



New Child Safe Standards Action List: Schools

[Ministerial Order 1359](#) provides a framework for how schools can action the new Child Safe Standards. Schools and school governing authorities can use this Action List to identify what they need to do to address Ministerial Order 1359.

School governing authorities must ensure that their schools and school boarding premises develop and implement policies, procedures and practices to create a child-safe culture and environment required by Ministerial Order 1359. All policy and guidance materials are currently under review and final versions will be rolled out systematically from 19 May.

Please also note that this document may be updated at times to capture new information.

Must haves= CCYP Compliance indicators

Actions	Action by	Guidance and resources	SCHOOL ACTION LIST
Child Safe Standard 1: Culturally Safe Environments			
<input type="checkbox"/> Develop a policy or statement that describes what the school will do to create a culturally safe environment for Aboriginal children, students, and their families. This document should ensure that: <ul style="list-style-type: none"> a child or student's ability to express their culture and enjoy their cultural rights is encouraged and actively supported staff, students, volunteers, and the school community are equipped to acknowledge and appreciate the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal children and students measures are in place to ensure racism is identified, confronted and not tolerated, and any instances of racism are addressed with appropriate consequences. active support for the participation and inclusion of Aboriginal children and students and their families 	School Governing Authority (SGA) and Principal	Guidance Materials CECV Aboriginal and Torres Strait Education Action Plan Aboriginal and Torres Strait Islander Cultural Safety and Inclusion Action Plan CEVN (pending) CCYP DET New Child Safe Standards for Schools DOBCEL Policy Templates <i>School Child Safety and Wellbeing Policy</i> <i>School Diversity and Inclusion Policy</i> <i>Safeguarding Children and Young People Code of Conduct</i> <i>School Bullying and Cyber Bullying Prevention Policy</i>	Must haves: <ol style="list-style-type: none"> A public commitment to the cultural safety of Aboriginal children Child Safety and Wellbeing Policy Code of Conduct and position descriptions <ul style="list-style-type: none"> zero tolerance of racism and expectations that staff and volunteers will act on incidents of racism that children will be supported to express their culture and enjoy their cultural rights A plan of action sets out the steps the organisation will take by 1 July 2023 to establish a culturally safe environment <p>List the actions you are taking or plan to take to meet this standard here</p>
<input type="checkbox"/> Ensure the strategies and actions outlined in the policy, plan or statement are implemented	SGA		
<input type="checkbox"/> Approve the policy, plan or statement	SGA		
<input type="checkbox"/> Ensure all school policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children and students and their families	SGA and Principal		



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Child Safe Standard 2: Child safety and wellbeing is embedded in leadership, governance, and culture			
<input type="checkbox"/> Revise or develop a Child Safety and Wellbeing Policy that details: <ul style="list-style-type: none">• a commitment to child safety• actions the school will take to ensure a child safe culture is championed and modelled across the school• governance arrangements the school uses to implement the policy• processes that the school will use to review its child safe practices.	SGA and Principal	Guidance Materials Child Safety Risk Register and Guidance Child Safety Officer role description CEVN? CCYP DET New Child Safe Standards for Schools DOBCEL Policy Templates <i>School Child Safety and Wellbeing Policy</i> <i>School Diversity and Inclusion Policy</i> <i>Safeguarding Children and Young People Code of Conduct</i> <i>Child Safety Risk Register</i>	Must haves: <ol style="list-style-type: none">1. A public commitment to child safety is available and displayed for public access2. Child Safety and Wellbeing Policy sets out the organisation’s expectations and practices in relation to each of the Standards3. A Code of Conduct sets out expectations regarding behaviour of staff and volunteers with children and in promoting and maintaining child safety and wellbeing List the actions you are taking or plan to take to meet this standard here
<input type="checkbox"/> Approve the Child Safety and Wellbeing Policy	SGA		
<input type="checkbox"/> Revise or develop a Child Safety Code of Conduct	SGA and Principal		
<input type="checkbox"/> Approve the Child Safety Code of Conduct	SGA		
<input type="checkbox"/> Make the Child Safety and Wellbeing Policy and Child Safety Code of Conduct publicly available	Principal		
<input type="checkbox"/> Develop and implement risk management strategies that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in both the physical and online school environment.	SGA		
<input type="checkbox"/> Record identified risks relating to child abuse in the Child Safety Risk Register (or other document), including the risk controls and treatments to reduce or remove the risks			
<input type="checkbox"/> The risk register (or another document) is approved			
<input type="checkbox"/> Establish a process to monitor and annually review the risks related to child safety and wellbeing and the effectiveness of the implementation of the risk controls.	SGA		
<input type="checkbox"/> Develop a policy or statement that details the processes in place to meet Public Record Office Victoria Recordkeeping Standards	SGA and Principal		
<input type="checkbox"/> Create, maintain and dispose of child safety and wellbeing records in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods	SGA and Principal		
<input type="checkbox"/> Ensure staff and volunteers understand their obligations on information sharing and recordkeeping	Principal		



