

CHILD SAFETY OFFICER ROLE

RATIONALE

Global Village Learning's Child Safety Officer will have leadership support and the ability to direct other staff (where appropriate) to undertake the role effectively.

PROVIDE AUTHORITATIVE ADVICE

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with the Executive Director and Associate Principal to maintain the visibility of child safety in the school.
- 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 and procedures 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, those with special educational and learning needs, or those that may be considered vulnerable.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

PROFESSIONAL LEARNING AND TRAINING

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 if 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.

POSITION STATUS AND REVIEW

The Associate Principal is responsible for reviewing and updating the Child Safety Officer Role at least every two years. The review will include input from students, parents/carers and the Global Village Learning community.

APPROVAL

Created date	30 August 2024
Consultation	Staff Board
Endorsed by	The Global Village Learning Board
Endorsed on	3 Sept 2024
Next review date	August 2026