



# Wandiligong Primary School Policy & Procedures

## Standard 1.

### Key activities of a school child safety officer/leader role /Principal

A school lead for child safety should have sufficient status and authority, including leadership support and the ability to direct other staff (where appropriate), to undertake the role effectively

#### Responsible Person Overseeing Child Safe Policy and Procedures

Our School takes child safety seriously. As a consequence the Principal will be the person responsible for ensuring the 7 standards are met, delivered, actioned and reviewed each year.

##### **Broad areas of the role are to:**

##### **Provide authoritative advice**

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with school staff to maintain the visibility of child safety.
- Lead the development of the school's child safety culture, including being a child safety champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety.

##### **Raise awareness**

- Ensure the school's policies are known and used appropriately.
- Ensure the school's child safety policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework.
- Ensure the child protection policy is available publicly.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

##### **Train**

- Being authoritative in providing advice by:
  - keeping their skills up to date with appropriate training carried out every two years



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- having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff.
- Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance.