



LINK LETTER



22 Feb 2024

Lawrence Street, Wodonga Victoria, 3690
Email: wodonga.west.ps@education.vic.gov.au

Phone: (02) 6024 1188
www.wodongawest.vic.gov.au

Enrolments are welcome for all year levels for 2024

Be Safe

Be Respectful

Be A Learner

Principal's Message

Dear Parents / Caregivers,

Assembly and Parent Focus Group for our School Review

This coming Monday 26th February, we will be holding our first whole school assembly in the Gym at 9.10 am. We will be presenting our School Captains and our six Student Leadership Council students with their badges at the end of the assembly. We would love to see as many of our parents / carers come along to assembly where our new Foundation students will also attend their first assembly.

School Review Field Work Day

Unfortunately, some of our students will be missing from assembly, as our School Review Team has asked for all teachers to send 4 students from their class to talk with them about our school as part of two Student Focus Groups. They will also be meeting up with our student leaders, but they will join us near the end of our assembly to be presented with their badges. Our Specialist teachers will be unable to attend as they will also be meeting with one of the Reviewers during assembly time (so it will be quite an unusual assembly for all those reasons). During the rest of the day the Review Panel will also be visiting classrooms to observe and meeting up with teams of teachers and Education Support staff.

School Review – Parent Focus Group

Immediately after Assembly at 9.40 – 10.10 the School Reviewers would like to meet with as many parents / carers as possible as part of the Parent Focus Group. We would love for parents to stay back after assembly, or come along to this important gathering so that the Reviewers can ask for your thoughts, feedback and ideas about our school. This will be held in the Stephanie Alexander Kitchen where we will be providing refreshments to enjoy. This is an open invitation for all parents / carers to attend if you can please make it on the day. We welcome your valued input to inform our School Review and our work for the next 4 years as we develop a new Strategic Plan for the school.



School photos postponed till June

PFF Annual General Meeting

Our terrific PFF Group will be holding their Annual General Meeting (AGM) and PFF meeting after the Parent Focus Group in the Kitchen at 10.10 am. We have a very committed small group of hard working people, but we would love to see this group expand and spread the load. Their main role is to organise fundraisers and fun activities for the school and generate those funds back towards things that benefit the students. We openly invite Parents or Friends of the school to join this group. You will be made very welcome.

Great start to the Year

I would like to congratulate everyone for making the very smooth and calm start to the school year. Our students have all been working hard at their learning and are adhering to our whole school expectations of being safe, respectful learners. The tone across all classrooms has been amazing to witness. Great work everyone, including our wonderful teachers who have been working hard on setting the routines and expectations within all classes.

Wander Through West

We had a steady stream of parents / carers visit Tuesday evening to meet and greet teachers and visit the learning spaces. We really appreciate you taking the time to visit and see what your child/ren have been doing at school during the first few weeks. We hope you also got to visit the Kitchen and enjoy the beautiful hot scones fresh from the oven that some of our students had made, as well as wander through our expansive garden. A huge shout out to Theircare for providing and cooking a free sausage sizzle for everyone to enjoy.

Regards,

Jocelyn Owen
Principal



**Breakfast Club
each Mon & Wed
of Term 1**

**8.30am-8.50am in the
SAKG Kitchen**



Important Dates

26 Feb	School Assembly 9.10am
26 Feb	Parent Focus Group after assembly - SAKG Kitchen
26 Feb	PFF AGM Meeting in Kitchen 10.10am
11 Mar	Labour Day Public Holiday
28 Mar	Last Day of Term 1 - 2.30pm finish
15 Apr	First day of Term 2

SLC Representatives for 2024

We are pleased to announce the following students who are our Student Leadership Council **Members this year:** Jakyah Dunn, Keyver Finemore, Leah Kiffin, Beatrice Nguyen, Selena Davey and Omar Khan.

School Captains: Domylic Pierce & Luca Pinder



Absent: Jakyah Dunn



"Visitors to the kitchen during Wander through West were treated to yummy Cheddar & Zucchini Scones topped with some of our freshly made preserves - Zucchini Pickles and Tomato Relish. Thank you to our wonderful student helpers - Dom, Benji, Selena, Hayley, Charlotte, Ryan, Henry, Angel & Casey."

WODONGA MIDDLE YEARS ON SHOW

WMYC On Show will be held on Thursday the 21st of March. All year 6 families are invited to come along and take a guided tour. Tours of the Felltimber and Huon campuses will occur between 3.30pm-5.30pm. Following that, there will be a Q and A live link to view on the WMYC Facebook page, starting from 7pm.



