

OUR CHILD SAFETY OFFICERS - MAKE A REPORT

Woodleigh School has appointed the people listed below as the School's Child Safety Officers. Each Child Safety Officer is available to answer any questions that you may have with respect to our Child Protection and Safety Policy and the Child Protection Program.

Child Safety Officers are selected based on a number of considerations, namely:

their personal attitudes, experiences and beliefs, for example, a person who is non-judgmental, calm, resilient and demonstrates a high degree of integrity and respect for confidentiality;

their role within the School, for example, a person who has seniority and experience working with complex student and family issues at the School and someone who is readily accessible and available to all members of the School community; and

their personal profile within the School, for example, a person who is approachable, who students and staff trust and who is willing and able to respond to issues personally and sensitively.

The School's Child Safety Officers are your first point of contact for reporting child protection issues within the School. They receive special training that allows them to deal with child protection concerns both sensitively and effectively. (Concerns can also be raised with Heads of Campus who have also received the appropriate training.)

'Child Abuse' includes:

- sexual offences;
- physical violence;
- serious neglect; and
- grooming;
- serious emotional or psychological harm;
- family violence, or exposure to family violence.

If you have any concern that a child may be experiencing any form of abuse, whether or not you have formed a belief on reasonable grounds that the abuse has occurred, you should immediately raise your concerns with one of our Child Safety Officers.

The welfare and best interests of the child are paramount. Whenever there are concerns that a child is in immediate danger the Police should be called on 000.

NAME	POSITION	CONTACT NO.	EMAIL ADDRESS
Tracey Glen	Deputy Head of Woodleigh Campus	(03) 5971 6100	tglen@woodleigh.vic.edu.au
Donna Nairn	Director of Counselling	(03) 5971 6100	dnairn@woodleigh.vic.edu.au
Liane Clements	Teacher – Minimbah Campus	(03) 9788 6488	lclements@woodleigh.vic.edu.au
Sarah Gow	Pathways Coordinator – Minimbah Campus	(03) 9788 6488	sgow@woodleigh.vic.edu.au
Jo Smart	Deputy Head of Minimbah Campus	(03) 9788 6488	jsmart@woodleigh.vic.edu.au
Olivia Takacs	Teacher - Penbank Campus	(03) 5978 8425	otakacs@woodleigh.vic.edu.au
Andrea Khoza	Deputy Head of Penbank Campus	(03) 5978 8425	akhoza@woodleigh.vic.edu.au
Alison Behrend	Educational & Development Psychologist	(03) 5978 8425	abehrend@woodleigh.vic.edu.au

OUR SENIOR CHILD SAFETY OFFICER

Woodleigh School has appointed Tracey Glen, Deputy Head of Woodleigh Campus as the School's Senior Child Safety Officer. The Senior Child Safety Officer has an important role in the promotion and maintenance of our child protection culture at the School.

The Senior Child Safety Officer is identified in our publicly available Child Protection and Safety Policy as the contact for the wider community when they have child protection concerns relating to the School.

The Senior Child Safety Officer is contactable by phone on **(03) 5971 6100** or by emailing **tglen@woodleigh.vic.edu.au**

CONCERNS ABOUT THE SENIOR CHILD SAFETY OFFICER, PRINCIPAL OR BOARD

Where a child protection concern relates to the Senior Child Safety Officer, it should be raised with the Principal on **(03) 5971 6100** or by emailing **principalsoffice@woodleigh.vic.edu.au**

Where a child protection concern relates to the Principal or a member of the Board, it should be raised with the Chair by emailing **chair@woodleigh.vic.edu.au**