

FORREST
P & C

Forrest Primary School P&C

Child Safety and Wellbeing Policy

Aim

The Forrest Primary School Parents and Citizens Association (P&C) is committed to creating a safe, inclusive and supportive environment where all children feel protected, respected and valued. This policy outlines how the Forrest P&C promotes and maintains child safety in accordance with the Australian Human Rights Commission National Principles for Child Safe Organisations.

The P&C recognises that all children have the right to be safe from harm, abuse and neglect and that protecting children is a shared responsibility of all volunteers, staff and community members involved in P&C activities.

Scope

This policy applies to:

- P&C executive members and volunteers
- Contractors engaged by the P&C
- Community members involved in P&C events or activities
- Any P&C activity involving children

Forrest P&C adopts the 10 National Principles for Child Safe Organisations to guide our practices.

National Child Safe Principles Implementation

1. Child safety and wellbeing are embedded in leadership, governance and culture

The Forrest P&C demonstrates leadership by:

- Promoting a public commitment to child safety and wellbeing and fostering a culture where child safety and wellbeing is deemed as a shared responsibility
- Ensuring child safety is a standing agenda item in governance discussions
- Ensuring policies and procedures reflect child safe practices
- Actively engage in Risk assessment and management process which promote child safety
- Supporting compliance with ACT Child Safe Standard

2. Children participate in decisions affecting them

Where appropriate, the P&C will:

- Listen to children's views about matters which may affect them and encourage their participate in decision making, including their own safety and wellbeing.
- Encourage feedback from children about their experiences
- Consider children's voices when planning activities.

3. Families and communities are informed and involved

The P&C:

- Communicates openly with families and promotes child safety expectations
- Encourages families to promote a child safe culture and raise any concerns they may have
- Works in partnership with the school community to support child safety

4. Equity is upheld and diverse needs respected

The P&C respects and values diversity, including:

- Cultural identity
- Aboriginal and Torres Strait Islander children
- Children with disability
- Gender identity
- Family background

All children have equal rights to safety and inclusion. Forrest P&C will consider strategies in which the organisation addresses the needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, children who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people

5. People working with children are suitable and supported

The P&C ensures that:

- Volunteers working directly with children hold a valid **Working With Vulnerable People (WWVP)** registration where required
- Volunteers understand expected standards of behaviour and are aware of this policy- Forrest P&C Child Safety and Wellbeing Policy
- All Child safe expectations are communicated clearly
- All volunteers abide by the P&C Code of Conduct according to their constitution.

6. Processes to respond to complaints and concerns

The P&C takes all concerns seriously.

Clear procedures exist for:

- Reporting concerns about child safety using the Child Safe reporting procedure
- Responding promptly to complaints
- Escalating serious concerns to the appropriate authorities

7. Staff and volunteers are equipped with knowledge

The P&C promotes child safety awareness by:

- Providing information about child safe practices
- Encouraging volunteers to undertake child safety training where appropriate
- Ensuring Management committee understands reporting obligations

8. Physical and online environments minimise risk

The P&C will:

- Consider child safety when planning activities and utilises a Risk Assessment tool to assist with planning of these activities.
- Ensure events and activities are supervised appropriately
- Promote safe communication and behaviour

9. Implementation of child safe practices is regularly reviewed

The P&C will:

- Review this policy regularly
- Update procedures in line with legislation and best practice
- Seek and reflect on feedback and from the school community

10. Policies and procedures document how the organisation is child safe

The Forrest P&C maintains documented procedures, including:

- Child Safety and Wellbeing Policy
- Forrest School P&C Code of Conduct
- Reporting procedures
- Volunteer expectations

Code of Behaviour Expectations

P&C members and volunteers must:

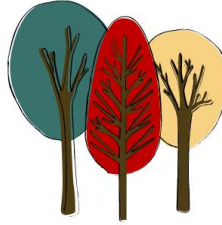
- Treat all children with respect
- Maintain appropriate professional boundaries and abide to the Code of Conduct
- Never engage in behaviour that could harm or compromise a child's wellbeing or safety
- Follow Forrest P&C reporting procedures if concerns arise

Confidentiality

- All child safety concerns must be handled sensitively and confidentially. Information will only be shared with those responsible for responding to the concern.

Policy Reviews

<i>This policy will be reviewed every 12 months or earlier if legislation or best practice changes.</i>
<i>This policy has been approved by: Forrest Primary School P&C</i>
<i>Developed by Ali Sewter May 2026</i>



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Child Safety Governance Checklist

Purpose

This checklist assists the Forrest Primary School P&C Committee to ensure child safety is embedded in leadership, governance and organisational culture.

The checklist should be reviewed annually by the P&C Executive Committee.