School Crossing Supervisor Awards

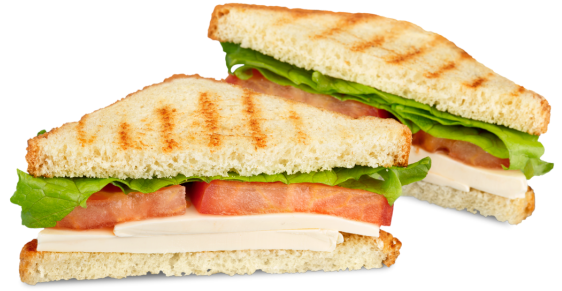
We wish to acknowledge the wonderful work done by Robin Stanley our school crossing supervisor. If you would like to nominate Robin for the School Crossing Supervisor of the Year award, please visit the site below. Nominations close on Friday 31st May 2024



www.schoolcrossingsvictoria.com.au/supervisor-year-awards/

Updated Canteen Prices

A reminder to please check the updated canteen prices for 2024 when doing lunch orders. A copy of prices can be found on the wall above the lunch order box and at the back of this Link Letter



SCHOOL CAR PARK

Please be advised that the school carpark is reserved for **STAFF ONLY**.

All families including Kinder are to park on the road and children are to walk along the red foot path to the kinder gate or to the primary school. This procedure is in place to keep all children and families safe in this high traffic area.

Please also note, we only have a limited number of disabled parking sites, so please be considerate of others and **only** use this parking if the valid permit holder will be leaving the car to visit the office or pick up a child. We thank you all for your cooperation.



Year 6 Shirts



A reminder to all Year 6 families that the order form and money are due for the Year 6 shirts by Friday 1st March. Please use the sizing chart on the order form when choosing a size.

Cost \$38 each in cash to the front office. Please provide the exact amount as we do not have change.



Wellbeing Report

If you require a FREE breakfast pack,



please see Mrs Potter

**CHILD
SAFE HOT
TOPIC**

Child Safe Policy

Please refer to the Child Safe Policy at the end of this Link Letter.

Wodonga West Children's Centre

Photo Day 2024

Monday 26th February

To Order Photos:

All students will receive a cash order from a nominator, but online photo ordering will be done via the *Compass Portal*.

You will receive emails from Compass reminding you to order in the coming weeks.

Please ensure your Compass login details are up to date so you are ready to order!



POSTPONED

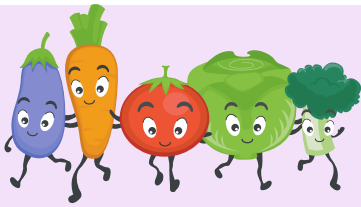


03 5482 3190
admin.mrr@msp.com.au
www.msp.com.au



WANDER THROUGH WEST 2024





SAKG NEWS 5/6 Children

What am I?

I am green

I grow on a plant

I grow really fast

I am a Zucchini

What am I?

I am feathery

I like to eat scraps & worms

I scratch in the dirt

I lay eggs for the kitchen

I am a chicken

I am tall

I grow in summer

I am yellow and black

I have an edible seed

I am a Sunflower

Which vegetable is always shivering?

A chilli

Quiz

1. What fruits can we harvest in the garden?
2. What vegetables can we harvest in the garden?
3. What animals are there in the garden?
4. How many compost bays are there?

Answers

1. Apples, Kiwifruit, limes, grapefruit, pears
2. Corn, zucchini, tomato, capsicum, eggplant, spinach,
3. Lizards, chickens, butterflies, bees, worms, grubs
4. 8



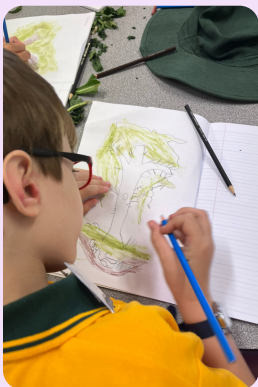
What yummy vegies did we pick? What did we cook with them?

Zucchini because we used it in Samosa's, and it tasted yummy. I really enjoyed it and I ate 3 Samosas. – Caeleb



How do we work together when we're cooking or gardening?

By talking and using our eyes and ears to see if anyone needs help or by going up to them and saying, "hey, do you need help?" and then help them. So then you making a new friend. – Joseph



How does garden make our school better?

