

Everton Primary School

Child Safe Standards



[Ministerial Order 1359](#) (PDF 363KB) provides a framework for how schools action the new Child Safe Standards.

This document outlines how Everton Primary School (EPS) has identified and put in place policies and actions to address and identify what we need to do to address Ministerial Order 1359.


EPS has reviewed, revised all policies and procedures necessary to ensure we are compliant with Ministerial order 1359. Our school community is fully engaged in the development of actions to ensure the safety and wellbeing of all children under our care.

Required Actions	Action by	Guidance and resources	My school's actions
Child Safe Standard 1: Culturally Safe Environments			
<input type="checkbox"/> Develop a policy or statement that describes what the school will do to create a culturally safe environment for Aboriginal children, students, and their families. This document should ensure that: <ul style="list-style-type: none"> • a child or student's ability to express their culture and enjoy their cultural rights is encouraged and actively supported • staff, students, volunteers, and the school community are equipped to acknowledge and appreciate the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal students • measures are in place to ensure racism is identified, confronted and not tolerated, and any instances of racism are addressed with appropriate consequences • active support for the participation and inclusion of Aboriginal children and students and their families 	Principal	Our related policies can be sourced from our website and are listed below: <ul style="list-style-type: none"> • Child Safety Policy 2022 • Bullying Prevention - Policy 2022 • INCLUSION AND DIVERSITY POLICY 2022 	Our agreed actions as follows: <ul style="list-style-type: none"> • develop strategies to embed a culture of child safety at the school • allocate roles and responsibilities for achieving the strategies • inform the school community about the strategies, and allocated roles and responsibilities • put the strategies into practice, and inform the school community about these practices • periodically review the effectiveness of the strategies put into practice and, if considered appropriate, revise those strategies.
<input type="checkbox"/> Ensure the strategies and actions outlined in the policy, plan or statement are implemented	Principal		
<input type="checkbox"/> Approve the policy, plan or statement	Principal		
<input type="checkbox"/> Ensure all school policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children and students and their families	Principal		

Required Actions	Action by	Guidance and resources	My school's actions
Child Safe Standard 2: Child safety and wellbeing is embedded in leadership, governance and culture			
<input type="checkbox"/> Revise or develop a Child Safety and Wellbeing Policy that details: <ul style="list-style-type: none"> • a commitment to child safety • actions the school will take to ensure a child safe culture is championed and modelled across the school • governance arrangements the school uses to implement the policy • processes that the school will use to review its child safe practices 	Principal	Our related policies can be sourced from our website and are listed below: <ul style="list-style-type: none"> • Child Safety Policy 2022. • Child Safety Code of Conduct 2022 • CSS Risk Management 2022 • Volunteers Policy 2022 	Our agreed actions as follows: <ul style="list-style-type: none"> • ensure effective governance arrangements are in place to authorise and agree on strategies • embed the goal of child safety in school documentation to convey the vision, mission and strategic direction of the school in relation to child safety • recognise the diverse needs of children in the school. It is important that our school is an inclusive and culturally safe place for children and parents. We are aware that, some children (for example, young children, children with a disability) are at greater risk of abuse or exploitation and need greater levels of supervision and support • include child safety as a standing item at all staff meetings.
<input type="checkbox"/> Approve the Child Safety Policy (<i>previously titled Child Safety and Wellbeing Policy</i>)	Principal		
<input type="checkbox"/> Revise or develop a Child Safety Code of Conduct	Principal		
<input type="checkbox"/> Approve the Child Safety Code of Conduct <input type="checkbox"/> School Council approves the Code of Conduct to the extent that it applies to school council employees	Principal & school council		
<input type="checkbox"/> Make the Child Safety and Wellbeing Policy and Child Safety Code of Conduct publicly available	Principal		
<input type="checkbox"/> Develop and implement risk management strategies that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in both the physical and online school environment <input type="checkbox"/> Record identified risks relating to child abuse in the Child Safety Risk Register (or other document), including risk controls and treatments to reduce or remove the risks <input type="checkbox"/> The risk register (or another document) is approved by the principal	Principal		
<input type="checkbox"/> Establish a process to monitor and annually review the risks related to child safety and wellbeing and the effectiveness of the implementation of the risk controls	Principal		
<input type="checkbox"/> Follow the Records Management - School Records Policy	Principal		
<input type="checkbox"/> Create, maintain and dispose of child safety and wellbeing records in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods	Principal		
<input type="checkbox"/> Ensure staff and volunteers understand their obligations on information sharing and recordkeeping	Principal		

