

CHILD SAFETY

JOB /JOB CATEGORY FOR SCHOOL STAFF THAT INVOLVES CHILD CONNECTED WORK

Job/category of job	Requirements, duties, responsibilities regarding child safety	Essential, or relevant qualifications, experience and attributes in relation to child safety
Principal	<p>Comply to the Student Safety Code of Conduct Ensure the school complies to all standards of Ministerial Order 870 Ensure the school meets all legal requirements Child Safety – Performance Review Monitoring of: Child Safety Incident Reports CS1 and DHHS Child Protection/Police/Child FIRST reports CS2 Risk management (human resources) Recruitment/employment of staff Supervision and monitoring of all staff Essential point of contact in relation to child abuse allegations, disclosures, suspicions or incidents Ensure children are supported during interviews Contact parents (if deemed appropriate) Induction of new school staff</p>	<p>VIT Registration In-depth knowledge of child safety issues In-depth and detailed knowledge of school policies, codes, practices and procedures</p>
Assistant Principal	<p>Child Safety Officer Risk management (environment) Comply to the Student Safety Code of Conduct Child Safety – Performance Review Training of staff and volunteers in child safety matters Leading Child Safety education for children Point of contact in relation to child abuse allegations, disclosures, suspicions or incidents Monitoring: Child Safety Incident Reports CS1 and DHHS Child Protection/Police/Child FIRST reports CS2 Supervision and monitoring of all staff Induction and supervision of volunteers Supervision of Trainee Teachers Employment and supervision of CRT teachers Development and updating of Staff Handbook and Child Safety Code of Conduct Student Support Plan coordination Student Support Group coordination Coordination of Child Safety Standard 6 (reducing or removing risks of child abuse)</p>	<p>VIT Registration In-depth knowledge of child safety issues In-depth, and detailed knowledge of school policies, codes, practices and procedures</p>
Classroom teacher – team leader	<p>Comply to the Student Safety Code of Conduct Child Safety - Performance Review Comply to Standard 7 – promoting child empowerment and participation Child safety education for children Supporting staff in their team to adhere to the Student Safety Code of Conduct Leading regular team meetings to discuss/address areas of concern related to child safety Attend PD related to Child Safety</p>	<p>VIT Registration Detailed knowledge of Child Safety standards</p>

	<p>Role model appropriate behaviours Supervision of work experience students Supervision of new school staff in their team Assist with student First Aid</p>	
Classroom teacher	<p>Comply to the Student Safety Code of Conduct Child Safety - Performance Review Comply to Standard 7 – promoting child empowerment and participation Child Safety - Performance Review Child safety education for children Supervision of students Attend PD related to Child Safety Role model appropriate behaviours Child Safety Education for children Assist with student First Aid</p>	<p>VIT Registration Detailed knowledge of Child Safety standards</p>
Specialist teacher (Art, Music, Phys Edu. LOTE)	<p>Comply to the Student Safety Code of Conduct Child Safety - Performance Review Comply to Standard 7 – promoting child empowerment and participation Child Safety Child safety education for children Supervision of students Attend PD related to Child Safety Role model appropriate behaviours Assist with student First Aid</p>	<p>VIT Registration</p>
Integration Aide	<p>Comply to the Student Safety Code of Conduct Child Safety - Performance Review Assist with the self care needs of children with disabilities Supervision of children identified with special needs/disabilities Comply to Standard 7 – promoting child empowerment and participation Child safety education for children Attending PD related to Child Safety Role model appropriate behaviours Assist with student First Aid</p>	<p>Working With Children Check</p>
Volunteer	<p>Comply to the Student Safety Code of Conduct Attend Child Safety briefings Assist and support students under supervision of school teachers/Child Safety Officer</p>	<p>Working With Children Check</p>
Student Support Staff	<p>Comply to the Student Safety Code of Conduct</p>	<p>Working With Children Check/</p>

	<p>Establish appropriate relationships with identified students</p> <p>Evaluate ways to accommodate the needs of individual students</p> <p>Ascertain appropriate intervention programs</p> <p>Provide critical input into Student Support Plans</p> <p>Work with school staff on appropriate strategies and support</p>	Victoria Police Check
Contractor: Music	<p>Comply to the Student Safety Code of Conduct</p> <p>Attend Child Safety briefings</p>	Working With Children Check
Business Manager	<p>Comply to the Student Safety Code of Conduct</p> <p>Child Safety - Performance Review</p> <p>Attend PD related to Child Safety</p> <p>Ensure the safety and confidentiality of reports</p> <p>Assist with student First Aid</p>	Working With Children Check
School Reception	<p>Comply to the Student Safety Code of Conduct</p> <p>Child Safety - Performance Review</p> <p>Listen and respond to needs of children and parents/carers</p> <p>Ensure phone and personal communication with parents is communicated to appropriate staff</p> <p>Attend PD related to Child Safety</p> <p>Assist with student First Aid</p>	Working With Children Check
Allied Health Professionals	<p>Comply to the Student Safety Code of Conduct</p> <p>Provide intensive support to children and families</p> <p>Provide critical input into Student Support Plans</p> <p>Advise staff how to appropriately support students</p>	Working With Children Check/ Victoria Police Check
After Hours School Care staff	<p>Comply to the Student Safety Code of Conduct</p> <p>Comply with the National Quality Framework</p> <p>Comply with the National Quality Framework legislation</p>	Working With Children Check