

CHILD SAFE STANDARD 1

CHILD SAFETY OFFICER ROLE DESCRIPTION



*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)***

The School's Child Safety Officer should have sufficient status and authority, including leadership support and the ability to direct other staff (where appropriate), to undertake the role effectively.

Key areas of the role:

Supporting 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.

Providing advice and expertise:

- Acting as a source of advice and expertise to staff on matters of child safety
- Liaising with the principal and school leadership to maintain the visibility of child safety
- Leading the development of the school's child safety culture, including being a child safety advocate and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety.

Raising awareness:

- Ensuring that the school's policies are communicated and implemented appropriately
- Ensuring that the school's child safety policies are reviewed in the context of school self-evaluation undertaken as part of the school accountability framework
- Ensuring that the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this process

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- Being alert to the specific needs of vulnerable children including those with special educational needs
- Encouraging amongst all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

Assisting with training by:

- ensuring staff skills are up to date with appropriate training carried out every two years
- having a working knowledge of how DHHS conducts child protection case conferences in order to be able to contribute effectively if required to do so
- ensuring staff keep detailed, accurate, secure written records of concerns and referrals
- ensuring staff have access to and understand the school's child safety policies and procedures, especially new and part time staff
- ensuring that staff are aware of training opportunities and up to date DHHS and DET policies and guidance.

At some schools, the Principal may assume the roles and responsibilities of Child Safety Officer. Should this be the case, all allegations or concerns in relation to child abuse or neglect should therefore be directed to the Principal.

In the absence of the Principal, all members of the teaching staff are mandated to make the necessary notifications should an issue of child abuse or neglect arise.

The roles and responsibilities of the Child Safety Officer include the following:

- *leading the School's child safety culture*
- *implementing and enhancing the School's child safety strategies*
- *proactively evaluating and reporting on the effectiveness of child safety strategies*
- *coordinating reviews of the child safety strategies*
- *communicating the School's child safety strategies to the school community*
- *training staff and volunteers in the School's child safety strategies*
- *leading or delivering programs for students in relation to child safety strategies.*

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.

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This role description was reviewed and re-ratified on 12th December, 2017.

This role description was reviewed and re-ratified on 15th February 2018.

This policy was re-ratified on 15th August 2019.

References:

An Overview of the Victorian Child Safe Standards State of Victoria, DHHS November 2015

Creating a Child Safe Organisation Guide p.22

Protect – Identifying All Forms of Child Abuse in Victorian Schools 2016

VRQA Child Safe Standards Toolkit

Action Plan template

To download the template, see: [Action Plan template \(docx - 70.54kb\)](#).