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Child Safe Standard 3: Child and student empowerment			
<input type="checkbox"/> Develop curriculum planning documents (or other documentation) that describe what the school will do to support child and student empowerment. This document should include strategies that: <ul style="list-style-type: none"> • informed children and students about all their rights, including to safety, information, and participation • recognise the importance of friendships and encourage support from peers to help students feel safe and be less isolated • attune staff and volunteers to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns • develop a culture that facilitates participation and is responsive to the input of children and students <ul style="list-style-type: none"> provide opportunities for children and students to participate and for the school to be responsive to their contributions to strengthen confidence and engagement 	SGA and Principal	Guidance Materials CEVN (pending) CCYP DET New Child Safe Standards for Schools CECV Aboriginal and Torres Strait Islander Education Action Plan DOBCEL Actioning Education for All DOBCEL Policy Templates (pending) <i>School Child Safety and Wellbeing Policy</i> <i>School Diversity and Inclusion Policy</i> <i>School Empowerment and Participation Policy (adult)</i> <i>School Empowerment and Participation Policy (student)</i>	Must haves: <ol style="list-style-type: none"> 1. Age-appropriate and easy to understand documents, in print or online, are easily accessible and support children to: <ul style="list-style-type: none"> - understand their rights, including to safety, information and participation - know how adults in the organisation should behave - understand the organisation's complaints process and how to raise safety concerns for themselves, their friends or peers - know about support services aimed at children 2. The organisation's policies and procedures: <ul style="list-style-type: none"> - promote children's empowerment and participation - embed support of the rights of children List the actions you are taking or plan to take to meet this standard here
<input type="checkbox"/> Approve the documentation that describes the strategies and actions for student empowerment.	SGA and Principal		
<input type="checkbox"/> Ensure the strategies and actions for student empowerment are implemented	SGA		
<input type="checkbox"/> Ensure students have access to age-appropriate sexual abuse prevention programs and relevant related information. School boarding premises must consider whether sexual abuse prevention programs and related information are relevant to the setting or context	SGA and Principal	Curriculum based support materials Resilience, Rights and Respectful Relationships and Building Respectful Relationships teaching and learning materials Respectful Relationships whole school approach	



