

St Francis Xavier Primary School

Child Safety Officer Terms of Reference

Introduction

St Francis Xavier Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

At our school, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel (CECV Commitment Statement to Child Safety).

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: this is why the promotion of the human person is the goal of the Catholic school ([The Catholic School on the Threshold of the Third Millennium](#), n. 9).

Rationale

The Safety and Wellbeing of children in our care is our highest priority at St. Francis Xavier Primary School Montmorency. As such, the school has allocated roles and responsibilities for child safety as follows:

- Deputy Principal/**Child Safety Officer**: Patrizia Rinaldo.
Contact: prinaldo@sfxmontmorency.catholic.edu.au or phone: 9435 8474
- Student Wellbeing Leader (Deb Butler) in the absence of the school Deputy, takes on the role and responsibility of the Child Safety Officer. Contact: dbutler@sfxmontmorency.catholic.edu.au or phone: 9435 8474
- School Leadership Team (The Child Safety Team): Principal, Deputy Principal, Religious Education Leader, Student Wellbeing Leader and Curriculum & Community Leaders have particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety and work together in identifying and mitigating risks in child safety.

The Child Safety Officer and Team are available to answer any questions staff, students and parents may have with our Child Safety policies and procedures.

Child Safety Officer Criteria

At St. Francis Xavier Primary School, the Child Safety Officer is selected based on several considerations, namely:

- Their role within the school, e.g. a person who has a senior role and experience working with complex issues and who is readily available to all members of the school community.
- A person who is trusted by staff and students and is willing and able to respond to issues personally and sensitively.
- A person who is resilient and demonstrates a high degree of integrity and respect for confidentiality.
- A person who will ensure the safety of St Francis Xavier Primary School students and with the Principal and Leadership Team, ensure the Child Safety policies and procedures are followed.

Key Responsibilities of the Child Safety Officer

Key responsibilities for the Child Safety Officer at St Francis Xavier Primary School include:

- Having a good working knowledge of the school's Child Safety policies and procedures.
- Being a point of contact for staff or other members of the school community, raising child protection concerns within the school.
- Communicating the school's Child Safety policies and procedures to all stakeholders.
- Ensuring yearly briefings of Child Safety Policies, Codes of Conduct and Identifying and Responding to abuse with staff and volunteers.
- Briefing staff yearly on their obligations as mandated reporters, ensuring they complete Mandatory Reporting E-Learning Module and maintaining a register of this.
- Ensuring school Learning and Teaching programs include the elements of child safety.
- With the Principal, ensuring all Child Safe Policies are displayed on the school website and around the school and are regularly reviewed by staff.
- With the Principal, ensuring that Child Safety is a standing item on Staff Meeting, Leadership & SAC Meetings.
- Ensuring yearly training of parent helpers includes Child Safety expectations and procedures and SAC and PA are also reminded of their responsibility in the area of Child Safety on a yearly basis.
- With the Child Safety Team, reviewing and managing the procedures for Child Safety, in particular procedures for mitigating risk and Responding to and Reporting allegations of child abuse.
- With the Principal, co-ordinating the school's response to Child Safety incidents.
- With the Principal and Leadership team embedding a strong culture of Child Safety and ensuring the school is compliant to the 11 Child Safe Standards.
Promoting the safety and wellbeing of St Francis Xavier Primary School at all times.
- Offering support and assistance when a member of the school receives or makes a disclosure of harm or abuse.
- With the Principal, ensuring the Child Safety Risk Register is maintained and reviewed regularly.