



Role of the Child Safe Officer

Provide Authoritative Advice

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with the principal and school leaders to maintain the visibility of child safety.
- Lead the development of the school's child safety culture, including being a child safety champion 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.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

Train

- Being authoritative in providing advice by:
 - keeping their skills up to date with appropriate training carried out every two years
 - having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so.
- 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.

At Preston PS the Child Safe Officer is the Principal Janet Paterson

Evaluation

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

This policy originally was ratified by School Council in September 2016

This document, (Standard 2), was ratified in September 2016

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

and

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