



Child Safety Officer Role Description POLICY and PROCEDURES

Cape Clear Primary School

Child Safety Statement

At ***Cape Clear Primary Street*** we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from our school purpose to ***provide a nurturing and challenging environment that promotes enthusiasm for learning and prepares individuals to become reflective and valued members of society. This will occur in a safe environment where they develop respect, honesty, excellence, resilience and creativity.***

Our school has also adopted a Child Safe Statement that articulates our zero tolerance of child abuse.

In order to ensure that Cape Clear Primary School demonstrates best practice in the area of keeping children safe, a Child Safety Officer will be appointed.

Child Safety Officer: (Principal) Role and Responsibilities

Provide Authoritative Advice

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with Leadership to maintain the visibility of child safety.
- Lead 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.

Raise Awareness

- Ensure the school's policies are known and used appropriately.

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

Cape Clear Primary School is committed to Child Safety –
We have a zero tolerance to child abuse

- Be alert to the specific needs of children in need, those with special educational needs and diverse backgrounds.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

Induction and Training

- Being authoritative in providing advice by:
 - keeping their skills up to date with annual Mandatory Reporting training
 - having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff.
- Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance.

Evaluate

- Review, evaluate and update all relevant policies and documents relevant to the Child Safe Standards, as required.
- Complete "Risk Assessment" matrix regularly

References:

<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandard s.aspx>

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Cape Clear Primary School Policy: Ratified _____ Reviewed 2021