

School Child Safety Officer/Champion



(Child Safe Standard 1)

KEY ACTIVITIES OF A SCHOOL CHILD SAFETY OFFICERS/LEADERS ROLE

School leaders for child safety should have sufficient status and authority, including leadership support and the ability to direct other staff (where appropriate), to undertake the role effectively.

Pakenham College's Child Safe Officers are Kay Chandler and Aaron Smith.

Child safety champions 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 suitable development opportunity for aspiring school leaders

Key responsibilities

Child safety champions work with the school leadership team, teachers, students, volunteers and the 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
 - 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 school's 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