



# CHILD SAFETY INDUCTION PACK

## STAFF, VOLUNTEERS AND CONTRACTORS

### Purpose

The purpose of this induction pack is to ensure Irymple South Primary School staff, volunteers and contractors are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Staff, volunteers and contractors must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

### Key messages

- Irymple South Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the North Western Regional Office of the Department of Education and Training on 1300 338 691.

### Induction materials – must read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Irymple South Primary School [Volunteers Policy](#)
- Irymple South Primary School [Child Safety and Wellbeing Policy](#)
- Irymple South Primary School [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- Irymple South Primary School [Child Safety Code of Conduct](#)
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

### Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the Principal or Assistant Principal on 03 5024 5345 with any comments or questions.



# CHILD SAFETY INDUCTION CHECKLIST

## STAFF, VOLUNTEERS AND CONTRACTORS

The Child Safety Standards Induction Policy Folder (located in the school office) or the Child Safety Standards Policies (on the school website) can be used to assist in completing this induction.

<https://irymplesouthps.vic.edu.au/about-us/policies/>

|   |                              |           |                   |     |                          |
|---|------------------------------|-----------|-------------------|-----|--------------------------|
| <b>Workplace:</b>   | Irymple South Primary School |           |                   |     |                          |
| <b>Role:</b>  | Staff                        | Volunteer | Contractor        | CRT | Other (please circle)    |
| <b>General Induction</b> – The principal or their delegate is to ensure that staff, volunteers and contractors have been provided with the following information.   |                              |           |                   |     | <b>Provided</b>          |
| Irymple South Primary School Volunteers Policy  |                              |           |                   |     | <input type="checkbox"/> |
| Irymple South Primary School Child Safety Policy  |                              |           |                   |     | <input type="checkbox"/> |
| Irymple South Primary School Child Safety Responding and Reporting Obligations Policy and Procedures  |                              |           |                   |     | <input type="checkbox"/> |
| Irymple South Primary School Child Safety Code of Conduct   |                              |           |                   |     | <input type="checkbox"/> |
| PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse   |                              |           |                   |     | <input type="checkbox"/> |
| PROTECT: Identify child abuse   |                              |           |                   |     | <input type="checkbox"/> |
| <b>Signatures</b>   |                              |           |                   |     |                          |
| I have been provided with, read and understand the above listed policies and procedures relating to child safety. I understand the important role I play in maintaining and promoting the safety of students at Irymple South Primary School. |                              |           |                   |     |                          |
| <b>Name:</b>  |                              |           | <b>Signature:</b> |     |                          |
|   |                              |           | <b>Date:</b>      |     |                          |