300 307 415

### Evaluation:

This policy will be reviewed as part of the College's yearly review cycle or as needed to comply with Government policy changes.

<b>Date Reviewed/Implemented</b>	Week 10 – Term 1 – 2021
<b>Endorsed by the college authority</b>	Principal  29/3/21
<b>Next Review Date</b>	Week 10 – Term 1 – 2022 (or earlier if deemed necessary)