

GUIDANCE FOR CHILD SAFETY CHAMPION

KEY RESPONSIBILITIES

Child Safety Champions work with the School Leadership Team, teachers, students, volunteers and the school community to create a child safe environment in the school.

Child Safety Champions work to:

Promote Child Safety Culture

- Promote Child Safety and Wellbeing. For example, at Staff and Parent meetings, through newsletters and staff notices.
- Ensure the school's Child Safety Policies and Procedures:
 - are current and fit for purpose
 - are publicly accessible
 - are known and implemented.
- Promote a culture of listening to students and families and acting on their child safety concerns.
- Support staff and volunteers to focus on the child safety needs of vulnerable students.

Provide Support and Guidance

- Be a point of contact for child safety concerns for staff, volunteers and students.
- Provide guidance to students, staff and volunteers on Child Safety Policies and Procedures.
- Work with School Leadership to respond to child safety incidents.
- Maintain current skills and knowledge to support Child Safety and Wellbeing, including:
 - child-focused complaint processes, reporting obligations and the Four Critical Actions
 - student rights, participation and empowerment
 - Aboriginal and Torres Strait Islander cultural safety and inclusive practices to meet students diverse needs
 - child safety risk management including online safety
 - child safety information sharing and record-keeping obligations
 - working with relevant agencies to refer students and families to appropriate support
 - keeping across emerging research and best practice guidance in child safety and wellbeing.

Train and Educate

- Provide Child Safety Induction Programs for new school staff, volunteers and School Council members.
- Provide Child Safety training for school staff, volunteers and School Council members.
- Ensure mandatory reporters complete the annual Mandatory Reporting training.
- Provide Child Safety updates and information to staff and volunteers, as needed.

Monitor, Review and Report

- Record Child Safety complaints and concerns, and analyse trends as needed.
- Coordinate reviews following significant safety incidents and recommend improvements.
- Maintain the school's Child Safety Risk Register with the School Leadership Team.
- Coordinate Child Safety Policy and Practice reviews in consultation with the school community.
- Maintain detailed, accurate, secure written records of concerns and referrals.