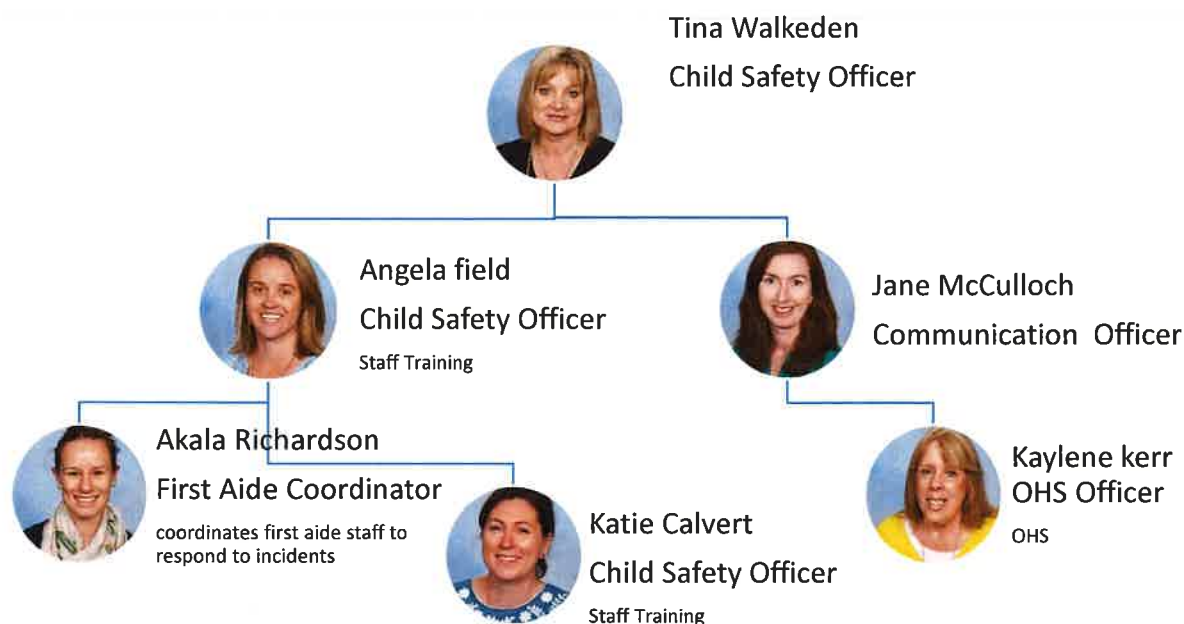


Child Safe Roles & Responsibilities



Child Safety Officer

Provide authoritative advice

- Provide support, advice and expertise to staff on Child Safety, as well as liaise with others to maintain visibility of Child Safe. Lead Child Safety culture across school and community. Keep detailed accounts and records up to date. Ensure secured filing of records. Ensuring everyone has access to and understands the school's child safe policy and procedures.

Raise Awareness

- Ensure policies are known and used correctly. Review policies regularly. Ensure policies (Child Protection) is available publicly and parents are aware of this.
- Be alert to specific needs of children in need, as well as special education needs and young carers.
- Encourage among all staff a culture of listening to children, taking into account their wishes and feelings.

Child Safety Officer (Staff Training)

- Keeping staff skills up to date. Know how the DHHS work and community service organisations and how the conduct a child protection case. Be able to keep detailed accurate accounts, secure records and written referrals. Induction program for new staff on Child Safe and mandatory reporting.

CONTACTS

- DHHS Child Protection West Division (rural) 1800 075 599
- Hamilton Office (03) 555 13299 After Hours 131278
- Victoria Police 000 or local station 55519100
- DET Security Services 9589 6266
- Student Incident Recovery Unit 9637 2934
- Employee conduct branch 9637 2595
- Child First www.dhs.vic.gov.au