By helping kids eat healthy and yummy foods so we can be healthy. – Joseph

To make us learn to keep our plants better and food to grow. – Omar

The garden is great for fresh food for cooking. For people looking at our school they would think the garden is interesting and enjoy the fresh smells from the kitchen. – Xanthe



In the Kindergarten

The children are continuing to explore the kinder environment. They are getting to know and become more familiar with routines and expectations. The children are really loving their time exploring the outdoor area. We are starting to see the children getting to know the other children in the group and the development of some lovely friendships that are beginning to form.



The children have been enjoying the water play area, which has been a nice place to play and to help cool us off on those hot days. Construction play with small trucks has been a main play area along with building with the large wooden blocks outside. Painting and craft has also been a busy area of play.





PE NEWS

AUSKICK AFTERSCHOOL PROGRAM

We are excited to be able to offer an afterschool 'Auskick' & 'Play For Kicks' AFL program.

Stacey Carkeek, the AFL North East Border Coordinator, has organized a choice of two clinics for either 5-7 year olds or 8-12 year olds. Both clinics will be held at our school and hopefully on our new oval.

Details are:

Thursdays 3:45pm -4:45pm, ~~starting 22nd February~~

NOW STARTING 29TH FEBRUARY

Auskick (5-7 year olds)

Superkick (8-12 year olds)

Girls can choose to be in either a mixed or girls only group for both programs.

The cost is only \$50 for five weeks, so please consider coming along and having fun!

Please see the flyers attached to this Linkletter for more information.

**NEW STARTING DATE:
29TH FEBRUARY 2024**



BREAKFAST CLUB

Toasted Sandwiches
Fruit Cups
Primas

EVERY MON & WED

8.30-8.50AM



- Will be running on a trial basis Monday and Wednesday mornings of Term 1. If well attended we will continue for the whole year.
- All kids welcome
- Held in the SAKG Kitchen

LUNCH ORDER CANTEEN MENU 2024

AVAILABLE MONDAY—FRIDAY

Please place your order / money in the special canteen box in the front office by 9.00am

Sandwiches (White & W/G bread)

Ham	3.00
Chicken	4.00
Cheese	2.00
Vegemite	2.00
Cheese & Tomato	2.50
Cheese & Vegemite	2.20
Egg & Lettuce	3.50
Ham & Cheese	3.20
Ham, Cheese & Tomato	3.50
Chicken, lettuce & Mayo	4.50
Plain Salad	4.00
Ham & Salad	4.50
Chicken & Salad	5.00
Wrap	+0.40 extra
Roll	+0.50 extra

Hot Food

Nachos with salsa & cheese	5.00
Pizza (Ham & Pineapple)	3.50
Chicken Burger w/ Lettuce, cheese & mayo	5.00
3 Chicken nuggets	2.00
6 Chicken Nuggets	4.00
3 Gluten Free Nuggets	2.00
6 Gluten Free Nuggets	4.00
3 Steamed Dim Sims	3.50
Party Pies	1.50
Pie	4.50
Sausage Roll	4.00
Hot dog plain	3.80
+ cheese	4.50
+ sauce	4.00
+ cheese & sauce	4.50
Lasagne	5.00
Pasta	4.00
Fried Rice	4.00
Sweet chili chicken wrap	5.00
Corn on cob	1.20
Wedges	4.50

Jaffles

Cheese	2.20
Cheese & tomato	2.70
Cheese & Vegemite	2.70
Ham & Cheese	3.50
Ham, cheese & tomato	3.70

Salads

Salad Bowl	5.00
Caesar Salad	5.50
Chicken Caesar Salad	6.50



eCanteen

Online canteen management software

eCanteen is an online order processing system for schools. It can be used on any device without the need for installation. It is mobile compatible as a free simple app installed from the website without any need of an app store.

The eCanteen online ordering system is designed with parents in mind. Many of its features are designed to make the process of ordering from the canteen convenient and simpler for parents of students. These features include:



Simple login

Login with a Facebook, Google or Microsoft Account to cut down on having to remember yet another login. Don't have one of these, don't worry it's easy to sign up to one of these providers for free.

Manage your own students

Your account allows you to create profiles for multiple students across multiple schools (should those schools be using the eCanteen online ordering system). This stores the details of your students and allows you to process orders for one or more children in a single transaction, rather than having to place individual orders for each student.

