

<b>Doncaster Gardens Primary School</b> <b>Child Safe Officer</b>
--

### **Roles and Responsibilities for the implementation, training and ongoing evaluation of the Child Safe Standards**

#### **Child Safety Officer (Assistant Principal) will:**

- Make sure students, school staff, and members of the school community know who to contact if they have a concern about child safety in the school. Make sure this information is kept up to date, and is accessible to all.
- Ensure there is a system (including schedule, roles and reporting) for periodic review and improvement of child safety related policies and practices.
- Proactively plan the school's approach to review, including governance oversight.
- Consult with staff, and the wider school community to inform strategic decisions about child safety.
- Consider continuous improvement opportunities such as incorporating child safety questions in existing surveys to measure awareness and confidence in the school's approach.
- Conduct a review after a potential risk or report occurs in the school.
- Ensure outcomes of all reviews are communicated to relevant parties.
- Build capability by:
  - making training available in relation to key responsibilities
  - including responsibilities in position descriptions or as part of staff development processes
  - providing ongoing induction and training for all staff and volunteers in child safety including how to recognise and respond to child abuse.

Provide opportunities for staff, students, parents and the school community to engage with child safety (e.g. community forums).

- Report progress to the school governing authority.
- 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.
- 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 safety 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.
- 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.

## **TRAINING**

Staff will:

- keep their skills up to date with appropriate training carried out every two years
- have 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.

### **Flowchart of Responsibility**

If staff have a concern about child safety, the following list is who to see in priority order:

1. Principal
2. Assistant Principal
3. Leading Teacher
4. Experienced Teachers
5. Accomplished Teachers