Melbourne Archdiocese
Catholic Schools

# Engaging Families in Child Safety Procedures

Holy Child 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 Holy Child 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.

### 4.2. School leadership actions and strategies

The principal, the school governing authority and school leaders at Holy Child Primary School Dallas 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. Strategies and actions used to carry out this responsibility include:

- utilising the Holy Child Primary School Dallas Engaging Families in Child Safety Policy to inform and guide curriculum planning, policies and practices

- supporting staff, through appropriate professional learning, to strengthen their communication and engagement skills and to understand the value and importance of effective communication and engagement
- identifying opportunities for parents and carers to participate in decisions that affect their child's safety and wellbeing
- ensuring that existing policies and practices relating to child safety and wellbeing are made publicly available so that they are easily accessible to families, carers and other members of the school community
- engaging with families, carers and other members of the school community to collaboratively develop and periodically review policies and practices relating to child safety and wellbeing
- creating opportunities to ensure that members of the school community are adequately informed about the school's operations and governance relating to child safety and wellbeing.

## 4.2. 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.

School staff, volunteers, contractors and clergy at Holy Child Primary School Dallas also have a responsibility to support the school governing authority and school leaders in communicating and engaging with families, carers and other members of the school community regarding child safety and wellbeing. Strategies and actions used to carry out this responsibility include:

- creating and maintaining open lines of communication with families, carers and other members of the school community, particularly with respect to child safety and wellbeing matters
- liaising with parents and carers in relation to any concerns and/or decisions that affect their child and giving them the opportunity to contribute to any discussions, where appropriate
- ensuring that parents, carers and others in the school community are updated and involved in child safety and wellbeing
- ensuring they act in accordance with the principles set out in this Policy when managing issues relating to child safety and wellbeing

# 1. 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.

# 2. 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

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