



St Mary's Primary School

Swan Hill

Dated: 2017
Review: 2022

Child Safety Officer – Role Description

Our Leadership Teams and Governing authority are critical in the developing and implementation of our culture of Child Safety.

St Mary's has a designated Child Protection Officer charged with the responsibility of leading the development of a school wide culture of Child Safety, supported by the school Principal, Senior Leadership Team (significantly if the CSO cannot perform their role) and Unit Leaders.

Responsibilities may include:

- leading and coordinating the school's child safety culture including promptly managing the school's response to any allegations or disclosures
- developing and enhancing the school's child safety strategies, including responding to and reporting allegations of suspected child abuse to appropriate authorities
- proactively monitoring the effectiveness and compliance of the school's Child Safety strategies, risk assessments and established controls
- coordinating reviews of the child safety strategies
- communicating the school's child safety strategies to the school community
- being personally well trained and training staff (including contractors and volunteers) in the school's child safety strategies
- leading and/or delivering programs for children about the school's child safety strategies
- developing and documenting policies, procedures and supporting documentation including communications, records of allegations and resources.

Fulfilling the roles and responsibilities contained in school Child Safe documentation does not displace or discharge any other obligations that arise if a person believes that a child is at risk of child abuse.