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Child Safe Standard 4: Family engagement			
<input type="checkbox"/> Develop a policy, statement (or other documentation) detailing the strategies and actions to support family engagement, ensuring that: <ul style="list-style-type: none"> families participate in decisions related to child safety and wellbeing which affect their child there is engagement and open communication with families and the school community about the school's child safe approach and relevant information is accessible families and the school community have a say in the development and review of child safety and wellbeing policies and practices 	SGA and Principal	Guidance Materials CEVN (pending) CCYP DET New Child Safe Standards for Schools DOBCEL Policy Templates <i>School Child Safety and Wellbeing Policy</i> <i>School Engaging Families in Child Safety Policy</i>	Must have: <ol style="list-style-type: none"> The organisation's policies reflect the importance of family and community involvement and describe ways this involvement can occur Complaint handling policies include the procedures for keeping families informed and provide guidance on how to do this while complying with obligations regarding confidentiality and privacy
<input type="checkbox"/> Approve the actions outlined in the policy or statement	SGA and Principal		
<input type="checkbox"/> Ensure the strategies and actions outlined in the policy or statement are implemented	SGA		List the actions you are taking or plan to take to meet this standard here
Child Safe Standard 5: Diversity and Equity			
<input type="checkbox"/> Develop a policy, statement or curriculum document that describes what the school will do to uphold equity and respect diverse needs. This document should include strategies to: <ul style="list-style-type: none"> support staff and volunteers to understand the diverse circumstance of children and students, and provide support and respond to vulnerable children and students make sure children, students, staff, volunteers, and the school community have access to information, support and complaints processes that are culturally safe, accessible and easy to understand pay particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students pay particular attention to the needs of Aboriginal students and provides and promotes a culturally safe environment for them 	SGA and Principal	Guidance Materials CEVN (pending) CCYP DET New Child Safe Standards for Schools CECV Aboriginal and Torres Strait Islander Education Action Plan DOBCEL Actioning Education For All DOBCEL Policy Templates <i>School Diversity and Inclusion Policy</i> <i>School Child Safety and Wellbeing Policy</i>	Must have: <ol style="list-style-type: none"> Materials for children, including information about complaints processes and supports, are accessible, age-appropriate and available in a range of languages and formats as needed. Written documents along are not relied on, particularly for children who are blind or vision impaired, or children who cannot read The Child Safety and Wellbeing Policy describes: <ul style="list-style-type: none"> the organisation's commitment to equity and inclusion



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<input type="checkbox"/> Approve the policy, statement or curriculum document <input type="checkbox"/> Ensure the strategies and actions outlined in the policy, statement or curriculum document are implemented	SGA		<ul style="list-style-type: none"> - how the organisation will recognise and respect the diverse needs of all children - how the organisation provides avenues for children or their families to identify their individual needs - how the organisation will provide children with access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand - how the organisation will support equity and make reasonable changes to support participation by all children and respond to all children's needs - how the organisation upholds equity for all children and prevents child abuse and harm resulting from discrimination based on disability, race, ethnicity, religion, sex, intersex status, gender identity or sexual orientation <p>List the actions you are taking or plan to take to meet this standard here</p>
Child Safe Standard 6: Suitable staff and volunteers			
<input type="checkbox"/> Implement recruitment practices for staff and contractors, engaged in child connected work, that ensure: <ul style="list-style-type: none"> • all job advertisements have a statement setting out the job's requirements, duties, responsibilities and essential or relevant qualifications, experience, and attributes in relation to child safety and wellbeing 	SGA and Principal	Guidance Materials CEVN (pending) CCYP	Must have: <ol style="list-style-type: none"> 1. Employment and advertising includes the organisation's commitment to child safety and wellbeing



