



**Warragul North Primary School**  
**CHILD SAFE**  
**STANDARDS OFFICER**  
**Policy**

**Rationale:**

Warragul North Primary School values the safety of all children. To help meet its Child Safe obligations a Child Safe Standards Officer will be appointed and will oversee the adherence and implementation of the Child Safe Standards. A school leader for child safe standards should have sufficient status and authority, including leadership support and the ability to direct other staff (where appropriate), to undertake the role effectively.

**Aims:**

To ensure Warragul North Primary School meets Child Safe Standards obligations and requirements the Child Safe Officer will:

- act as a source of support, advice and expertise to staff on matters of child safety
- liaise with the principal to maintain the visibility of child safety
- lead the development of the school's child safe culture, including being a child safe champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety throughout the school.

**Implementation:**

The Child Safe Standards Officer will be appointed from existing Warragul North Primary School staff members by the principal and undertake the role for a period of two years.

The Child Safety Standards Officer will:

- Oversee the schools adherence to the Child Safe Standards policy in conjunction with the principal.
- ensure the school's Child Safe Standards policy is known and used appropriately.
- ensure the school's Child Safe Code of Conduct policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework.
- ensure the Child Safe Code of Conduct 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 referral process.
- be alert to the needs of children especially those with special educational needs.
- encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.
- keeping their skills up to date with appropriate training carried out every two years
- have a working knowledge of how the Department of Health/Department of Families and Fairness and Housing and Human Services (DH/DFFH) and Community Service Organisations conduct child protection case conferences and 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 referral.
- ensure each member of staff has access to and understands the school's Child Safe Code of Conduct policy and procedures, especially new and part time staff.
- make sure staff are aware of training opportunities and the latest DH/DFFH and DET policies and guidance.

**Evaluation:**

This policy will be reviewed annually

This policy was ratified by School Council July 2018

This policy was amended by School Council September 2018

This policy was reviewed and amended by School Council on June 18th 2019

This policy was reviewed by School council in August 2020

This policy was reviewed by School council in February 2021