



Purpose

The child safety officers at *Bacchus Marsh Primary School* are the Assistant Principal - Student Wellbeing (Pam Whitten) and the Student Wellbeing Teacher (Anne Phyland) who will always work concurrently with the Principal and other school leaders.

Responsibilities

PROVIDE AUTHORITATIVE ADVICE

- 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.

RAISE AWARENESS

- Ensure the school's policies are known and used appropriately
- Ensure the Mandatory Reporting 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 individual children, understanding their backgrounds, disabilities and special educational needs
- With the leadership team, encourage amongst all staff a culture of listening to children and taking account of their messages and feelings and the provision of positive measures to protect them

MAINTAIN AWARENESS

- Being authoritative in providing advice by:
 - Keeping staff 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 when 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
- Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance