

## ASHWOOD SCHOOL CHILD SAFETY OFFICER

The child safety officer at Ashwood School are the Principal and the Assistant Principal who will always work concurrently with the School Leadership team.

Ashwood School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, enabling them to thrive in their learning and development.

### 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 each other and the school leadership team 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 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 individual children, understanding their backgrounds, disabilities and special educational needs.
- With the leadership team, encourage amongst all staff a culture of listening to children and taking account of their messages and feelings and the provision of positive measures to protect them.

#### TRAIN

- Being authoritative in providing advice by:
  - keeping staff 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 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 Ashwood School and DET policies and guidance.