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Child Safe Standard 3: Child and student empowerment			
<input type="checkbox"/> Develop curriculum planning documents (or other documentation) that describe what the school will do to support child and student empowerment. This document should include strategies that: <ul style="list-style-type: none"> inform children and students about all their rights, including to safety, information, and participation recognise the importance of friendships and encourage support from peers to help students feel safe and be less isolated attune staff and volunteers to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns develop a culture that facilitates participation and is responsive to the input of children and students provide opportunities for children and students to participate and for the school to be responsive to their contributions to strengthen confidence and engagement 	Principal	<p>Our related policies can be sourced from our website and are listed below:</p> <ul style="list-style-type: none"> Child Safety Policy 2022 Complaints Policy 2022 PROTECT: Identify child abuse <p>Other Resources</p> <ul style="list-style-type: none"> https://fuse.education.vic.gov.au/Primary Respectful Relationships Resource Kit.pdf https://www.childsafe.org.au/resources/for-organisations/ https://www.vic.gov.au/guidance-child-safety-champions 	<p>Our agreed actions as follows:</p> <ul style="list-style-type: none"> The Principal to approve a Child Safety Code of Conduct. The school council to approve the Code of Conduct The Code of Conduct is made publicly available. The Code of Conduct to be made publicly available' by: <ul style="list-style-type: none"> publishing on the school's website school newsletters public display on school grounds.
<input type="checkbox"/> Approve the documentation that describes the strategies and actions for student empowerment	Principal		
<input type="checkbox"/> Ensure the strategies and actions for student empowerment are implemented	Principal		
<input type="checkbox"/> Ensure students have access to age-appropriate sexual abuse prevention programs and relevant related information. NOTE: School boarding premises must consider whether sexual abuse prevention programs and related information are relevant to their setting or context	Principal		
Child Safe Standard 4: Family engagement			
<input type="checkbox"/> Develop a policy, statement (or other documentation) detailing the strategies and actions to support family engagement, ensuring that: <ul style="list-style-type: none"> families participate in decisions related to child safety and wellbeing which affect their child the school engages and openly communicates with families and the school community about its child safe approach and relevant information is accessible families and the school community have a say in the development and review of child safety and wellbeing policies and practices 	Principal	<p>Our related policies can be sourced from our website and are listed below:</p> <ul style="list-style-type: none"> Child Safety Policy 2022 	<p>Our agreed actions as follows:</p> <ul style="list-style-type: none"> ensure that jobs involving child-connected work have a statement setting out the job's requirements and duties regarding child safety inform applicants for jobs involving child-connected work about the

