

# Guidance for child safety Champions



Schools can nominate a senior staff member as a child safety champion to support child safety. In large or multi-campus schools, more than one child safety champion can be nominated.

Child safety champions must have the status and authority to work with and influence others.

The role:

- Requires knowledge and professional judgement on child safety and wellbeing
- Needs support through ongoing training and mentoring
- Maybe a suitable development opportunity for aspiring school leaders.

## Key responsibilities

Child safety champions work with the school leadership team, teachers, students, volunteers and school community to create a child safe environment in the school.

### Promote child safety culture

- Promote child safety and wellbeing. For example, at staff and parent meetings, through newsletters and staff bulletins.
- Ensure the school's child safety policies and procedures:
  - Are current and fit for purpose
  - Are publicly accessible
  - Are known and implemented
- Promote a culture of listening to students and families and acting on their child safety concerns.
- Support staff and volunteers to focus on the child safety needs of vulnerable students.

### Provide support and guidance

- Be a point of contact for child safety concerns for staff, volunteers and students.
- Provide guidance to students, staff and volunteers on child safety policies and procedures.
- Work with school leadership to respond to child safety incidents.
- Maintain current skills and knowledge to support child safety and wellbeing, including:
  - child-focused complaint processes, reporting obligations and the [Four Critical Actions](#) (PDF-215KB)
  - student rights, participation and empowerment
  - Aboriginal cultural safety and inclusive practices to meet students diverse needs
  - child safety risk management including online safety
  - child safety information sharing and record-keeping obligations
  - working with relevant agencies to refer students and families to appropriate support

- keeping across emerging research and best practice guidance in child safety and wellbeing.

### **Train and educate**

- provide child safety induction programs for new school staff, volunteers and school council members.
- Provide child safety training for school staff, volunteers and school council members.
- Ensure mandatory reporters complete the annual mandatory reporting training.
- Provide child safety updates and information to staff and volunteers, as needed.

### **Monitor, review and report**

- Record child safety complaints and concerns, and analyse trends as needed.
- Coordinate reviews following significant safety incidents and recommend improvements.
- Maintain the schools' child safety risk register with the school leadership team.
- Coordinate child safety policy and practice reviews in consultation with the school community.
- Maintain detailed, accurate, secure written records of concerns and referrals.