Melbourne Archdiocese
Catholic Schools

Engaging Families in Child Safety Procedures

Christ Our Holy Redeemer Primary School

Melbourne Archdiocese Catholic Schools Ltd (**MACS**) schools operate with the consent of the Catholic Archbishop of Melbourne and are owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

1. Purpose

This procedure outlines the strategies and actions in place to ensure that families, carers and other members of the school community are informed about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing at the school.

2. Scope

These procedures apply in Christ Our Holy Redeemer Primary School

3. Principles

The following principles underpin our commitment to family engagement:

- Parents and Carers are given the opportunity to participate in decisions relating to child safety and wellbeing which affect their child
- Our school engages and openly communicates with Parents, Carers and other members of the school community about our child safe approach
- Relevant information relating to child safety and wellbeing about their child or children will be available to parents and carers
- Parents, Carers and other members of the school community can provide input into the development and review of the school's policies and practices relating to child safety and wellbeing
- Parents, Carers and other members of the school community have the right to be informed about the operations and governance of the school in relation to child safety and wellbeing.

4. School Commitment

Our school is committed to ensuring that all members of our school community are kept informed about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing.

The Principal and school leaders at our school recognise their responsibilities to communicate and engage with families, carers and other members of the school community in relation to issues regarding child safety and wellbeing.

The Principal ensures the following actions and strategies are implemented to ensure we meet this commitment.

4.1. School leadership actions and strategies

1. Including planning for ways to engage families through the curriculum and learning and teaching programs
   - 1.1. Termly newsletters updating families on curriculum and learning experiences planned for the following term, including curriculum areas, wellbeing at the level, homework, excursions, child safety practices.

1.2. Fortnightly newsletter includes sharing and reflections on learning in class levels and in specialist areas

1.3. Social media content includes a focus on learning experiences

1.4. Weekly assemblies include awards focusing on students' achievement and the reflection of the School Expectations

1.5. Open Classrooms are held each term to formally invite families to engage in the learning environment of their child

2. Providing information through the school's communication channels to update parents and carers about the school's child safety and wellbeing strategies

2.1. Termly newsletters updating families on curriculum and learning experiences planned for the following term, including wellbeing initiatives and child safety practices.

2.2. Fortnightly newsletter includes sharing and reflections on learning in class levels and in specialist areas

2.3. Social media content includes a focus on learning experiences

2.4. nForma App is used to communicate to parents and carers around current Wellbeing initiatives and how current events include a child safety perspective.

3. Publishing school policies, procedures and practices relating to child safety and wellbeing so that they are easily accessible to parents and carers and other members of the school community

3.1. School policies, procedures and practices are posted on the school website, which includes a search function for easy access

3.2. Incompliance with MACS directives school policies, procedures and practices are available in a paper copy from the Office or in the school foyer

3.3. The Parent Handbook is updated each year and communicated with families. This includes a Child Safety section that includes practices and expectations, and links to the relevant policies.

4. Engaging with families to develop and review practices and strategies relating to child safety and wellbeing

4.1. School Advisory Council meetings always include Child Safety on the agenda.

4.2. School Advisory Council members are encouraged to be active within the community to ensure that school leadership is aware of any child safety issues

4.3. Surveys are used to encourage families to respond to specific issues as they arise.

4.4. The Parent Association events always include a reflection which includes a focus on child safety

5. Providing members of the school community with adequate information about the school's operations and governance relating to child safety and wellbeing through regular communication in newsletters, at information sessions and forums

5.1. Termly newsletters updating families on curriculum and learning experiences planned for the following term, including wellbeing initiatives and child safety practices.

5.2. Fortnightly newsletter includes sharing and reflections on learning in class levels and in specialist areas

5.3. Social media content includes a focus on learning experiences

5.4. nForma App is used to communicate to parents and carers around current Wellbeing initiatives and how current events include a child safety perspective.

5.5. Beginning of the Year level parent Information Nights always include a child safety aspect, regarding volunteers, Working With Children Checks

5.6. Pre-camp information sessions for parents and carers has a focus on the wellbeing and child safety focuses of the camp

6. Informing parents, carers and students know how to raise concerns and issues about child safety and wellbeing

6.1. Beginning of the Year level parent Information Nights always include a child safety aspect, regarding volunteers, Working With Children Checks and request parents and carers to inform the class teacher or school leadership of any concerns or issues

6.2. Prep Information Night held the year before include a focus on Child Safety and Wellbeing and the expectation of communication being from parents and carers if there are any issues or concerns.

7. Proactively build culturally safe and respectful relationships with Aboriginal families, recognising their role in supporting the identity, cultural safety, and wellbeing of their children

7.1. Learning Diversity Leader and the Child Safety Officer is notified of the enrolment of an Aboriginal child. They make contact with the family to develop a positive relationship of communication and to ensure appropriate and respectful supports are given to the child and family.

7.2. Actions and strategies for Staff

School Staff also have a responsibility to support MACS, the school's governing authority, and school leaders in communicating and engaging with Parents, Carers and other members of the school community regarding child safety and wellbeing.

Strategies and actions used to carry out this responsibility are listed below.

1. Termly newsletters updating families on curriculum and learning experiences planned for the following term, including curriculum areas, wellbeing at the level, homework, excursions, child safety practices.
2. Fortnightly newsletter includes sharing and reflections on learning in class levels and in specialist areas
3. Weekly assemblies include awards focusing on students' achievement and the reflection of the School Expectations
4. Open Classrooms are held each term to formally invite families to engage in the learning environment of their child
5. Beginning of the Year level parent Information Nights always include a child safety aspect, regarding volunteers, Working With Children Checks and request parents and carers to inform the class teacher or school leadership of any concerns or issues

9. Definitions

Definitions of standard terms used in this document can be found in the Glossary of Terms.

Carer

Refers to those with permanent care, foster care or kinship care arrangements.

Parent

A person who has parental responsibility for the child or young person. This may include a biological parent or another person who has been granted parental responsibility by a court order.

Parental responsibility

All the duties, powers, responsibilities and authority, which by law, parents have in relation to their children.

Principal

The role of the principal in a MACS school is to lead and manage the planning, delivery, evaluation and improvement of the education of all students.

Staff

Staff or staff member refers to the MACS board, board committee and working party members, MACS executives, principals, employees, contractors, consultants and volunteers in MACS schools and offices. The term includes those involved in religious ministry.

Volunteer

A person who performs work without remuneration or reward for MACS or a MACS school.

10. Related policies and documents

Related MACS policies and documents

Child Safety and Wellbeing Policy
Child Safety and Wellbeing Procedures
Protect – Identifying and Responding to Abuse – Reporting Obligations Policy
Reportable Conduct Policy

Policy information table

Approving authority	Director, Child Safety and Risk
Document owner	General Manager, Child Safety
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School document owner	Aimee Gale (Principal)
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