



# DOBCEL Child Safety Officer Role Description

Reviewed: September 2020

Ratified: (Month Year)

Next Review: 2021

## Procedure

Diocese of Ballarat Catholic Education Limited (DOBCEL) Board is committed to:

- zero tolerance of child abuse;
- listening to and empowering children and young people; and
- keeping children and young people safe.

The DOBCEL Board maintains governance oversight of DOBCEL schools. DOBCEL maintains a management arm to ensure that DOBCEL schools are safe for children and young people. So that DOBCEL schools are places where children and young people can flourish.

The DOBCEL Board has particular responsibilities for safeguarding of children and young people as required by the CHILD SAFE STANDARDS – MANAGING THE RISK OF CHILD ABUSE IN SCHOOLS Ministerial Order No. 870. This places accountability for managing the risk of child abuse with the DOBCEL Board. Consistent with MO870, the DOBCEL Board, requires schools governed by DOBCEL 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 DOBCEL Child Safe Policies and having clear and comprehensive procedures and reporting mechanisms. The objective is for the DOBCEL Board 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 DOBCEL Child Safe School Policy

The Principal will:

1. Designate a staff member or group of staff as Child Safety Officer (CSO)
2. Ensure the school community knows who fulfils the duties of the CSO
3. Provide the CSO and/or Child Safety Team (CST) with time release as appropriate to fulfil the duties outlined
4. 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.