Required Actions	Action by	Guidance and resources	My school's actions
<ul style="list-style-type: none"> families, carers, and the community are informed about the operations and governance of the school related to child safety and wellbeing 		Other Resources <ul style="list-style-type: none"> PROTECT Child Safe Standard 4 provides example actions on this standard 	school's child safety practices (including the Code of Conduct) <ul style="list-style-type: none"> complete suitability checks for the preferred candidate ensure that appropriate supervision and support arrangements are in place.
<input type="checkbox"/> Approve the actions outlined in the policy or statement	Principal		
<input type="checkbox"/> Ensure the strategies and actions outlined in the policy or statement are implemented	Principal		
Child Safe Standard 5: Diversity and Equity			
<input type="checkbox"/> Develop a policy, statement or curriculum document that describes what the school will do to uphold equity and respect diverse needs. This document should include strategies that: <ul style="list-style-type: none"> support staff and volunteers to understand the diverse circumstance of children and students, and provide support and respond to vulnerable children and students make sure children, students, staff, volunteers, and the school community have access to information, support and complaints processes that are culturally safe, accessible and easy to understand pay particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students pay particular attention to the needs of Aboriginal students and provides and promotes a culturally safe environment for them 	Principal	Our related policies can be sourced from our website and are listed below: <ul style="list-style-type: none"> Child Safety Policy 2022 Bullying Prevention Policy 2022. Other Resources <ul style="list-style-type: none"> PROTECT Child Safe Standard 5 provides guidance on this standard 	Our agreed actions as follows: <ul style="list-style-type: none"> Development and approval by Principal of a Child Safety Responding and Reporting Obligations (including Mandatory Reporting) policy and procedures. The Child Safety Responding and Reporting Obligations (including Mandatory Reporting) policy and procedures are made publicly available and accessible. The policy to be publicly available by: <ul style="list-style-type: none"> publishing on the school's website school newsletters public display of the Four Critical Actions Child Abuse 2022. on school grounds.
<input type="checkbox"/> Approve the policy, statement or curriculum document	Principal		
<input type="checkbox"/> Ensure the strategies and actions outlined in the policy, statement or curriculum document are implemented	Principal		

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Child Safe Standard 6: Suitable staff and volunteers			
<input type="checkbox"/> Implement recruitment practices for staff and contractors engaged in child connected work, that ensure: <ul style="list-style-type: none"> • all job advertisements have a statement setting out the job's requirements, duties, responsibilities and essential or relevant qualifications, experience, and attributes in relation to child safety and wellbeing • all applicants for jobs are informed about the child safety practices, including the Code of Conduct • you sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check, for example VIT registration • where the person will be engaged in child-related work, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children 	Principal	<p>Our related policies can be sourced from our website and are listed below:</p> <ul style="list-style-type: none"> • Child Safety Policy 2022 • Volunteers Policy 2022 • Visitors Policy 2022 <p>Other resources</p> <ul style="list-style-type: none"> • Suitability for Employment Checks • Recruitment in Schools • Visitors in Schools • Volunteers in Schools • Working with Children and Suitability Checks  	<p>Our agreed actions as follows:</p> <ul style="list-style-type: none"> • The principal or delegated staff member will review the Child Safety Risk Assessment Register annually to make sure it is effective, up to date and reflects any changes in the school's environment (for example, a particular reporting process has changed, the principal has been notified of a risk related to a school council activity, etc). • At least annually, the school council undertakes appropriate guidance and training about child safety • At least annually, the principal ensures appropriate guidance and training about child safety is provided to school staff.
<input type="checkbox"/> Implement engagement practices for volunteers engaged in child connected work, including: <ul style="list-style-type: none"> • sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check • consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children • make volunteers aware of the Child Safety and Wellbeing Policy and Code of Conduct 	Principal		
<input type="checkbox"/> Ensure all newly appointed school staff, school council members, and volunteers engaged in child-connected work receive an induction regarding child safety and wellbeing appropriate to their roles, including information about: <ul style="list-style-type: none"> • the Child Safety Code of Conduct • where relevant to the role, the Child Safety and Wellbeing Policy and the procedures for managing child abuse complaints and concerns 	Principal		