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<ul style="list-style-type: none"> all applicants for jobs are informed about the child safety practices, including the Code of Conduct. you sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check, for example VIT registration. where the person will be engaged in child-related work, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children 		DET New Child Safe Standards for Schools DOBCEL Policy Templates <i>School Child Safety and Wellbeing Policy</i> <i>Safeguarding Children and Young People Code of Conduct</i> <i>Recruitment Policy (include volunteer information)</i> <i>School Visitor Policy</i>	<ol style="list-style-type: none"> Position descriptions set clear expectations about the role's requirements, duties and responsibilities regarding child safety and wellbeing Organisational recruitment, human resources and volunteering policies describe: <ul style="list-style-type: none"> recruitment practices that support the organisation to appoint people who are suitable to work with children pre-employment screening practices including interviewing, referee checks, Working with Children Check and other registration background checking requirements for an induction about the organisation's child safety practices how supervision and people management practices will support ongoing assessment of a person's suitability to work with children Induction documents for staff and volunteers include: <ul style="list-style-type: none"> the Code of Conduct the Child Safety and Wellbeing Policy information about the organisation's child safety practices and complaints process as well as reporting, record keeping and information sharing obligations
<input type="checkbox"/> Implement engagement practices for volunteers engaged in child connected work, including: <ul style="list-style-type: none"> sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children make volunteers aware of the Child Safety and Wellbeing Policy and Code of Conduct 	SGA and Principal		
<input type="checkbox"/> Ensure that all newly appointed school staff, school council members, and volunteers engaged in child-connected work receive an induction regarding child safety and wellbeing appropriate to their roles, including information about: <ul style="list-style-type: none"> the Child Safety Code of Conduct where relevant to the role, the Child Safety and Wellbeing Policy and the procedures for managing complaints and concerns related to child abuse 	Principal		
<input type="checkbox"/> Ensure that school staff, members of the governing body and volunteers engaged in child-connected work are aware of their responsibilities to children and students, information sharing and reporting obligations and record-keeping obligations	Principal		



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<input type="checkbox"/> Ensure recruitment policies and practices are followed and appropriate records kept	Principal		List the actions you are taking or plan to take to meet this standard here
<input type="checkbox"/> Review practices for the ongoing supervision and people management of staff and volunteers to ensure there is a focus on child safety and wellbeing...	SGA and Principal		
Child Safe Standard 7: Complaints processes			
<input type="checkbox"/> Revise or develop a complaints handling policy that is accessible, child-focussed, culturally safe, and easily understood by the school community, outlining: <ul style="list-style-type: none">the process for making a complaint about the school or any person within the school (i.e., staff, volunteers, contractors, families, children or students)the roles and responsibilities of leadership, staff and volunteers in complaint handlingthe process for dealing with different types of complaints, breaches of relevant policies or the code of conduct and obligations to act and report	SGA and Principal	Guidance Materials DOBCEL Roles, Responsibilities and Reporting Matrix CEVN (pending) CCYP DET New Child Safe Standards for Schools DOBCEL Policy Templates <i>Identifying and responding to abuse-Reporting obligations Policy</i> <i>Reportable conduct Policy</i> <i>School Child Safety and Wellbeing Policy</i> <i>Safeguarding Children and Young People Code of Conduct</i> <i>Recordkeeping Policy</i> <i>Complaints Management Policy</i>	Must haves: <ol style="list-style-type: none">The complaint handling policy is easy to understand, culturally safe, accessible and child-focused. The complaint handling policy:<ul style="list-style-type: none">includes information on how adults and children can make a complaint and how the organisation will respond to and investigate complaints in a prompt and thorough waycreates a complaints process that is accessible to the full diversity of children, staff, volunteers, families and communitiescovers alleged abuse and harm of children by adults and by other childrencovers breaches of the organisation’s Code of Conductsets out what support and assistance will be provided for those making a complaintoutlines how risks to children will be managed when a complaint is raised and an investigation is underway (links to Standard 9)covers record keeping obligations
<input type="checkbox"/> Ensure complaints are taken seriously and responded to promptly and thoroughly	Principal		
<input type="checkbox"/> Revise or develop a clear procedure for responding to complaints or concerns relating to child abuse	SGA and Principal		
<input type="checkbox"/> Ensure the complaints handling policy and the procedures for responding to complaints or concerns relating to child abuse address reporting of complaints and concerns to school leadership and other relevant authorities whether or not the law requires reporting and cooperate with law enforcement.	School governing authority and Principal		
<input type="checkbox"/> Approve the complaints handling policy and the procedures for responding to complaints or concerns relating to child abuse	School governing authority		
<input type="checkbox"/> Ensure the complaints handling policy and the procedures for responding to complaints or concerns relating to child abuse are publicly available and accessible	Principal		
<input type="checkbox"/> Ensure all recordkeeping, reporting, privacy, and employment law obligations are met when responding to complaints and concerns	Principal		