1. Leadership and Governance

Governance:	Yes	No	Action Required
Child safety is recognised as a core organisational value	<input type="checkbox"/>	<input type="checkbox"/>	
The P&C has a Child Safety and Wellbeing Policy	<input type="checkbox"/>	<input type="checkbox"/>	
Child safety responsibilities are clearly assigned within the committee	<input type="checkbox"/>	<input type="checkbox"/>	
Child safety is discussed at P&C meetings when relevant	<input type="checkbox"/>	<input type="checkbox"/>	
Committee members understand their child safety obligations	<input type="checkbox"/>	<input type="checkbox"/>	

2. Policies and Procedures

Governance:	Yes	No	Action Required
Child Safety Policy is current and reviewed regularly	<input type="checkbox"/>	<input type="checkbox"/>	
A Volunteer Code of Conduct is in place	<input type="checkbox"/>	<input type="checkbox"/>	
Reporting procedures for child safety concerns are documented	<input type="checkbox"/>	<input type="checkbox"/>	
Child safety information is accessible to volunteers and families	<input type="checkbox"/>	<input type="checkbox"/>	
Event planning includes child safety considerations	<input type="checkbox"/>	<input type="checkbox"/>	

3. Recruitment and Screening

Governance:	Yes	No	Action Required
Employees, subcontractors and volunteers working directly with children hold a valid Working With Vulnerable People (WWVP) registration where required	<input type="checkbox"/>	<input type="checkbox"/>	
New volunteers receive child safety expectations before commencing	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers are aware of acceptable behaviour when interacting with children	<input type="checkbox"/>	<input type="checkbox"/>	
The P&C maintains records of relevant registrations or clearances where applicable	<input type="checkbox"/>	<input type="checkbox"/>	

4. Training and Awareness

Governance:	Yes	No	Action Required
Members have completed Foundations of Child Safe Training	<input type="checkbox"/>	<input type="checkbox"/>	
Committee members understand how to recognise child safety concerns	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers know how to report concerns	<input type="checkbox"/>	<input type="checkbox"/>	
Child safety information is provided to new committee members	<input type="checkbox"/>	<input type="checkbox"/>	
The P&C promotes child safety awareness at events and activities	<input type="checkbox"/>	<input type="checkbox"/>	

5. Safe Physical and Online Environments

Governance:	Yes	No	Action Required
Events are planned with child safety risks considered	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate supervision arrangements are in place for events	<input type="checkbox"/>	<input type="checkbox"/>	
Photography and social media guidelines are followed	<input type="checkbox"/>	<input type="checkbox"/>	
Children know where to go if they need help during events	<input type="checkbox"/>	<input type="checkbox"/>	

6. Reporting and Complaints

Governance:	Yes	No	Action Required	Action
Clear procedures exist for reporting child safety concerns	<input type="checkbox"/>	<input type="checkbox"/>		
Volunteers understand who to report concerns to	<input type="checkbox"/>	<input type="checkbox"/>		
Records of concerns are managed confidentially	<input type="checkbox"/>	<input type="checkbox"/>		
Serious concerns are escalated to the appropriate authority	<input type="checkbox"/>	<input type="checkbox"/>		

7. Inclusion and Respect for Diversity

Governance:	Yes	No	Action Required
The P&C promotes inclusion and respect for diversity	<input type="checkbox"/>	<input type="checkbox"/>	
Children from diverse backgrounds feel welcome and safe	<input type="checkbox"/>	<input type="checkbox"/>	
Cultural safety is considered in P&C activities	<input type="checkbox"/>	<input type="checkbox"/>	
The needs of children with disability are considered in event planning	<input type="checkbox"/>	<input type="checkbox"/>	

8. Review and Continuous Improvement

Governance :	Yes	No	Action Required
Child safety policies are reviewed regularly	<input type="checkbox"/>	<input type="checkbox"/>	
Feedback from families and the school community is encouraged	<input type="checkbox"/>	<input type="checkbox"/>	
Lessons from incidents or concerns are used to improve practices	<input type="checkbox"/>	<input type="checkbox"/>	
Child safety practices are reviewed following major events	<input type="checkbox"/>	<input type="checkbox"/>	

Governance Responsibility

<i>The P&C Executive Committee is responsible for ensuring this checklist is reviewed and actions are implemented where gaps are identified.</i>
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<i>Reviewed by Ali Sewter May 2026</i>
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<i>Next review: May 2027</i>

References

- Australian Human Rights Commission 2018, *National Principles for Child Safe Organisations*, Australian Human Rights Commission, viewed 17 April 2026, <https://www.humanrights.gov.au>
- ACT Government n.d., *Working with Vulnerable People (Background Checking) Act 2011 (ACT)*, ACT Legislation Register, viewed 17 April 2026, <https://www.legislation.act.gov.au>
- ACT Government n.d., *Child Safe Standards in the ACT*, ACT Government, viewed 17 April 2026, <https://www.communityservices.act.gov.au>
- Australian Government n.d., *Child safety and protection: Overview*, Australian Government, viewed 17 April 2026, <https://www.childsafety.gov.au>
- Forrest Primary School P&C 2026, *Child Safety and Wellbeing Policy*, Forrest Primary School P&C, Canberra