



Declaration of Compliance with the Prescribed Minimum Standards for Schools: Guideline for Child Safe Standards

This declaration must be completed by both the school council president and the principal of the registered school. The declaration is made as a formal undertaking to the Victorian Registration and Qualifications Authority.

The declaration must be signed, scanned and returned to the VRQA via email (vrqa.schools@edumail.vic.gov.au) with the subject line *Child safe standards declaration - [school name]* by close of business **28 September 2016**.

School contact details

Name of school: Nathalia Primary School

School number: 2,060

Address: 5 Bromley Street, NATHALIA, 3638

School sector / region: North East Victoria

Telephone: 03 5866 2677

Email: mccallum.christopher.j@edumail.vic.gov.au

Declaration

I, Christopher MCCALLUM

(name of principal)

I, Jane Hando

(name of school council president)

of Nathalia Primary School

(name of the school)

Signature

Christopher McCallum

Signature

Jane Hando

declare to the Victorian Registration and Qualifications Authority that our organisation will operate in accordance with the *Education and Training Reform Act 2006*, the *Education and Training Reform Regulations 2007* and any Ministerial Order or guidelines made under the *Education and Training Reform Act 2006* in relation to prescribed minimum standards for child safety;

declare that the school (and any campus of the school if applicable)

☒ **complies** (only if you have selected **YES** to all requirements in the self-assessment)

☐ **partially complies** (if you have selected **NO** to any of the requirements in the self-assessment)

with the prescribed minimum standards, Ministerial Order No. 870 and has completed the compliance self-assessment and, where required, the action plan.

We understand that the Victorian Registration and Qualifications Authority may share information about our organisation with other prescribed persons or bodies including, Departments of the Commonwealth Government in accordance with section 4.9.4 of the *Education and Training Reform Act 2006*.

We also understand that it is the responsibility of the school to ensure and maintain compliance with the prescribed standards for registration including Ministerial Order No. 870. We understand that a person must not knowingly provide any false or misleading information to the Victorian Registration and Qualifications Authority.

Statutory Declaration

Made under the State of Victoria - *Evidence (Miscellaneous Provisions) Act 1958*¹

This statutory declaration must be completed by both the principal and the school council president of the registered school. The statutory declaration is a written statement that declares that the information provided in the Compliance Self-Assessment and the Declaration (above) is true and correct.

PRINCIPAL

I², Christopher John McCallum
(name of principal)

of³ 5 Bromley St Nathalia 3638
(school address)

do solemnly and sincerely declare that the information I have provided is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury.

Signed _____
(signature of principal) 4

Declared at Nathalia, the 13TH day of SEPTEMBER (month) 2016 (year)
(location of declaration)

WITNESS (of principal's declaration)

Before me, Matt L
(signature of witness) 5

MATTHEW CARVER PRINCIPAL - ST MARY OF THE ANGELS
(name and title, as per attached list, of witness)

CHAPEL STREET, NATHALIA, 3638
(address of witness) 7

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provision) Act 1958* (as of 1 January 2010), previously *Evidence Act 1958*. The principal and school council president should not witness the other's declaration.

¹ A person who willfully makes a false declaration is guilty of an offence punishable by imprisonment.

² Here print the principal's name and school.

³ Insert school address

⁴ Signature of principal making the declaration.

⁵ Signature of person before whom the principal's declaration is made.

⁶ Here insert name and title of person before whom the principal's declaration is made (see list of authorised persons attached).

⁷ Here insert address of person before whom the principal's declaration is made (see list of authorised persons attached).

Statutory Declaration (continued)

Made under the State of Victoria - *Evidence (Miscellaneous Provisions) Act 1958*⁸

This statutory declaration must be completed by both the school council president and the principal of the registered school. The statutory declaration is a written statement that declares that the information provided in the Compliance Self-Assessment and the Declaration (above) is true and correct.

SCHOOL COUNCIL PRESIDENT

I⁹, Jane Hando
(name of school council president)

of¹⁰ Bromley St Nathalia
(school address)

do solemnly and sincerely declare that the information I have provided is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury.