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<input type="checkbox"/> Ensure the complaints handling policy and the procedures for responding to complaints or concerns relating to child abuse are implemented	SGA		<ul style="list-style-type: none"> - supports privacy and employment law obligations to be met 2. Documents, in print or online, describe the complaints process for staff, volunteers, children, families and communities 3. Policies and procedures include information about when complaints should be reported to authorities, including Victoria Police, Child Protection and the Commission for Children and Young People 4. Disciplinary policies support the organisation to take action with a complaint is made <p>List the actions you are taking or plan to take to meet this standard here</p>
Child Safe Standard 8: Child safety knowledge, skills and awareness			
<input type="checkbox"/> Ensure that at least annually, members of the governing body receive appropriate guidance and training about: <ul style="list-style-type: none"> • individual and collective responsibilities for implementing the Child Safe Standards and managing the risk of child abuse • child safety and wellbeing risks in the school environment • the child safety policies, procedures and practices of the school. 	SGA	Guidance Materials Child Safety Risk Register & guidance document CEVN (pending) CCYP DET New Child Safe Standards for Schools	Must have: <ul style="list-style-type: none"> 1. A training action plan for staff and volunteers includes training on: <ul style="list-style-type: none"> - the Child Safety and Wellbeing Policy - identifying indicators of child abuse and harm - how to support a person making a disclosure about harm to a child
<input type="checkbox"/> Ensure that at least annually, school staff engaged in child-connected work receive training and information on child safety that includes guidance on:	Principal		



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<ul style="list-style-type: none"> the Child Safety and Wellbeing Policy the Child Safety Code of Conduct the school's procedures for responding to complaints and concerns relating to child abuse recognising indicators of child harm including harm caused by other children, students, or adults (including family violence) responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm building culturally safe environments information sharing and recordkeeping obligations how to identify and mitigate child safety and wellbeing risks in physical and online environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities 		DOBCEL Policy Templates <i>School Child Safety and Wellbeing Policy</i> <i>Safeguarding Children and Young People Code of Conduct</i> <i>Identifying and responding to abuse-Reporting obligations Policy</i>	<ul style="list-style-type: none"> how to respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children how to support cultural safety (MARAM eLearn Mandatory Reporting Module)
<input type="checkbox"/> Provide child safety training and information for volunteers engaged in child-connected work that is appropriate to their role and responsibilities. Consider whether or not it is reasonable and necessary to include training and information on any or all of the same guidance provided to staff, listed above.	Principal		<ul style="list-style-type: none"> Guidance materials (such as policies, procedures, guidelines, information sheets and posters) for staff and volunteers provide guidance about: Identifying indicators of child abuse and harm, including where caused by other children How to respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children How to support a person disclosing harm to a child
<input type="checkbox"/> Ensure that staff and volunteers are supported to implement the child safety and wellbeing policy where the policy applies to their role and responsibilities.	Principal		(PROTECT Posters) <ul style="list-style-type: none"> How to create culturally safe environments in the organisation
Child Safe Standard 9: Child safety in physical and online environments			
<input type="checkbox"/> Revise or develop a policy or statement on online conduct and online safety that is consistent with the Child Safety and Wellbeing policy and practices and the Child Safety Code of Conduct	SGA and Principal	Guidance Materials Child Safety Risk Register & guidance document	Must have: <ol style="list-style-type: none"> A risk assessment identifies risks of child abuse and harm in both physical