Order up to a week in advance

Not only does eCanteen allow you to order for multiple students, it also allows for you to place all your orders for the current week. Cut off times are set by your school's canteen, so please check to make sure you complete your order for a day before the cut off time.

Repeat Orders

Easily access previous orders to copy them into a new order, cutting down on time taken to complete your orders.

Easy, secure payment

All payments are processed by PayPal. PayPal is a trusted payment processing site which gives you security in knowing your details are securely stored, so you don't have to enter them every time. PayPal allows you to use either a credit card or bank account and keeps a record of all payments made.

www.ecanteen.com.au



eCanteen

Online canteen management software

Getting Started

Register Your Account

To use eCanteen you need to register an account and login. To do this you can use an existing Facebook, Google or Microsoft account. You will need to provide eCanteen with your First Name, Last Name, Email Address and Phone Number so that the school can contact you if there are any problems with your order.

Create Profiles

Once you have logged in you need to create a profile to be able to make order. A profile can be created for a Student or School Staff Member. When you create a profile, you must provide the First Name and Last Name of the student or staff member and select their school. Your school may also require you to provide student code, home group, teacher or room. You can have as many profiles linked to your account as you need, with each profile being able to be link to a different school as needed.

Placing an Order and Checking Out

Now you can place an order for each of your profile. Click the new order button and add items to your order by clicking the select button. You can add multiple items by clicking the plus button. After clicking the save button you will return to see all your selected items. You can order for multiple profiles across multiple days of the week in one transaction. Once you have completed all your selections click the checkout button to process all your orders via PayPal.

www.ecanteen.com.au

1 ADD STUDENTS
Register your account

2 PLACE ORDERS
Create student orders

3 CHECKOUT
Securely pay for your orders



JOIN THE FUN!

Wodonga West PS Auskick

Starting **29th February 2024**

Cost: \$50 for 5 weeks



**Scan the QR code to
register now!**

Contact: stacey.carkeek@afl.com.au

PLAY FOR KICKS

Superkick is next level fun for 8 to 12 year olds who are new to footy, or want to continue to grow their skill levels.

**WODONGA WEST
PRIMARY SCHOOL**

STARTING 22ND FEBRUARY

COST: \$50 FOR 5 WEEKS



stacey.carkeek@afl.com.au



Superkick

PLAY.AFL/SUPERKICK



PLAY FOR KICKS

NAB AFL Superkick is next level fun for 8 to 12 year olds who are new to footy, or want to continue to grow their skill levels.

**WODONGA WEST
PRIMARY SCHOOL**

STARTING 22ND FEBRUARY

COST: \$50 FOR 5 WEEKS



stacey.carkeek@afl.com.au



Superkick

PLAY.AFL/SUPERKICK



H U M E F O O T B A L L N E T B A L L L E A G U E

▶ MURRAY ◀ MAGPIES



JUNIOR



FOOTBALL

UNDER 14'S

FAMILY

JOIN US TODAY

FIND US ON FACEBOOK

UNDER 17'S

DEVELOPMENT

MURRAYMAGPIES@HOTMAIL.COM



Flyaway Gymnastics

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EVERYBODY**



**LittleTots, Pre-School, Gymstar,
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1014 Nowra Street, North Albury PH: (02) 6041 1127

flyawaygymnastics@hotmail.com

www.flyawaygymnastics.com.au

PLAY LEAGUE STARS:

WHEN: 21/2/2024 - 27/3/2024

TIME: Wednesday 3.30pm - 4.30pm

WHERE: St Monica's Primary School Oval
(Gerard Moylan Park)
Wodonga VIC 3690



**LEAGUE
STARS**



THE FORMATIVE YEARS PARENT & CHILD CONNECTION GROUP

FIRST CATCH UP
26TH FEBRUARY 2024

Want to make connections for yourself and your kids?

Junction's new parenting group is aimed at bringing together parents of children aged 0-12 from Victoria. Come together with other parents on a Monday with or without your children with a fun activity and different setting every week for both parent and kids to enjoy.