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<input type="checkbox"/> Ensure school staff, school council members and volunteers engaged in child-connected work are aware of their responsibilities to children and students, information sharing, reporting obligations and record-keeping obligations	Principal		
<input type="checkbox"/> Ensure Department of Education and Training recruitment policies and practices are followed and appropriate records kept <input type="checkbox"/> The school council ensures that Department of Education and Training recruitment policies and practices are followed and appropriate records kept in respect of school council employees	Principal & School Council		
<input type="checkbox"/> Review practices for the ongoing supervision and people management of staff and volunteers to ensure child safety and wellbeing is a focus	Principal		
Child Safe Standard 7: Complaints processes			
<input type="checkbox"/> Revise or develop a complaints handling policy that is accessible, child-focussed, culturally safe and easily understood by the school community, that outlines: <ul style="list-style-type: none"> the process for making a complaint about the school or any person within the school (staff, volunteers, contractors, families, children or students) the roles and responsibilities of leadership, staff and volunteers in complaint handling the process for dealing with various complaints, breaches of relevant policies or the code of conduct and obligations to act and report 	Principal	<p>Our related policies can be sourced from our website and are listed below:</p> <ul style="list-style-type: none"> Child Safety Policy 2022 Child Safety Responding and Reporting Obligations Policy and Procedures 2022 Complaints Policy 2022 <p>Guidance</p> <ul style="list-style-type: none"> PROTECT Child Safe Standard 7 provides example actions for schools on this standard PROTECT Identifying and responding to all forms of abuse in Victorian Schools PROTECT Identify child abuse PROTECT Identify and respond to student sexual offending 	<p>Our agreed actions as follows:</p> <ul style="list-style-type: none"> EPS develops, and the principal approves, strategies to deliver appropriate education about: <ul style="list-style-type: none"> standards of behaviour for students healthy and respectful relationships resilience child abuse awareness and prevention. EPS promotes the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children. We will promote CSS as follows: <ul style="list-style-type: none"> print and display PROTECT poster
<input type="checkbox"/> Ensure complaints are taken seriously and responded to promptly and thoroughly	Principal		
<input type="checkbox"/> Revise or develop a clear procedure for responding to complaints or concerns relating to child abuse. The policy must: <ul style="list-style-type: none"> cover all forms of abuse be sensitive to the diversity and characteristics of the school community or school boarding premises community be made publicly available be accessible to all members of the school community apply to complaints and concerns relating to child abuse made by or in relation to a child or student, staff, volunteers, contractors, 	Principal		

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<ul style="list-style-type: none"> service providers, visitors, or other persons while connected to a school identify roles and responsibilities of staff to act and report on complaints and concerns relating to child abuse not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse clearly describe the actions the school will take to respond to a complaint or concern relating to child abuse. 			<ul style="list-style-type: none"> all Child Safe Standards documents are publicly available children have access to some child safety materials designed for them students make and display their own child safety posters child safety-related discussions are held at circle time in class.
<input type="checkbox"/> Ensure the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse address reporting of complaints and concerns to school leadership and other relevant authorities whether or not the law requires reporting, and cooperate with law enforcement	Principal		
<input type="checkbox"/> Approve the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse	Principal		
<input type="checkbox"/> Ensure the complaints handling policy and procedures for responding to child abuse complaints or concerns are publicly available and accessible	Principal		
<input type="checkbox"/> Ensure all recordkeeping, reporting, privacy and employment law obligations are met when responding to complaints and concerns	Principal		
<input type="checkbox"/> Ensure the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse are implemented	Principal		
Child Safe Standard 8: Child safety knowledge, skills, and awareness			
<input type="checkbox"/> Ensure at least annually, the school council receives appropriate guidance and training about: <ul style="list-style-type: none"> individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse child safety and wellbeing risks in the school environment the child safety policies, procedures and practices of the school 	School Council	<p>Our related policies can be sourced from our website and are listed below:</p> <ul style="list-style-type: none"> Child Safety Policy 2022 Volunteers Policy 2022 	<p>Our agreed actions as follows:</p> <ul style="list-style-type: none"> provide child safety training to staff engaged in child-connected work every year. This training will include: <ul style="list-style-type: none"> the Child Safety Policy and the Child Safety Code of Conduct the procedures for responding to complaints
<input type="checkbox"/> Ensure school staff engaged in child-connected work receive annual training and information on child safety that includes guidance on: <ul style="list-style-type: none"> the Child Safety and Wellbeing Policy the Child Safety Code of Conduct 	Principal		

