



Guidance for Child Safety Officers - Position Description

Schools can nominate a senior staff member as a child safety officer to support child safety. In large or multi-campus schools, more than one child safety champion can be nominated.

Child safety officers must have the status and authority to work with and influence others.

The role:

- requires knowledge and professional judgement on child safety and wellbeing
- needs support through ongoing training and mentoring
- may be a suitable development opportunity for aspiring school leaders

Key responsibilities

Child safety officers work with the school leadership team, teachers, students, volunteers and the school community to create a child safe environment in the school.

Promote child safety culture

- Promote child safety and wellbeing. For example, at staff and parent meetings, through newsletters and staff bulletins.
- Ensure the school's child safety policies and procedures:
 - are current and fit for purpose
 - are publicly accessible
 - are known and implemented
- Promote a culture of listening to students and families and acting on their child safety concerns
- Support staff and volunteers to focus on the child safety needs of vulnerable students

Provide support and guidance

- Be a point of contact for child safety concerns for staff, volunteers and students
- Provide guidance to students, staff and volunteers on child safety policies and procedures
- Work with school leadership to respond to child safety incidents
- Maintain current skills and knowledge to support child safety and wellbeing, including:
 - child-focused complaint processes, reporting obligations and the [Four Critical Actions](#)
 - student rights, participation and empowerment
 - Aboriginal cultural safety and inclusive practices to meet students diverse needs
 - child safety risk management including online safety
 - child safety information sharing and record-keeping obligations
 - working with relevant agencies to refer students and families to appropriate support
 - keeping across emerging research and best practice guidance in child safety and wellbeing

Train and educate

- Provide child safety induction programs for new school staff, volunteers and school council members
- Provide child safety training for school staff, volunteers and school council members
- Ensure mandatory reporters complete the annual mandatory reporting training
- Provide child safety updates and information to staff and volunteers, as needed

Monitor, review and report

- Record child safety complaints and concerns, and analyse trends as needed
- Coordinate reviews following significant safety incidents and recommend improvements
- Maintain the school's child safety risk register with the school leadership team
- Coordinate child safety policy and practice reviews in consultation with the school community
- Maintain detailed, accurate, secure written records of concerns and referrals

Further resources

- [Ministerial Order 1359 – Implementing the child safe standards – managing the risk of child abuse in schools and school boarding premises](#)
- [PROTECT guidance, resources and templates](#)
- Child Safe Standards Action List
- [Four Critical Actions for responding to all forms of abuse](#)
- [Mandatory reporting eLearning modules](#)
- Policies, procedures and guidelines:
 - *Child and Family Violence Information Sharing Schemes*
 - *Family Violence Support*
 - *Protecting Children — Reporting and Other Legal Obligations*
 - *Reportable Conduct*
 - *Requests for Information about Students*
 - *Working with Children and other Suitability Checks for School Volunteers and Visitors*
 - *Visitors in Schools*
 - *Volunteers in Schools.*