



CHILD SAFE POLICY – Student Friendly Version

AUSTRALIAN INTERNATIONAL ACADEMY HEAD OFFICE

56 Bakers Road, North Coburg, VIC 3058.

+ (613) 9350 4533 | aia.vic.edu.au

Last Review Date: November 2022

Review Date: March 2024

Ratified by Executive Principal: November 2022

<h2>Purpose</h2>	<h3>Why do we have a Child Safe Policy?</h3> <ul style="list-style-type: none"> • The Australian International Academy of Education (AIAE) 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 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.
<h2>Principles</h2>	<h3>What are the important ideas that guide our actions?</h3> <ul style="list-style-type: none"> • All children have the right to be safe; • The welfare and best interests of the child is the most important consideration; • The views of the child and the child’s privacy must be respected; • There are clear expectations for appropriate behaviour with children established in our Child Safety Code of Conduct and other policies; and • Child safety and protection is everyone's responsibility
<h2>Our Commitments</h2>	<h3>What pledges do we make to our school community?</h3> <ul style="list-style-type: none"> • AIAE is a child safe organisation which welcomes all children, young people and their families; • AIAE’s child safe policies, strategies and practices are inclusive of the needs of all children and students; • We commit to the safety and wellbeing of all students enrolled at AIAE;



	<ul style="list-style-type: none"> • AIAE is 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; • We have zero tolerance for child abuse and we take proactive steps to identify and manage any risk of harm to students in our school environment; • Particular attention is given to the child safety needs of students who may be experiencing risk or vulnerability due to their culturally or linguistically diverse backgrounds, disabilities or personal circumstances; • Clear expectations for appropriate behavior with children are established in our Child Safe Code of Conduct Policy; • When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly; • Child safety is a shared responsibility and every member of our school community has an important role in promoting child safety and wellbeing; • 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 that underpin AIAE’s Child Safe commitment.
<p>Roles & Responsibilities</p>	<p>Why do we have a Code of Conduct for adults working in our school?</p> <ul style="list-style-type: none"> • Australian International Academy of Education, Child Safety Code of Conduct recognises the critical role staff play in protecting students in our care and establishes clear expectations of Board members, the leadership team, teaching staff, school employees, volunteers and contractors for appropriate behaviour with children in order to safeguard them against abuse and or neglect; • All staff are required to comply with this Policy, the Child Safety and Wellbeing Policy and Child Safety Codes of Conduct, be familiar with our Child Safe Program and understand their legal obligations with respect to preventing, identifying, mitigating risks, and reporting of child abuse; • Adults working at AIAE, are expected to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any child at the school;



	<ul style="list-style-type: none"> • Having a Code of Conduct means all staff must remain familiar with the relevant laws, and policies and procedures in relation to child protection and to comply with all requirements.
<p>Student Participation</p>	<p>How are students involved in child safety discussions and planning for improvements in our school?</p> <ul style="list-style-type: none"> • Australian International Academy of Education has a SRC, Student Captaincy Team both at primary and secondary campuses. This group meets and discusses child safety as part of its agenda; • The PD classes every week provides students with opportunities to raise issues of concern, to build positive social skills and reflect on AIAE values; • To support child safety and wellbeing at AIAE 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. • We inform students of their rights through 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 the campus office. • 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.



<p>Reporting and Responding</p>	<p>How do we report our concerns and how do teachers respond?</p> <ul style="list-style-type: none"> • AIAE 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 the Complaints Handling Policy. Please see website, www.aia.vic.edu.au. • If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including AIAE Board members or employees) must follow Procedures for Responding to and Reporting Child Safety Incidents or Concerns. Please contact the relevant Head of Campus. • As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows: <ul style="list-style-type: none"> • 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 Welfare and Counselling Policy and Bullying Prevention & Harassment Policy cover complaints and concerns relating to student physical violence or other harmful behaviours. • AIAE also has specific people appointed as Child Safe Officers, these are Head of Campus, Heads of School, Deputy Campus Heads and/or Year Level Coordinators. Students can report concerns directly to them. These staff members also provide advice to staff in the area of child safety. • Our Child Safe Officers and contact details are listed on our website at www.aia.vic.edu.au.
<p>Policy Program and Review</p>	<p>When will we update this policy?</p> <ul style="list-style-type: none"> • Australian International Academy of Education is committed to continuous improvement of our Child Safe Program. All policies are regularly reviewed for overall effectiveness and to ensure compliance with all legislation, regulations and standards.