

**Child  
Friendly  
Child Safe  
Policy**

**Holy Family School**



# Introduction

Our school is responsible for our care, safety and wellbeing.

- we have a **Child Safe Policy** so that everyone is respected and feels safe.
- It is important that we are listened to and have an opportunity to share our thoughts and opinions.

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# Purpose

The purpose of this policy is to make sure that all students feel comfortable with the people around them.

Our teachers care about us and also make sure that we feel safe when we are at school, excursions and on camps.

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# Rights and Responsibilities

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- We have the right to be safe
- We have the right to be respected
- Everyone has the right to learn

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## HOLY FAMILY SCHOOL EXPECTATIONS

<b>Faith</b> A vibrant <b>faith community</b> living the <b>gospel</b> , at the heart of the Good News.	<b>Learning</b> Confident lifelong <b>learners</b> who embrace challenges and experience success.	<b>Life</b> Active, informed and courageous members of a <b>global community</b> .
<b>Be Respectful</b> I communicate in a respectful manner to all members of the community: <ul style="list-style-type: none"><li>-&gt; I knock before I enter a room</li><li>-&gt; I let people exit doorways before I go in.</li><li>-&gt; I follow all instructions.</li><li>-&gt; I publicly greet people/visitors when I pass them.</li></ul> I am polite and use manners when speaking to other people. <ul style="list-style-type: none"><li>-&gt; I use "please", "thank you", "hello", "excuse me" and make eye contact</li><li>-&gt; I use people's names when I speak to them.</li><li>-&gt; I listen to the speaker.</li></ul> I support my teammates and demonstrate good sportsmanship at all sporting events. I share play spaces and include others. I respect the schools and other people's property.	<b>Be Responsible and Safe</b> I am responsible for my words and actions. I seek help from a teacher if I am feeling unsafe. I follow all school rules. I walk around the school safely with an awareness of others. <ul style="list-style-type: none"><li>-&gt; I always walk quietly through learning spaces, corridors and unenclosed outdoor areas.</li><li>-&gt; I always walk on the left.</li></ul> I am cyber safe and use technology responsibly. I use learning tools and equipment safely & responsibly. I wear the correct school uniform with pride. I am sunsmart, wearing my hat and sunscreen outdoors. I am aware of students with allergies and do not share food. I keep all areas of the school clean and tidy. I use the bathrooms in a responsible and respectful manner.	<b>Be Ready to Learn</b> I am in the right place at the right time. I come prepared for class, ready to learn. I respect others' right to learn. I participate and work to the best of my ability. I stay on task. I cooperate and work collegially with others. I will always have a 'go' and ask for help when I don't understand. I see challenges as a positive and necessary part of my learning. I actively participate in setting and actioning learning goals. I seek, listen to, accept and give feedback.

# Commitment to Child Safety

Our school is committed to  
keeping our students safe from  
poor behaviour and abuse.

Every student has the right to  
feel and be safe.

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# Managing Risks

The school keeps us safe by-

- closing the gate
- teachers on yard duty who wear bright vests
- 'children only' toilets

Adults at our school must use adult toilets/visitor toilets.

- Before every event, excursion or camp, our teachers think about how to avoid situations that might be dangerous or that may hurt us.



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# Code of Conduct

Our school makes sure there is a Code of Conduct for all teachers, helpers, receptionists, Fr Justel, Casual Relief Teachers, parent helpers, other volunteers and workers, that describes how they should behave.

Just like we have the Holy Family Expectations for students, the Code of Conduct is the expectation for adults.



# Hiring staff to work with us

At Holy Family, our Principal Mrs. David makes sure that the right person gets the job to work with us and that they are committed to keeping children safe.

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# Inclusion and Empowerment for all Students

Holy Family Primary School works with students to-

- ensure that they are empowered to understand their rights
- recognise what abuse is and
- encourage them to speak up when they feel uncomfortable or afraid
- lead with or without the badge

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# Valuing Differences

Holy Family values everyone's individuality. We look after children with different abilities, backgrounds, beliefs and appearances. Holy Family aims to make everyone feel comfortable.

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# Visitors must sign in to the office

All adults in our school need to sign in to the office.

If you see an adult without a visitor sticker on, you should let a teacher/LSO know so that they can take that person back to the office to sign in to our visitor's register.

This includes:

- Parent helpers
- Visitors
- Maintenance people like electricians, plumbers and builders
- Music teachers and Sports
- teachers

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# Responding & Reporting

Our teachers as well as other adults will listen to our problems on the yard, in the classroom and if we are having an issue at home. If it is a big problem sometimes other people are called in to help us solve the problem.

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**The Principal and teachers at Holy Family understand that it is important for all students to feel safe.**

**If you don't feel safe at school you can...**

- **let the teacher know you want to talk**
- **ask a Grade 6 leader on the yard**
- **tell the teacher on yard duty**
- **tell your class teacher or Learning Support Officer**
- **tell a buddy**
- **let the office know there is an adult without a visitor sticker on**

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**If you don't feel safe out of school you can...**

- talk to one or both of your parents/carers**
- tell a trusted adult on your safety network**
- call the Kids Helpline**
- tell a staff member at school**

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# Posters around the school teach us all about child safety and how to ask for help.

**We want children and young people to**  
**FEEL SAFE AND BE SAFE**

Everyone who works here will do their best to make sure that you:

It is never OK for anyone to hurt you.

**feel comfortable** **feel cared for** **feel safe** **are safe**

If you are not happy with something that is happening here or there is something you are worried about, we want you to tell someone you trust.

You can tell someone who works here.

You can also tell someone who looks out for you, like your mum or dad, a carer or a teacher.

**We will try as hard as we can to fix any problem or worry that you have.**

**We will always listen to you.**

**We will always treat what you tell us seriously, no matter how old you are.**

 [safeguardingchildren.com.au](http://safeguardingchildren.com.au)

**We want children and young people to**  
**TELL US WHAT THEY THINK**

We are really interested to hear what you think about the programs and activities that we offer children and young people.

From time to time, we will ask you about what you think.

Tell us the things you like... and don't like...

At any time, it is OK for you to tell us if you are not happy with something that is happening to you or there is something you are worried about.

You can also bring a support person with you to talk with us.

We will always take what you tell us seriously, no matter how old you are.

We will try as hard as we can to fix any problem or worry that you have.

If you are still worried or not happy, then you can talk to one of the people who work here.

**They will help you.**

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