Signed Jane Hando
(signature of school council president) ¹¹

Declared at NATHALIA, the 13TH day of SEPTEMBER (month) 2016 (year)
(location of declaration)

WITNESS (of school council president's declaration)

Before me, Mat L
(signature of witness) ¹²

MATTHEW CARVER - PRINCIPAL, ST MARY OF THE ANGELS SC.
(name and title, as per attached list, of witness) ¹³

CHAPEL STREET, NATHALIA, 3638
(address of witness) ¹⁴

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provision) Act 1958* (as of 1 January 2010), previously *Evidence Act 1958*. The principal and school council president should not witness the other's declaration.

⁸ A person who willfully makes a false declaration is guilty of an offence punishable by imprisonment.

⁹ Here print the school council president's name.

¹⁰ Insert school address

¹¹ Signature of school council president making the declaration.

¹² Signature of person before whom the school council president's declaration is made.

¹³ Here insert name and title of person before whom the school council president's declaration is made (see list of authorised persons attached).

¹⁴ Here insert address of person before whom the school council president's declaration is made (see list of authorised persons attached).

Authorised persons

Under the *Evidence (Miscellaneous Provisions) Act 1958*, this statutory declaration can be witnessed by any one of:

- (a) a justice of the peace or a bail justice;
- (b) a public notary;
- (c) an Australian lawyer;
- (d) a clerk to an Australian lawyer;
- (e) the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court;
- (f) the registrar of probates or an assistant registrar of probates;
- (g) the associate to a judge of the Supreme Court or of the County Court;
- (h) the associate of an Associate Judge of the Supreme Court or an associate judge of the County Court;
- (i) a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth;
- (j) a police officer;
- (k) the sheriff or a deputy sheriff;
- (l) a member or former member of either House of the Parliament of Victoria;
- (m) a member or former member of either House of the Parliament of the Commonwealth;
- (n) a councillor of a municipality;
- (o) a senior officer of a Council as defined in the *Local Government Act 1989*;
- (p) a person registered under the *Health Practitioner Regulation National Law* to practice in the medical profession (other than as a student);
- (q) a person registered under the *Health Practitioner National Law* - (i) to practice in the dental profession as a dentist (other than a student) and in the dentists division of that profession;
- (r) a registered veterinary practitioner within the meaning of the *Veterinary Practice Act 1997*;
- (s) a person registered under the Health Practitioner Regulation National Law to practice in the pharmacy profession (other than as a student);
- (t) a principal within the meaning of the *Education and Training Reform Act 2006*;
- (u) the manager of an authorised deposit-taking institution;
- (v) a person who holds a prescribed membership of a prescribed accounting body or association;
- (w) the secretary of a building society;
- (x) a minister of religion authorised to celebrate marriages;
- (xa) a Victorian Inspectorate Officer within the meaning of the *Victorian Inspectorate Act 2011*;
- (y) a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification;
- (ya) an IBAC Officer within the meaning of the *Independent Broad-based Anti-corruption Commission Act 2011*;
- (z) a fellow of the Institute of Legal Executives (Victoria).



Compliance self - assessment and action plan

Name of school: Nathalia Primary School

School suburb: NATHALIA

School number: 2,060

School sector: School - Government

Principal: Christopher MCCALLUM

Ministerial Order No. 870 Clause 6. Principle of inclusion (all standards)

5,818

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
In implementing the minimum child safety standards in accordance with this Order, school governing authorities must: (a) take account of the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable; and (b) make reasonable efforts to accommodate the matters referred to in clause 6(a).	Yes			
	Yes			

Ministerial Order No. 870 Clause 7. Strategies to embed an organisational culture of child safety (standard one)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The school governing authority must:	Yes			
(a) develop strategies to embed a culture of <i>child safety</i> at the school;	Yes			
(b) allocate roles and responsibilities for achieving the strategies;	Yes			
(c) inform the school community about the strategies, and allocated roles and responsibilities;	Yes			
(d) put the strategies into practice, and inform the school community about these practices; and	Yes			
(e) periodically review the effectiveness of the strategies put into practice and, if considered appropriate, revise those strategies. Additional Advice	Yes			