Register by Friday 16th February for catering

CONTACT THE EARLY
HELP TEAM TO
REGISTER (02) 6043 7400
OR EMAIL
earlyhelp@junction.org.au

SCHEDULE ATTACHED
WITH UPCOMING
ACTIVITIES, LIMITED
SPOTS AVAILABLE.
COST: FREE

February ACTIVITY PLAN

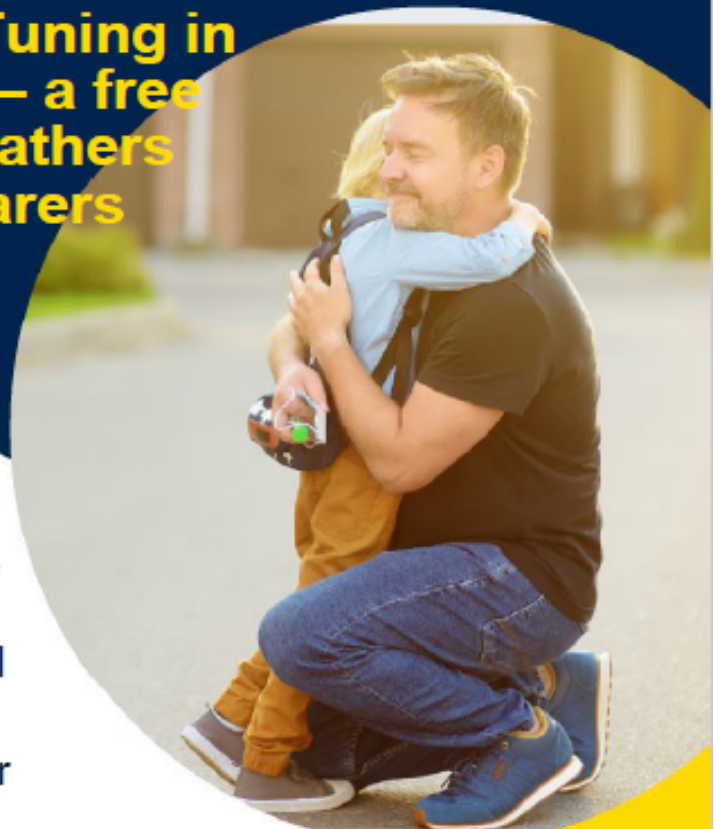
THE FORMATIVE YEARS PARENT & CHILD CONNECTION GROUP

DATE/TIME	ACTIVITY	FOCUS	LOCATION
Monday 26th Feb 12 - 1:30 pm	Parents - Paint & Platter Kids - activities facilitated by Early Help Team Cost: Free	Meet and Greet -Importance of self-care and connection for parents	Wodonga Venue - TBA
Monday 4th March 12 - 1:30 pm	Picnic in the Park -Outside play for kids Cost: Free	Self-regulation with parents	Sumsion Gardens Wodonga
Monday 11th March 12 - 1:30 pm	PUBLIC HOLIDAY		
Monday 18th March 12 - 1:30 pm	Coffee and Cake Cost: Free	Co-regulation with children	TBA
Monday 25th March 12 - 1:30 pm	Ten pin bowling for parents and kids Cost: Free	Basics of brain development in children	3D Lanes Wodonga (2 Sanyo Drive)

CONTACT THE EARLY HELP TEAM TO REGISTER (02) 6043 7400
OR EMAIL earlyhelp@junction.org.au

Are you a male caring for a child between 3 and 12 years old?

Join our Dads Tuning in to Kids group – a free program for fathers and male carers



YOU WILL LEARN TO:

- Help your child cope with frustration, sadness, anger, and worry
- Support your child to build their social and emotional skills
- Strengthen your connection with your child
- Manage the stress of parenting

YOU WILL ALSO:

- Meet other men caring for children
- Learn from their parenting stories and share your own, if you want to

Program Details:

Groups usually run as approximately 2 hour sessions for 7 weeks

Most groups will run online – you will need a computer or tablet with internet access

To express your interest in joining a Dads Tuning in to Kids group, fill in the online form here - <https://forms.office.com/r/tu7u7hud0Z> or by scanning this QR code with your phone's camera. We will then contact you with details of the next groups

If you need help completing the online form or accessing internet connected device, ask your DCJ caseworker



Dads
Tuning
in to
Kids 



Communities and Justice



FREE Community Well-Being Workshop

Aimed at supporting the mental & physical well-being of our communities.

All Ages Welcome

Sunday 3rd March 2024

9.30am to 3.00pm

Jindera HUB (opposite IGA)

Entry via rear council car park

Light refreshments & Lunch provided

RSVP 26th February 2024

- Practice proactive well-being tools that can be implemented into your life.
- Develop a deeper understanding of how your body can manage stress effectively.
- Explore the science behind stress and trauma.
- Smaller peer groups especially for Teens



Bookings/enquiries to Rural Care Link

P: 0475 594 073 E: office@ruralcarelink.org.au

Facilitated by.....



