



# PENINSULA

## GRAMMAR

# CHILD SAFETY IN THE WORKPLACE

## EMPLOYER GUIDANCE

### ROLE OF THE SUPERVISOR

The supervisor is the key contact for the student in the workplace. They are in a position to provide active oversight of the student and are available to the student for any issues or concerns to be raised. They ensure the workplace is safe and the students are treated with respect.

The Victorian Government have provided examples of behaviours expected in the workplace when dealing with students to assist the supervisor in their oversight role.

### CHILD SAFE POLICIES

The supervisor is required to read and understand the Schools' Child Safe Policies. These outline the expectations of the supervisor and the workplace with regards to child safety. Both policies are available via Zenith and our website at <https://www.peninsulagrammar.vic.edu.au/all-policies/all-student-policies>

- Child Protection and Safety Policy
- Child Safe Code of Conduct.

### WORKING WITH CHILDREN CHECK

Please note: It is the policy of Peninsula Grammar that all employers with a 'role of supervisor' for work experience hold a current working with children check and provide the details of this to the School representative.

### INSURANCE

We provide adequate insurance for our students, your workplace does not have to provide additional coverage.

### SUPPORTING OUR STUDENTS

It always helps if you give the student a time frame in which you expect them to complete each task you have given them. If they are unable to complete tasks in the time frame given it may be because:

- They are unsure of how to complete the task
- They have been unable to prioritise their tasks and have been working on another task
- They have a motivational problem and do not wish to complete the task given
- They may have a learning problem and are working at their full potential.

Check the student's understanding of the task by asking them to repeat instructions to you using their own words. The student may need help initially when prioritising tasks to be completed, or may need additional assistance until they have "got the hang of things".

Opposite is the Victorian State Government statement of acceptable and unacceptable behaviours in dealing with students in the workplace for your guidance.

### ACCEPTABLE BEHAVIOURS

- Treating everyone in the workplace, including students with respect.
- Promoting the cultural safety, participating and empowerment of Aboriginal and Torres Strait Islander students, students with culturally and/or linguistically diverse backgrounds and students with a disability
- Listening and responding to the views and concerns of students, particularly if they are telling you that they have been harmed or abused, or that they are worried about their safety
- Reporting any child safety concerns to the School Principal, and if needed, the police
- Reporting to the School Principal any charges, committals for trials or convictions in relation to a sexual offence, or physical or psychological abuse, by an employee, or certain allegations or concerns about an employee.

### UNACCEPTABLE BEHAVIOURS

- Ignore or disregard any suspected or disclosed child abuse
- Exhibit behaviours or engage in activities with a student which may be construed as inappropriate
- Discuss content of an intimate nature or use sexual innuendo with students
- Use inappropriate language in the presence of students
- Treat a student unfavourably because of their age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Turn a blind eye to behaviours by other adults towards students that appear to be overly familiar or inappropriate
- Communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable and related to the student's work activities or where there is a safety concern or other urgent matter
- Work with students whilst under the influence of alcohol or illegal drug/s
- Consume alcohol or drugs in the presence of students.

### REVIEW OF POLICY

This policy is to be reviewed, approved and endorsed annually.

Last review August 2019.

Review is to be undertaken prior to August 2020.



### ENQUIRIES

Please direct all enquiries to:

**Peter Ford** DEPUTY PRINCIPAL - STUDENT WELLBEING

03 9788 7718 | f: 03 9787 7646 | [pford@pgs.vic.edu.au](mailto:pford@pgs.vic.edu.au)