



## Child Safety Officer 2020

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### Child Safety Statement

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers, and are guided by our **True North Values of Respect, Cooperation, Empathy, Responsibility and Integrity.**

We are committed to the safety, participation and empowerment of all children in our school. We have zero tolerance of child abuse and all the allegations and safety concerns will be treated very seriously and consistently with our robust procedures.

In order to ensure that Hamilton North Primary School demonstrates best practice in the area of keeping children safe, a Child Safety Officer will be appointed.

In 2021, the Child Safety Officer is: **Lizzie Tout (Principal)**

### Roles and Responsibilities

#### *Provide Authoritative Advice*

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with the Wellbeing Officer and school leaders 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 and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- 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
  - 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 those effectively when required to do so.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Ensure each member of the 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.

### *Evaluate*

- Review, evaluate and update all relevant policies and documents relevant to the Child Safety Standards, as required.
- Complete 'Risk Assessment' matrix annually.