Sally Jean, the founder of Glow Well-Being, is a Therapist, Artist, Human Rights Advocate and Educator.

Sally specialises in stress, anxiety and trauma, both in her private practice and in her workshops. She loves being out in nature and connecting with communities.

27 Townview Ave, Walla Walla.

www.glowwellbeing.com.au

info@glowwellbeing.com.au

UMFC's VAFPRR Community
Connector Program Presents:

**MAN
CAVE**

Community Champions Speakeasy Event



WHAT IS A COMMUNITY CHAMPIONS SPEAKEASY?

The Speakeasy delivers experiential workshops that aim to normalise the everyday challenges of young people.

This workshop is aimed at Champions in the community who can support young people to become more open and equipped to deal with these challenges and adversities.

UMFC has committed to address the growing concern of children and adolescent mental health and use of violence in the home. No matter who you are, everyone goes through stuff, good and bad. This Speakeasy is a way to bring the community together.

Details & Registration

This is a FREE event

Tuesday 27th February, 2024
UMFC, 27 to 29 Stanley Street
Wodonga - 6:00pm

WHAT DO WE OFFER?

The Community Champions SpeakEasy event is a 90-minute workshop designed to support our Champions in the community to come together to develop strategies to support children and young people who are engaged in your community, clubs and or groups.

SpeakEasy is a prevention and early intervention program with a vision to equip attendees with the tools and capabilities to confidently provide support with the aim of improved mental wellbeing for children and adolescents.

*Light refreshments
provided*



umfc
Upper Murray Family Care



Help for non-English speakers

If you need help to understand this policy, please contact the school office.

Child Safety and Wellbeing Policy

Purpose

The Wodonga West Children Centre Child Safety and Wellbeing Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) (PDF, 383KB) which sets out how the Victorian Child Safe Standards apply in school environments.

It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Scope

This policy:

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

Definitions

The following terms in this policy have specific definitions:

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer.

Statement of commitment to child safety

Wodonga West Children Centre is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that

affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Roles and responsibilities

School leadership team

Our school leadership team (comprising the Principal, Assistant Principal, Wellbeing Officer and Learning Specialist) is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

Principals and assistant principals will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

School staff and volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures
- act in accordance with our Child Safety Code of Conduct

- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their [lives](#)
- implement inclusive practices that respond to the diverse needs of students.

School council

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

- champion and promote a child safe culture with the broader school [community](#)
- ensure that child safety is a regular agenda item at school council [meetings](#)
- undertake annual training on child safety (our school uses the Child Safe Standards School Council Training slide presentation available on [PROTECT](#).)
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and [members](#)
- when hiring school council employees, ensure that selection, supervision, and management practices are child safe. At our school, school council employment duties are delegated to the principal who is bound by this policy.

Specific staff child safety responsibilities

Wodonga West Children Centre has nominated a child safety champion to support the principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the child safety champion are outlined at [Guidance for child safety champions](#). In addition to these roles, our child safety champion is also responsible for:

- Managing the child safe standards and implementation for our Onsite Kindergarten

Our principal and child safety champion are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- The Assistant Principal is responsible for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach the assistant principal if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy.
- The Assistant Principal is responsible for informing the school community about this [policy](#) [and](#) making it publicly available.
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

Our school has also established a Child Safety and Wellbeing Team and liaise with our Student Leadership Council on child safety. The Child Safety and Wellbeing Team meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing. The Student Leadership Council provides an opportunity for students to provide input into school strategies.

Our Risk Management Committee monitors the Child Safety Risk Register.

Child Safety Code of Conduct

Our Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct also includes processes to report inappropriate behaviour.

Ways in which the school address student safety (both at school and online include)

- supervise students properly in all settings, including the playground, excursions and camps.
- Give particular attention to the safety, diverse needs and vulnerabilities of students in each activity or setting. Consider whether there are any barriers that might prevent students from raising concerns.
- Inform students and their families about appropriate use of the school's technology, safety tools and how to seek help and report concerns including cyberbullying and online grooming.
- Keep up to date with current online safety issues and expert information from specialist government and non-government bodies including the Office of the e-Safety Commissioner, and eSmart Schools.
- Identify and document the school's child safety risks in the school's risk register or equivalent and ensure strategies are in place to manage those risks (both physical and online).
- Consider risks arising from child-to-child and adult-to-child interactions in physical and online spaces.
- Consider cultural safety. Are there elements of the physical school environment that would be unwelcoming to Aboriginal people?
- Inform staff, volunteers and students where appropriate of identified risks and risk management strategies.
- Keep records of risk management activities, including risk assessments for camps and excursions.
- Provide training and refresher training to staff and relevant volunteers on risk management policies and procedures.

