

School Child Safety Officer – Role Description

Policy

Loreto College Ballarat is committed to:

- Zero tolerance of child abuse;
- Listening to and empowering children and young people; and
- Keeping children and young people safe.

Loreto Ministries, in carrying out its governance responsibilities, facilitates and ensures the implementation of child safe policies and codes of conduct across all Loreto schools. Loreto Ministries vests the management of Loreto Schools in the individual School Boards. The Loreto College Ballarat School Board executes its management responsibility through the Principal and the Leadership Team of the College to ensure Loreto College Ballarat is safe for children and young people and is a place where children and young people can flourish.

The Loreto College Ballarat Board has responsibilities for safeguarding of children and young people as required by the *Ministerial Order No. 870: Child Safe Standards – Managing the risk of child abuse in schools (MO 870)*. This places accountability for managing the risk of child abuse with the Board. Consistent with MO 870, the Board is required to have appropriate arrangements to regulate the conduct and decisions of school staff for the benefit of its students.

These arrangements include implementing and complying with the Loreto College Ballarat's Child Safe Policies and having clear and comprehensive procedures and reporting mechanisms. The objective is for the Loreto College Ballarat Board, Principal, Leadership Team and the wider school community to be confident in the school's capacity to make and implement appropriate decisions, with child safety front of mind.

This role description is to be read in conjunction to the Loreto College Ballarat Child Safe School Policy

The Principal will:

- Designate a staff member or group of staff as Child Safety Officer (CSO)
- Ensure the school community knows who fulfils the duties of the CSO
- Provide the CSO and/or Child Safety Team (CST) with time release as appropriate to fulfil the duties outlined
- Ensure the CSO and/or CST receive regular training and opportunities to develop understanding and expertise in this role

The CSO and, where possible, the CST, plays an essential role in ensuring that the school is a child safe school through:

- Leading the school's child safety culture
- Ensuring that child safety is a standard item on staff and School Advisory Council (SAC) meeting agendas

- Developing and enhancing the school’s child safety strategies
- Proactively monitoring the effectiveness of child safety strategies and reviewing the strategies on the risk register to mitigate child safety risks
- Informing staff and SAC of changes or modifications to the risk register
- Collaborating with the OHS Officer in reducing risks in the environment that effect child safety
- Coordinating reviews of the child safety strategies
- Communicating the school’s child safety strategies to the school community
- Training staff (including contractors and volunteers) in the school’s child safety strategies
- Leading or delivering programs for children about the school’s child safety strategies
- Developing policies, procedures and supporting documentation including communications and resources
- Attending Catholic Education Ballarat briefings and training on child safety
- Self-auditing the school’s adherence to Ministerial Order 870
- Ensuring all school staff complete the annual Mandatory Reporting online training module
- Providing advice to staff, students and families on child safety matters
- Documenting, collating and maintaining all records pertaining to reporting child safety issues.

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