

CHILD SAFETY OFFICER ROLE



*Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)***

Child Safety Officer Role Description Responsibilities:

- To support staff who form a belief a child is at risk of harm with reporting processes.
- To liaise with DHHS, Victoria Police.
- To liaise with DET – Conduct and Ethics.
- To offer support (access to EAP) for staff members.
- To assist or cooperate in any investigations.
- To liaise with school wellbeing staff to organise support for student who may be affected (victims/bystanders etc.)
- To liaise with families and offer support.
- To ensure compliance with Child Safe Standard policies and protocols across the College.
- To review Child Safe Standards school documents annually or on an as needs basis.

Evaluation

This role description will be reviewed as part of the school's three-year review cycle, following an incident if it occurs or if guidelines change (latest information late July 2016).

Ratification

This role description was ratified by the College Council on 16th August 2016.
This role description was reviewed and re-ratified on 12th December, 2017.

References:

VRQA Child Safe Standards Toolkit
Creating a Child Safe Organisation Guide p.22
An Overview of the Victorian Child Safe Standards State of Victoria, DHHS November 2015
Protect – Identifying All Forms of Child Abuse in Victorian Schools 2016