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<input type="checkbox"/> Approve the policy or statement on online conduct and safety	SGA and Principal	CEVN (pending) CCYP	and online environments connected with the organisation
<input type="checkbox"/> Ensure the policy or statement on online conduct and safety is implemented	SGA and Principal	DET New Child Safe Standards for Schools	2. Risk management plans list the actions the organisation will take to prevent or reduce each identified risk of child abuse and harm
<input type="checkbox"/> Ensure child safety and wellbeing policies, procedures and practices enable staff and volunteers to identify and mitigate risks in both physical and online environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities.	SGA and Principal	DOBCEL Policy Templates <i>School Child Safety and Wellbeing Policy</i>	3. The Code of Conduct and Child Safety and Wellbeing Policy identifies how the organisation will keep children safe in physical and online environments, with specific reference to higher-risk activities
<input type="checkbox"/> Ensure that procurement policies for facilities and services from third parties address the safety of children and students.	SGA and Principal	<i>Safeguarding Children and Young People Code of Conduct</i> <i>Digital Technologies Policy</i>	4. Procurement policies about engaging third-party contractors set out processes to protect children from risks of child abuse and harm, such as requiring compliance with the organisation's Code of Conduct and Child Safety and Wellbeing Policy
List the actions you are taking or plan to take to meet this standard here.			
Child Safe Standard 10: Review of child safety practices			
<input type="checkbox"/> Review and evaluate the child safety and wellbeing policies, procedures, and practices at least every two years in consultation with students, families, staff, and the governing body	SGA and Principal	Guidance Materials Child Safety Risk Register and Guidance	Must have: 1. All policies and procedures have a regular review period indicated in the document
<input type="checkbox"/> Ensure there is a review of child safety and wellbeing policies and practices after any significant child safety incident and that improvements are put in place where applicable	SGA and Principal	Child Safety Officer role description CEVN (pending) CCYP	2. Reports document any child safety and well reviews and findings.
<input type="checkbox"/> Implement systems and processes to record and analyse all complaints, concerns, and safety incidents to identify causes and systemic failures make improvements	SGA and Principal	DET New Child Safe Standards for Schools	List the actions you are taking or plan to take to meet this standard here.



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<input type="checkbox"/> Report on the outcomes of relevant reviews to the governing body, staff, volunteers, the school community, families and students	SGA and Principal	DOBCEL Policy Templates <i>School Child Safety and Wellbeing Policy</i> <i>Safeguarding Children and Young People Code of Conduct</i> <i>School Engaging Families in Child Safety Policy</i>	
Child Safe Standard 11: Implementation of child safe practices			
<input type="checkbox"/> Ensure that all the child safety and wellbeing, policies, procedures, and practices related to the child safe standards and Ministerial Order 1359 are effectively implemented	SGA and Principal	Guidance Materials Child Safety Risk Register and Guidance	Must have: <ol style="list-style-type: none"> 1. A Child Safety and Wellbeing Policy sets out the organisation's expectations, practices and approach in relation to each of the Child Safe Standards 2. A Code of Conduct sets out the expectations for behaviour and responsibilities of staff and volunteers 3. Risk assessment and management plans address risks of child abuse and harm 4. The complaint handling policy and processes address how the organisation will respond and all internal and external reporting obligations 5. Organisational recruitment, human resources and volunteering policies have a clear child safety focus 6. If your organisation contracts facilities and/or services from third parties,
<input type="checkbox"/> Ensure that the policies, procedures and any other statements and records required by Ministerial Order 1359: <ul style="list-style-type: none"> • address all the child safe standards • are championed and modelled by leaders • are documented, accessible and easy to understand 	SGA and Principal	Child Safety Officer role description CEVN (pending) CCYP DET New Child Safe Standards for Schools	
<input type="checkbox"/> Establish processes to ensure that the policies, procedures, and any statements associated with child safety and wellbeing are understood and implemented by all relevant staff and volunteers	SGA and Principal	DOBCEL Policy Templates <i>School Child Safety and Wellbeing Policy</i>	
<input type="checkbox"/> Provide students, families, staff and volunteers with opportunities for regular input into policies, procedures, practices and risk strategies related to child safety and wellbeing	Principal	<i>Safeguarding Children and Young People Code of Conduct</i> <i>Complaint Policy</i> <i>School Recruitment Policy</i>	



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			<p>procurement policies ensure the safety of children</p> <p>List the actions you are taking or plan to take to meet this standard here.</p>