Managing risks to child safety and wellbeing

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

Establishing a culturally safe environment

At Wodonga West Children Centre, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

- Acknowledgement of Country and flags displayed on school grounds
- Aboriginal artefacts and student artwork on display
- All houses identified by aboriginal symbols
- Indigenous resource curriculum materials accessible in all classrooms e.g. books, picture story books and decodable readers with ATSI perspectives.
- ATSI influenced resources that are collated to support rich tasks units
- School anthem has indigenous music
- Whole school Celebrations of significant days and NAIDOC week
- Working with KESOs including both family support and small group cultural programs where possible and appropriate.
- CUST training for staff

- Inclusive RAP team who work on implementing the Service RAP plan and associated whole school activities /events.

Student empowerment

To support child safety and wellbeing at Wodonga West Children Centre, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging through our houses program each term, as well as our whole school approach to Respectful Relationships, our student Code of Conduct, and the explicit teaching of our school values.

We inform students of their rights through our School Wide Positive Behaviour program including whole school teaching of the Respectful Relationships and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers.

We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns in Complaints Policy available on our website: <http://www.wodongawestps.vic.edu.au>.

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

In addition, as a school we also:

- Inform students of their rights and special protections including the right to:
 - live and grow up healthy
 - have a say about decisions affecting them
 - get information that is important to them
 - be safe and not harmed by anyone
- Provide information through the curriculum via relevant subject areas to promote:
 - Resilience, Rights and Respectful Relationships
 - School-wide Positive Behaviour Support Framework
 - Safe Schools
 - Bully Stoppers

Family engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at Wodonga West Children Centre we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- All of our child safety policies and procedures will be available for students and parents at <http://www.wodongawestps.vic.edu.au/>.
- Newsletters will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.

- Seeking input from families and the community by posting policies through the parent portal, school website, newsletters, school council, subcommittees of school council, student, staff, and parent meetings.
- PROTECT Child Safety posters will be displayed across the school including the front office, wellbeing office, and at main entrances to all buildings.

Other ways we support family engagement when creating a child safe environment include:

- Ask parents and carers about their children. This can be in formal settings like parent/teacher interviews, or during chance meetings at pick-up and drop-off.
- Provide parents and carers with information about children's rights via newsletters, or parent information sessions.
- Regularly engage with parents, carers and students and discuss the needs of students through parent/teacher interviews.
- Provide new enrolments with family welcome packs that include information about child safety, the school's complaints processes and how to raise concerns.
- Conduct school open days or host community events to welcome families and the broader community, including our yearly 'Wander through West' event in term 1 so all families can meet teachers and staff involved in their child's learning.
- Create a welcoming environment at school reception so community members and families feel respected, included, and safe to come onto school grounds.

Diversity and equity

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

Our Student Wellbeing and Engagement Policy provides more information about the measures we have in place to support diversity and equity.

Other strategies we employ to ensure we support diversity and equity in our school are as follows:

- Ensure school environments are welcoming and inclusive. For example:
 - display flags representing different cultures within the school community
 - provide materials in different languages
 - decorate the school with artistic expressions from students and young people.
- Provide child safety information in accessible, child-friendly language and formats, including first languages.
- Accompany child safety information with the support materials needed to help students and families interpret it.
- Provide staff and volunteers with training to identify and address racism, bullying and discrimination.
- Create opportunities to remind staff and volunteers about student diversity and accommodating students and young people's needs.
- Seek out expert advice as needed to support inclusion, such as an occupational therapist, speech pathologist, provision planning and other community services.

Suitable staff and volunteers

At Wodonga West Children Centre, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Staff recruitment

When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- [Recruitment in Schools](#)
- [Suitability for Employment Checks](#)
- [School Council Employment](#)
- [Contractor OHS Management](#)

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching [registration](#)
- collect and record:
 - proof of the person's identity and any professional or other qualifications
 - the person's history of working with [children](#)
 - references that address suitability for the job and working with children.
 - references that address suitability for the job and working with children.

