



Richmond
High School

ROLE OF CHILD SAFETY OFFICER

(THE CHILD SAFETY OFFICER ROLE IS PART OF THE ASSISTANT PRINCIPAL - STUDENTS ROLE – THIS IS JAMES TAYLOR)

1. To be the focal point to the whole school community for allegations of child abuse and any concerns about a child which may end up as a mandatory report. Teachers must share concerns with the CSO or members of the Principal Class, and this should occur as soon after a child's disclosure as reasonably possible. For example, at the next break in teaching. Certainly, no teacher should go home at the end of the day holding information of major concern about a child's wellbeing without having shared it with the CSO or a senior member of the school's staff. To fail to share appropriately with the CSO or Principal may put a teacher at risk of prosecution under 2015 Failure to Disclose or Failure to Protect legislation. To ensure that all staff are advised of this fact annually, to ensure that all staff new to the school are informed of this role as part of their induction.
2. To share any child abuse allegations, and all allegations or suggestions of threats to a child's safety, with the Principal Class of the school, then where necessary to ensure the involvement of external agencies such as Child Safe, DHS or Police as part of a mandatory reporting process. Mandatory reports can only be made for children under 16, all referrals after 16 years are no longer mandated, but ultimately the choice of the young person involved.
3. To fill in a CHILD SAFE INCIDENT report on every allegation and the follow up. A copy of this to be held in a Child Safe Incident Report file, and a copy placed on the student's file.
4. To conduct an annual meeting with Principal Class to assess Child Safety Risk Management and to discuss new threats, develop strategies to combat them, and to assess the continued effectiveness of existing child safety risk management strategies.



CHILD SAFE INCIDENT REPORT

At Richmond High School, this form, or appropriate sections of it, will be filled in by the Child Safety Officer, a member of the Principal Class, or their representative, whenever an allegation of any threat to child safety, or allegation of child abuse, is made. **A Copy of this report must be filed in the Child Safety File, and a copy placed in the Student's file.**

NAME:.....ROLE.....

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

If you believe a child is at immediate risk of abuse phone 000.

Does the child identify as Aboriginal or Torres Strait Islander?

No Yes, Aboriginal Yes, Torres Strait Islander

Please categorise the incident

Physical violence
 Sexual offence
 Serious emotional or psychological abuse
 Serious neglect

Please describe the incident

When did it take place?	
Who was involved?	
What did you see?	
Other information	

Parent/carer/child use

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

Office use:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	

Has the incident been reported?

Child protection	
Police	
Another third party (please specify):	

Incident reporter wishes to remain anonymous?

Yes No



ANNUAL RISK MANAGEMENT MEETING

These examples of Potential Child Safety Risks and Risk Management Strategies should be used once a year to reflect on the risks and risk management at Richmond High School. Each year at the first Leadership Team Meeting of term 3 this will be the major agenda items and the discussion and actions will be minuted.

The table below comprises a listing of potential child safety risk and risk management strategies. These lists are not intended to be exhaustive.

Risks

- Lack of an organisational culture of child safety
- Familiarity breeding a culture of not reporting issues
- Natural trust of long term employees (who may have developed issues over time)
- Children alone with one other person unsupervised
- Recruitment of an inappropriate person
- Inappropriate behaviour not reported
- Harassment via email, SMS or other media
- Unsupervised recreational or other activities
- Ad-hoc contractors on the premises (eg maintenance)
- Vulnerability of staff and students due to unknown personal issues
- Unknown people and environments at excursions and camps
- False allegations

Risk Management Strategies

- Implement an effective child safety risk management strategy
- Child safety code of conduct
- Child safety reporting procedures
- Induction for all visitors, staff, volunteers and contractors
- Train students and staff to detect inappropriate behaviour
- Counselling and other resources
- CCTV for unsupervised areas, and 'hot spot' areas
- Clear windows in walls to enable visibility of occupants
- Non-lockable doors in hot spots
- Assessment of new or changed physical environments for child safety risks
- Supervision or monitoring of activities
- Online searches (Google, Facebook etc.)
- Performance management procedures
- Pre-employment reference checks that include checking for child safety
- Criminal history checks and confirming currency of WWCC/VIT registration
- Psychometric testing

The VRQA has also developed information resources to support schools in developing their staff recruitment and selection processes. These are available from www.vrqa.vic.gov.au/childsafes.