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<ul style="list-style-type: none"> • the school's procedures for responding to complaints and concerns relating to child abuse • recognising indicators of child harm including harm caused by other children, students, or adults (including family violence) • responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm • building culturally safe environments • information sharing and recordkeeping obligations • how to identify and mitigate child safety and wellbeing risks in physical and online environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities 		<p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 8 provides example actions for schools on this standard • Guidance for child safety champions 	<ul style="list-style-type: none"> and concerns about child abuse ○ guidance on recognising indicators of child harm, including harm caused by other children and students ○ guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm ○ guidance on how to build culturally safe environments for children and students ○ guidance on their information sharing and recordkeeping obligations ○ guidance on how to identify and mitigate child safety and wellbeing risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities.
<ul style="list-style-type: none"> <input type="checkbox"/> Provide child safety training and information for volunteers engaged in child-connected work that is appropriate to their role and responsibilities <input type="checkbox"/> Consider if it is reasonable and necessary to include training and information on any or all of the same guidance provided to staff (above) 	Principal		
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that staff and volunteers are supported to implement the child safety and wellbeing policy where the policy applies to their role and responsibilities 	Principal		<ul style="list-style-type: none"> • Provide training and information to volunteers engaged in child-connected work that is appropriate to their role that will equip them with the knowledge, skills and awareness to keep children safe. • Support staff and volunteers to implement the Child Safety Policy and the Child Safety Code of

Required Actions	Action by	Guidance and resources	My school's actions
			<p>Conduct where these policies apply to their role and responsibilities.</p> <ul style="list-style-type: none"> • Provide appropriate training and guidance to the members of our school council every year. This training should include: <ul style="list-style-type: none"> ○ individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse ○ child safety and wellbeing risks in the school ○ the child safety policies, procedures and practices of the school.
Child Safe Standard 9: Child safety in physical and online environments			
<input type="checkbox"/> Revise or develop a policy or statement on online conduct and online safety that is consistent with the Child Safety and Wellbeing policy and practices and the Child Safety Code of Conduct	Principal	Our related policies can be sourced from our website and are listed below:	Our agreed actions as follows: <ul style="list-style-type: none"> • make sure child safety and wellbeing policies, procedures and practices enable school staff and volunteers to identify and mitigate risks without compromising a student's right to privacy, access to information, social connections and learning opportunities. • develop and endorse a policy or statement on online conduct and online safety. • develop procurement policies for facilities and services from third
<input type="checkbox"/> Approve the policy or statement on online conduct and safety	Principal	<ul style="list-style-type: none"> • CSS Risk Management 2022 • Child Safety Policy 2022 • Child Safety Code of Conduct 2022. • Digital Learning Policy 2022. • Camps and Excursions Policy 2022 • Child Safety Responding and Reporting Obligations Policy and Procedures 2022. 	
<input type="checkbox"/> Ensure the policy or statement on online conduct and safety is implemented	Principal		
<input type="checkbox"/> Ensure child safety and wellbeing policies, procedures and practices enable staff and volunteers to identify and mitigate risks in both physical and online school environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities	Principal		
<input type="checkbox"/> Ensure procurement policies for facilities and services from third parties ensure the safety of children and students	Principal & School Council		