Additionally when recruiting, screening and interviewing staff we will:

- Ensure recruitment advertisements for staff in child connected work contain:
 - the job's requirements, including expected knowledge of child development appropriate to the [role](#)
 - an outline of duties and responsibilities regarding child safety and wellbeing
 - essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.
- Provide all job applicants with the school's Child Safety and Wellbeing Policy and Child Safety Code of Conduct and links to child safety resources.
- Include selection criteria relevant to the role, such as:
 - experience working with children, or particular groups of children, including children with a disability or Aboriginal [children](#)
 - engaging with families
 - child safety experience
 - cultural safety in their work.
- Screen all staff, volunteers, leaders and school governing board members for their suitability during recruitment.
- Think carefully about who will be on the interview panel and ensure panel members have the right skills, experience and information to perform their role.
- Develop questions about child safety in job interviews.
- Seek referees for both staff and volunteers as appropriate, including their last employer, and overseas referees if they've worked overseas.
- Ask referees about the person's character and experience in working directly with children and young people.

Staff induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and

- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role, including:
 - signs of harm and risk factors caused by peers or adults (including grooming and family violence) and the different ways young people express concerns or disclose [harm](#)
 - building culturally safe environments
 - privacy, information sharing and recordkeeping [obligations](#)
 - how to facilitate child-friendly ways for students to express their views, participate in decision making and raise concerns.

Ongoing supervision and management of staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done through performance and development processes twice a year.

Other ways in which we as a school ensure safety and supervision of staff include.

- Visibility into all learning areas
- Leadership [walk](#) throughs occur regularly both planned and unplanned.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

Suitability of volunteers

All volunteers are required to comply with our Volunteers Policy, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management. Screening processes will also be undertaken to assess a [volunteers](#) suitability to work within the school environment.

Volunteers working within our school will also be required to complete training/induction processes relating to child safe and will be made aware of all school policies and procedures related to this.

Child safety knowledge, skills and awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children and [students](#)
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose [harm](#)
- how to build culturally safe environments for children and students
- information sharing and recordkeeping [obligations](#)
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

In addition, as a school we will:

- Deliver regular child safety briefings for all staff, for example through staff meetings, newsletters, year level briefings.
- Require all staff with Mandatory Reporting obligations to refresh their [Protecting Children – Reporting and Other Legal Obligations \(Mandatory Reporting\)](#) training at least once a year.
- Inform staff and volunteers (as appropriate) of their responsibilities under the [information sharing and family violence reforms](#) and provide training to necessary staff to support them to implement MARAM effectively.

School council training and education

To ensure our school council is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child [abuse](#)
- child safety and wellbeing risks in our school environment
- Wodonga West Children Centre child safety and wellbeing policies, procedures, codes and practices

We will also: Provide appropriate training and guidance to the members of the governing body every year. This [training include](#):

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child [abuse](#)
- child safety and wellbeing risks in the school
- the child safety policies, procedures and practices of the school.

Complaints and reporting processes

Wodonga West Children Centre fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Complaint Policy. The Complaints Policy can be found on the school website <http://www.wodongawestps.vic.edu.au/>

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees) must follow our Child Safety Responding and Reporting Obligations Policy and Procedures. Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our Student Wellbeing and Engagement Policy and Bullying Prevention Policy cover complaints and concerns relating to student physical violence or other harmful behaviours.

Communications

Wodonga West Children Centre is committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and

the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure

- displaying PROTECT posters and our school behaviour expectations matrix around the [school](#)
- updates in our school newsletter and on Compass
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school council meetings.

Privacy and information sharing

Wodonga West Children Centre collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: [Schools' Privacy Policy](#).

Records management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: [Records Management – School Records](#)

Review of child safety practices

At Wodonga West Children Centre, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety [incident](#)
- analyse any complaints, concerns, and safety incidents to improve policy and [practice](#)
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

Related policies and procedures

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Bullying Prevention Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- Complaints Policy
- Digital Learning Policy
- Inclusion and Diversity Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteers Policy

Related Department of Education and Training policies

- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)
- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)

- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

Other related documents

- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

Policy status and review

The [Principal](#) is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/carers and the school community.

Approval

Created date	21/8/2022
Consultation	SLC - 15/07/2022 School Council - 27/07/2022
Endorsed by	Principal
Endorsed on	21/11/2023
Next review date	June 2024