



Child Safe Officer Role Description

The Child Safe Officer is a person responsible for promoting and maintaining a child-safe environment in St Mary's Primary School. The role of a CSO involves implementing and monitoring child protection policies, procedures, and practices in the school. The CSO works with school staff, students, parents, and external agencies to create and maintain a safe and nurturing environment for all children.

Specific responsibilities:

1. Implementing and reviewing child protection policies and procedures in line with the Victorian Child Safe Standards and other relevant legislation and guidelines.
2. Providing advice and training to staff and volunteers on child protection issues, including mandatory reporting obligations, identifying signs of abuse, and responding to disclosures.
3. Conducting risk assessments and identifying potential child safety hazards within the school environment.
4. Responding to child protection concerns raised by staff, students, parents, or external agencies in a timely and appropriate manner.
5. Liaising with external agencies, such as child protection services and the police, as required.
6. Ensuring that all staff and volunteers working with children hold appropriate Working With Children Checks (WWCCs).
7. Maintaining accurate records of child protection incidents, including reports of suspected abuse or neglect, and following up on any recommended actions.
8. Facilitating a child-focused culture within the school community and promoting the importance of child safety and wellbeing.

Overall, the role of a CSO in a primary school in Victoria, Australia is critical in ensuring that all children are safe and protected from harm.