

## CHILD SAFETY OFFICER

### PURPOSE

The Child Safety Officer of Footscray High School will be the focal point in the whole school community for allegations of child abuse and any concerns about child safety which may result in a mandatory report.

The Child Safety Officer is responsible for

- Working with the Principal class to
  - Promote their role with staff, students and parents/carers
  - Emphasize the legal requirements for all adults (age 18 and over) to report to authorities if they have a reasonable belief that a child has been abused
  - Outline the process for reporting an incidence of child abuse or suspected child abuse
  - Outline the process for reporting concerns about the safety of a child
- Reporting all reported allegations of child abuse or concerns about child safety to the Principal.
- Ensuring notification to the appropriate external agencies including the police, Child Safe or DHS when incidents or concerns about child safety are reported
- Completing a Child Safe Incident Report on every child abuse allegation and record actions taken in response to the reported allegation. A copy of the Incident Report is to be held in the Child Safe Incident Report file, and a copy placed in the student's file in the General Office
- Completing a Child Safe Concern form on any reported concerns about the safety of a child(ren), and record actions taken in response to the reported concern. A copy of this form is to be placed in the Child Safe Concern report file and a copy placed in the student's file in the General Office
- Coordinating the Child Safe Committee and annually assess the effectiveness of the implementation of the college's child safe risk management strategies with this committee. Provide this feedback to the Principal
- Ensure that all staff are advised annually about
  - the legal requirements to report any disclosures of child abuse as soon as is reasonably possible
  - the school's processes and procedures related to reporting allegations of child abuse or concerns for student safety
- Ensuring all staff new to the school are aware of
  - the role of the Child Safety Officer
  - the legal requirements to report any disclosure of child abuse or reasonable belief that abuse of a child has occurred
  - the school's child safe policy and child safe code of conduct, and processes and procedures related to reporting allegations of child abuse or concerns for child safety
- Ensuring, as a Child Safety Officer, that they engage in professional learning opportunities to regularly update their knowledge relating to the role.