Ministerial Order No. 870 Clause 8. A child safety policy or a statement of commitment to child safety (standard two)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The <i>school governing authority</i> must ensure that the school has a <i>child safety</i> policy or statement of commitment to <i>child safety</i> that details:				
(a) the values and principles that will guide the school in developing policies and procedures to create and maintain a child safe <i>school environment</i> ; and	Yes			
(b) the actions the school proposes to take to:				
(i) demonstrate its commitment to <i>child safety</i> and monitor the school's adherence to its <i>child safety</i> policy or statement of commitment;	Yes			
(ii) support, encourage and enable <i>school staff</i> , parents, and children to understand, identify, discuss and report <i>child safety</i> matters; and	Yes			
(iii) support or assist children who disclose <i>child abuse</i> , or are otherwise linked to suspected <i>child abuse</i> .	Yes			
Additional Advice				

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(2) The <i>school governing authority</i> must inform the school community about the policy or statement, and make the policy or statement publicly available.	Yes			

Ministerial Order No. 870 Clause 9. A child safety code of conduct (standard three)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The <i>school governing authority</i> must develop, endorse, and make publicly available a code of conduct that:				
(a) has the objective of promoting <i>child safety</i> in the <i>school environment</i> .	Yes			
(b) sets standards about the ways in which <i>school staff</i> are expected to behave with children;	Yes			
(c) takes into account the interests of <i>school staff</i> (including other professional or occupational codes of conduct that regulate particular <i>school staff</i> , and the needs of all children; and	Yes			
(d) is consistent with the school's <i>child safety</i> strategies, policies and procedures as revised from time to time.	Yes			

Ministerial Order No. 870 Clause 10. School staff selection, supervision and management practices for a child-safe environment (standard four)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) Subject to the requirements of the ETR Act, the <i>school governing authority</i> must ensure that the school implements practices for a <i>child-safe</i> environment in accordance with this clause.	Yes			
(2) Each job or category of jobs for <i>school staff</i> that involves <i>child-connected work</i> must have a clear statement that sets out:				
(a) the job's requirements, duties and responsibilities regarding <i>child safety</i> ; and	Yes			
(b) the job occupant's essential or relevant qualifications, experience and attributes in relation to <i>child safety</i> .	Yes			
(3) All applicants for jobs that involve <i>child-connected work</i> for the school must be informed about the school's <i>child safety</i> practices (including the code of conduct).	Yes			

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(4) In accordance with any applicable legal requirement ¹ or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform <i>child-connected work</i> :				
(a) Working with Children Check status, or similar check;	Yes			
(b) proof of personal identity and any professional or other qualifications;	Yes			
(c) the person's history of work involving children; and	Yes			
(d) references that address the person's suitability for the job and working with children.	Yes			

¹ Please refer to the *Working With Children Act 2005* which establishes a process to screen persons engaging or intending to engage in child-related work through a working with children check, and also sets out exemptions from that requirement for volunteers, parents and others.

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(5) The school need not comply with the requirements in clause 10(4) if it has already made reasonable efforts to gather, verify and record the information set out in clauses 10(4)(a) to 10(4)(d) about a particular individual within the previous 12 months.	Yes			
(6) The school must ensure that appropriate supervision or support arrangements are in place in relation to:				
(a) the induction of new <i>school staff</i> into the school's policies, codes, practices, and procedures governing <i>child safety</i> and <i>child-connected work</i> ; and	Yes			
(b) monitoring and assessing a job occupant's continuing suitability for <i>child-connected work</i> .	Yes			
(7) The school must implement practices that enable the <i>school governing authority</i> to be satisfied that people engaged in <i>child-connected work</i> perform appropriately in relation to <i>child safety</i> .	Yes			

Explanatory note: To be "satisfied", it is not necessary that the school governing authority make each decision about the selection and supervision of school staff engaged in child-connected work. The school governing authority needs to be satisfied about the appropriateness of the school's arrangements that would regulate or guide other people who make such decisions for or on behalf of the school about child safety matters and child-connected work.

Ministerial Order No. 870 Clause 11. Procedures for responding to and reporting allegations of suspected child abuse (standard five)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The <i>school governing authority</i> must have a clear procedure or set of procedures for responding to allegations of suspected <i>child abuse</i> in accordance with this clause and other legal obligations.	Yes			
(2) The <i>school governing authority</i> must ensure that the procedure is:				
(a) sensitive to the diversity characteristics of the school community;	Yes			
(b) made publicly available; and	Yes			
(c) accessible to children, <i>school staff</i> , and the wider community.	Yes			
(3) The procedure must:				
(a) cover all forms of ' <i>child abuse</i> ' as defined in the ETR Act;	Yes			

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(b) apply to allegations or disclosures of child abuse made by or in relation to a child, school staff , visitors, or other persons while connected to a school environment .	Yes			
(c) identify the positions of the person or people who are responsible for:				
(i) promptly managing the school's response to an allegation or disclosure of child abuse , and ensuring that the allegation or disclosure is taken seriously;	Yes			
(ii) responding appropriately to a child who makes or is affected by an allegation of child abuse ;	Yes			
(iii) monitoring overall school compliance with this procedure; and	Yes			
(iv) managing an alternative procedure for responding to an allegation or disclosure if the person allocated responsibility under clause 11(3)(c)(i) cannot perform his or her role;	Yes			
(d) include a statement that fulfilling the roles and responsibilities contained in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse ;	Yes			

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(e) clearly describe the actions the school will take to respond to an allegation of child abuse , including actions to:				
(i) inform appropriate authorities about the allegation (including but not limited to mandatory reporting);	Yes			
(ii) protect any child connected to the alleged child abuse until the allegation is resolved; and	Yes			
(iii) make, secure, and retain records of the allegation of child abuse and the school's response to it.	Yes			
(4) The procedure must not:				
(a) prohibit or discourage school staff from reporting an allegation of child abuse to a person external to the school;	Yes			
(b) state or imply that it is the victim's responsibility to inform the police or other authorities of the allegation;	Yes			

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(c) require staff to make a judgment about the truth of the allegation of child abuse , or	Yes			
(d) prohibit staff from making records in relation to an allegation or disclosure of child abuse .	Yes			

Ministerial Order No. 870 Clause 12. Strategies to identify and reduce or remove risks of child abuse (standard six)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The school governing authority must develop and implement risk management strategies regarding child safety in school environments .	Yes			
(2) The school's risk management strategies regarding child safety must identify and mitigate the risk(s) of child abuse in school environments by taking into account the nature of each school environment , the activities expected to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics and needs of all children expected to be present in that environment.	Yes			

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(3) If the <i>school governing authority</i> identifies risks of <i>child abuse</i> occurring in one or more <i>school environments</i> the authority must make a record of those risks and specify the action(s) the school will take to reduce or remove the risks (risk controls).	Yes			
(4) As part of its risk management strategy and practices, the <i>school governing authority</i> must monitor and evaluate the effectiveness of the implementation of its risk controls. Additional Advice	Yes			
(5) At least annually, the <i>school governing authority</i> must ensure that appropriate guidance and training is provided to the individual members of the <i>school governing authority</i> and <i>school staff</i> about:				
(a) individual and collective obligations and responsibilities for managing the risk of <i>child abuse</i> ,	Yes			
(b) <i>child abuse</i> risks in the <i>school environment</i> ; and	Yes			
(c) the school's current <i>child safety</i> standards.	Yes			

Explanatory note: Different risk controls may be necessary for particular groups of children depending on the nature of the risk and the diversity characteristics of children affected by the risk.

Ministerial Order No. 870 Clause 13. Strategies to promote child empowerment and participation (standard seven)

MO No. 870 requirement	Compliant (Y/N)	Action proposed (300 character limit)	Completion date	Responsibility
(1) The <i>school governing authority</i> must develop strategies to deliver appropriate education about:				
(a) standards of behaviour for students attending the school;	Yes			
(b) healthy and respectful relationships (including sexuality);	Yes			
(c) resilience; and	Yes			
(d) <i>child abuse</i> awareness and prevention.	Yes			
(2) The <i>school governing authority</i> must promote the <i>child safety standards</i> required by this Order in ways that are readily accessible, easy to understand, and user-friendly to children.	Yes			

Additional Advice