Required Actions	Action by	Guidance and resources	My school's actions
<input type="checkbox"/> The school council, where applicable to their powers and functions, ensure that procurement policies for facilities and services from third parties ensure the safety of children and students		<ul style="list-style-type: none"> • Acceptable use agreements <p>Other resources</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 9 provides example actions for schools on this standard • Procurement - Schools Policy 	<p>parties that ensure the safety of students.</p>
Child Safe Standard 10: Review of child safety practices			
<input type="checkbox"/> Review and evaluate child safety and wellbeing policies, procedures, and practices at least every two years in consultation with students, families, staff and the governing body	Principal	<p>Our related policies can be sourced from our website and are listed below:</p> <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy • CSS Code of Conduct 2022 • CSS Risk Management 2022 <p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 10 provides example actions for schools on this standard • Guidance for child safety champions 	<p>Our agreed actions as follows:</p> <ul style="list-style-type: none"> • Keep records of documentation, such as board meeting papers and minutes, outlining recommendations on how child safe practices can be improved and implemented. • Develop an audit log (that is appropriately secured and has version control) of complaints and concerns, demonstrating appropriate responses and mitigations. • Review complaints received and incidents reported for gaps, weaknesses or failures in policies. • Make review findings and recommendations easy to access and understand. • Include findings from child safety reviews in child safety training for staff and volunteers. • Communicate review outcomes to students in age-appropriate ways. • Inform the school community of any child safety policy changes were relevant or applicable.
<input type="checkbox"/> Ensure there is a review of child safety and wellbeing policies and practices after any significant child safety incident and improvements are put in place where applicable	Principal		
<input type="checkbox"/> Implement systems and processes to record and analyse all complaints, concerns and safety incidents to identify causes and systemic failures and inform continuous improvement	Principal		
<input type="checkbox"/> Report on the outcomes of relevant reviews to school council, staff, volunteers, the school community, families and students	Principal		

Required Actions	Action by	Guidance and resources	My school's actions
			<ul style="list-style-type: none"> Use surveys, focus groups and discussions to review the accessibility and level of awareness of child-safe policies and procedures by students, families, staff and volunteers.
Child Safe Standard 11: Implementation of child safe practices			
<input type="checkbox"/> Ensure that all the child safety and wellbeing, policies, procedures, and practices related to the child safe standards and Ministerial Order 1359 are effectively implemented	Principal	Our related policies can be sourced from our website and are listed below:	Our agreed actions as follows:
<input type="checkbox"/> Ensure that the policies, procedures and any other statements and records required by Ministerial Order 1359: <ul style="list-style-type: none"> address all the child safe standards are championed and modelled by leaders are documented, accessible and easy to understand 	Principal	<ul style="list-style-type: none"> CSS Risk Management 2022 	<ul style="list-style-type: none"> Highlight child safety in recruitment processes. Have child-focused complaints policies and procedures. Review recordkeeping of child safety complaints to make sure it captures all relevant information.
<input type="checkbox"/> Establish processes to ensure that the policies, procedures, and any statements associated with child safety and wellbeing are understood and implemented by all relevant staff and volunteers	Principal	Guidance <ul style="list-style-type: none"> PROTECT Child Safe Standard 11 provides example actions for schools on this standard Guidance for child safety champions 	<ul style="list-style-type: none"> Manage child safety risks relating to child abuse using the Child Safety Risk Register.
<input type="checkbox"/> Provide students, families, staff and volunteers with opportunities for regular input into policies, procedures, practices and risk strategies related to child safety and wellbeing	Principal		<ul style="list-style-type: none"> Consider using the Child Safety Risk Register to include other child safety risks Schedule child safety briefings at information evenings and orientation days. Include a regular child safety item in newsletters to families. Be aware of emerging legislation, research and resources in child safety and wellbeing and ensure that policies and procedures are informed by any new developments. Document the school's policies, procedures and statements

Required Actions	Action by	Guidance and resources	My school's actions
			<p>required across all 11 Child Safe Standards.</p> <ul style="list-style-type: none"> • Seek feedback from students, families, staff and volunteers on whether the policies and procedures are easy to understand. Make any relevant improvements. • Produce child safety material in different formats. Use child-friendly and plain language and translated versions. • Maintain high visibility of child safety and wellbeing. Discuss child safety at staff and parent meetings, and school assemblies. Display posters, write articles newsletters on child safety topics. • Train staff and volunteers on school policies and their responsibilities. Create regular opportunities to discuss and reinforce understandings. • Identify formal and informal ways to monitor policy implementation. Analyse whether current processes achieve the outcomes for each child's safety standard. • Monitor how staff and volunteers contribute to child safety through supervision, discussions, staff meetings and surveys.