

Child Safety Induction Pack



Help for non-English speakers

If you need help to understand the information in this policy please contact Specimen Hill Primary School on 03 5443 5353.

Purpose

The purpose of this induction pack is to ensure Specimen Hill Primary School staff/volunteers/contractors are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Staff/volunteers/contractors must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

Key messages

- Specimen Hill Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal, Assistant Principal or Mental Health Wellbeing Leader (MHWL). If this would not be appropriate in the circumstances, you can contact the North-Western Regional Office of the Department of Education on 1300 338 691.

Induction materials – MUST READ

This induction pack contains the following documents that all new staff/volunteers/contractors must read and familiarise themselves with. Specimen Hill Primary School policies can be found on our [Website](#). Please click on the hyperlinks to access PROTECT documents. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Specimen Hill Primary School Child Safety Policy
- Specimen Hill Primary School Child Safety Responding and Reporting Obligations Policy and Procedures
- Specimen Hill Primary School Child Safety Code of Conduct
- Specimen Hill Primary School Volunteers Policy
- Specimen Hill Primary School Visitors Policy
- Inclusion and Diversity Policy
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the Principal or Assistant Principal with any comments or questions.

Communication

This Induction Pack will be communicated to our school community in the following:

- Available publicly on our school's website
- Included in induction processes for staff
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request

Induction Pack Review and Approval

Induction last reviewed	29/08/2025
Approved by	Principal – Jac Loutitt
Next scheduled review date	31/01/2027