



# St. Mary's School Rutherglen

## Child Safe Officer

### Identity Statement

St. Mary's Catholic school is a community guided by faith and justice that inspires each person to be the best they can.

### Vision Statement

St Mary's strives to...

- Model and live the teachings of Jesus
- Encourage and foster collaborative partnership with families, Parish and the wider community
- Educate and nurture the 'whole' person spiritually, academically, socially, emotionally and physically
- Provide a progressive curriculum for a contemporary society in a safe and inclusive environment

### **Child Safe Officer: Role Description**

#### ***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 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 protection 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 in need, those with special educational needs and young carers.

- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

### ***Responsibilities***

- Outline Child Safety Officer's role to School Board.
- 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 Department of Health and Human Services, Department of Education and Training, Catholic Education Commission Victoria and Catholic Education Office Sandhurst policies and guidance.

August 2017

Reviewed: May 2019