



Position Description

Child Safety Officer

Procedure

The Principal will:

1. Designate a staff member or group of staff as Child Protection Officer (CPO)
2. Ensure the school community knows who fulfils the duties of the CPO
3. Provide the CPO and/or Child Safety Team (CST) with time release as appropriate to fulfil the duties outlined
4. Ensure the CPO and/or CST receive regular training and opportunities to develop understanding and expertise in this role

The CPO and, where possible, the CST, plays an essential role in ensuring that the school is a child-safe school through:

- leading the school's child safety culture
- ensuring that child safety is a standard item on staff and Board meeting agendas
- developing and enhancing the school's child safety strategies
- proactively monitoring the effectiveness of child safety strategies and reviewing the strategies on the risk register to mitigate child safety risks
- informing staff and the Board of changes or modifications to the risk register
- collaborating with the OHS Officer in reducing risks in the environment that affect child safety
- coordinating reviews of the child safety strategies
- communicating the school's child safety strategies to the school community
- training staff (including contractors and volunteers) in the school's child safety strategies
- leading or delivering programs for children about the school's child safety strategies
- developing policies, procedures and supporting documentation including communications and resources.
- attending Catholic Education Ballarat briefings and training on child safety
- self-auditing the school's adherence to Ministerial Order 870
- ensuring all school staff complete the annual Mandatory Reporting online training module
- providing advice to staff, students and families on child safety matters
- documenting, collating and maintaining all records pertaining to reporting child safety issues