



## Implementation Guide and Checklist for Victorian Child Safe Standards at Mansfield Steiner School

Objective: To ensure the effective implementation of child safety and wellbeing policies, procedures, and practices in accordance with the Victorian Child safe standards and Ministerial Order 1359.

### 1. Review and Assessment

- Conduct a comprehensive review of existing policies, procedures, and practices to identify any gaps or areas requiring improvement in meeting the child safe standards.
- Ensure that all policies, procedures, and practices are aligned with the requirements outlined in Ministerial Order 1359.
- Identify any additional statements or records that may be required to address specific Child Safe standards.

### 2. Policy and Procedure Development

- Develop clear and comprehensive policies and procedures that address all child safe standards outlined in the Victorian Child Safe standards and Ministerial Order 1359.
- Ensure that policies and procedures are easily accessible to all stakeholders, including students, families, staff, and volunteers.
- Use plain and easily understandable language in the documentation of policies and procedures.

### 3. Leadership and Advocacy – Ongoing

- Ensure that leaders within Mansfield Steiner School champion and model the child-safe standards.
- Provide regular training and professional development opportunities for leaders to enhance their understanding of child safety and wellbeing practices.
- Encourage leaders to actively communicate and advocate for the importance of child safety and well-being within the school community.

### 4. Staff and Volunteer Training

- Develop and implement a comprehensive training program to ensure that all relevant staff and volunteers understand and implement the child safety policies and procedures.
- Provide training on recognizing and responding to child abuse and neglect, including mandatory reporting obligations.
- Regularly update training materials to reflect any changes in legislation or best practices related to child safety.

### 5. Stakeholder Engagement



- Establish processes to seek input from students, families, staff, and volunteers on policies, procedures, practices, and risk strategies related to child safety and wellbeing.
- Conduct regular surveys, focus groups, or meetings to gather feedback and suggestions from stakeholders.
- Ensure that feedback is considered and incorporated into the development and review of child safety policies and procedures.

#### **6. Documentation and Accessibility**

- Maintain accurate and up-to-date records of all child safety policies, procedures, and related documents.
- Ensure that these documents are easily accessible to all stakeholders, both in physical and electronic formats.
- Regularly review and update documentation to reflect any changes in legislation, best practices, or internal procedures.

#### **7. Monitoring and Compliance**

- Establish a system to monitor the implementation of child safety policies and procedures.
- Conduct regular internal audits or reviews to assess compliance with the Child Safe standards.
- Address any identified gaps or non-compliance promptly and develop strategies to rectify them.

#### **8. Continuous Improvement**

- Foster a culture of continuous improvement by regularly reviewing and updating child safety policies, procedures, and practices.
- Stay informed about any changes to the Victorian Child safe standards or Ministerial Order 1359 and incorporate them into the school's policies and procedures.
- Seek external advice or expertise, if necessary, to ensure the school remains at the forefront of child safety and wellbeing practices.

By following this implementation guide and checklist, Mansfield Steiner School can ensure the effective implementation of child safety and wellbeing policies, procedures, and practices in line with the Victorian Child Safe Standards and Ministerial Order 1359. This will help create a safe and supportive environment for all students, families, staff, and volunteers at the school.

**Review date June 2023 Glenn Hood – Sent to GC June 2023**

**Next review June 2024**