



Key Activities of a School Child Safety Officer/Leader Role – Child Safe Standard 1

The following will be embedded to inform the culture of a Child Safe school where School Council, staff, students and parents all work cohesively to create such a culture:

- The diverse needs of children in the school are to be recognised. It is important that our school is inclusive and culturally safe places for children and parents. Young children and children with a disability may need greater levels of support and consideration. See Student Engagement Policy Appendix two that reinforces the inclusive culture of the school.
- Include child safety as a standing item on Leadership Team and Staff Meeting agendas.
- Key people in the school are allocated to undertake child safety roles and responsibilities. See School Child Safety Leader Role and Responsibilities below.
- Communicate the school's stand on Child Safety that informs all people in the school community of the school's Child Safe Policy based on Ministerial Order 870. Communicate broadly and with a mix of tools : online (website, Facebook), paper-based, verbally at information nights for parents, transition forums for new parents in the school and through school council's communication through distributed school council minutes and Policy Sub-Committee work.

SCHOOL CHILD SAFETY LEADER ROLE AND RESPONSIBILITIES

The School Child Safety Leader will undertake the role and accompanying responsibilities to ensure the school embeds a culture of child safety and is compliant with Ministerial Order 870.

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 Across The School Including Staff, Students And Teachers And Others Who Come Into Contact With Children In The School:

- Ensure the school's policies are known and used appropriately.
- Ensure the school actions are reviewed as to the effectiveness of the strategies put into place and to revise accordingly.
- Ensure the school's child safety policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework. This being incorporated into the Annual Implementation Plan, Strategic Plan and the 4 yearly Review process.
- Conduct regular briefing sessions for school staff members to ensure a high degree of awareness of The Standards and the school's Child Safe policy.
- 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. The policy will be uploaded onto the school's website and will be evaluated as part of the policy cycle for all school policies unless changes in the Order dictates changes in the school's policy. The Child Safe Policy will be provided to all new families who come into the school at the time of enrolment.

- Be alert to the specific needs of children in need, those with special educational needs and young carers. The Child Safe Leader will be actively in communication with the broader leadership team regarding potentially vulnerable and at risk children. 'Child Safe' will be a standing item on both the Leadership Team's meeting agenda and the Consultative Committee's agenda to ensure regular forums do support embedding a child safe culture in the school.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.
- Work with teachers to include, where appropriate, supporting teaching points into curriculum programs ie cyber safety programs, School Wide Positive Behaviour program, health and well-being related programs to build a culture of pro-activity and healthy relationships.

The Child Safe Lead Will Be Trained and Have Capabilities to support the School To Embed A Child Safe Culture

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, part time staff and CRTs. Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance.

The Child Safe Leader to be aware of and use resources and responsibilities to support role and responsibilities:

Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, Child Safe Standards – Managing the Risk of Child Abuse in Schools, Ministerial Order No. 870.

Victorian Registration and Qualification Authority (2016) Information Sheet. CHILD SAFETY STANDARD 1: Strategies to embed an organisational culture of child safety.

Commission for Children and Young People (2015) A Guide For Creating A Child Safe Organisation, Version 2.0. A step-by-step guide to making a report to Child Protection or Child FIRST, Protecting the safety and wellbeing of children and young people
Protecting Children - Mandatory Reporting and Other Obligations - elearning module

State of Victoria (2010) Protecting the safety and wellbeing of children and young people: A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian School

NB : This Role and Responsibility description will be included in the Edgars Creek Secondary College– School Roles and Responsibilities Staff Handbook published (revised) at the beginning of each school year.