

Job Description for Child Safety Officer

A school lead for child safety should have sufficient status and authority including leadership support and the ability to direct other staff to undertake the role effectively.

Broad areas of the role include:

- Provide support, advice and expertise to staff on matters of child safety
- Liaise with Principal and school leaders to maintain high visibility of child safety
- Lead the development of a child safe culture and implementation and review of strategies to embed a culture of child safety
- Promote relevant policies and ensure the child safety and engagement policy is regularly reviewed
- Be aware and promote specific needs of those children with special educational needs
- Ensure the mandatory reporting policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Promote a culture of listening to all children and their concerns
- Inform staff of training opportunities and latest DHHS and DET policies and guidance
- Ensure every staff member understands the schools child safety and engagement policy and procedures especially new and part time staff
- Ensure all volunteers are given a copy of the child safe code of conduct to read and sign before commencing voluntary work

SKILL SET REQUIRED

- Working knowledge of DHHS and Community Service organisations and effective contributions when needed into case conferences
- Ability to keep accurate, detailed and secure records of concerns and referrals