



St Andrew's Parish

CORPUS CHRISTI PRIMARY SCHOOL

29 RUSSELL STREET, WERRIBEE VIC. 3030

Child Safety Roles and Responsibilities

<p>Parish Priest – governing authority in the school and the proprietor of Corpus Christi Primary School</p> <p>Principal – delegate of the Parish Priest in the administration of the school</p> <p>Deputy Principal/s – delegate to the Principal in the Principal’s absence. Part of the school leadership team</p>	<p>The principal, the school governing authority and school leaders at Corpus Christi Primary School recognise their 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.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • creating an environment for children and young people to be safe and to feel safe • upholding high principles and standards for all staff, clergy, volunteers, and contractors • promoting models of behaviour between adults and children and young people based on mutual respect and consideration • ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff • ensuring that school personnel have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters • providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to child and young people’s protection and wellbeing • ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 870. • ensuring the school takes specific action to protect children from abuse in line with the three new criminal offences introduced under the Crimes Act 1958 (Vic.) and in line with the PROTECT: Identifying and responding to all forms of abuse in Victorian schools.
<p>All staff including teachers, school officers, cleaners, maintenance personnel,</p>	<p>Responsibilities of school staff (school employees, volunteers, contractors and clergy) include:</p>

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<p>volunteers and occasional helpers.</p> <p>All parish staff who may have contact with the school on occasions</p>	<ul style="list-style-type: none"> • treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care • following the legislative and internal school processes in the course of their work, if they form a reasonable belief that a child or young person has been or is being abused or neglected • maintaining VIT registration, National Police checks and WWCC as applicable • providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured • undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people • assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse • adhering to the school’s Child Safe Code of Conduct • actively seek, report and prevent foreseeable events of abuse and/ or injury • respond appropriately to any disclosure regarding the abuse of a child, as outlined in the school’s Child protection- Reporting Obligations Policy
<p>Child Safety Officers – Including the Principal and one other appointee (Corpus Christi Student Wellbeing Leader)</p>	<p>Responsibilities of the school’s Child Safe Officers include:</p> <ul style="list-style-type: none"> • Understanding and following the school’s Child Protection – Reporting Obligations Policy • Ensure that Child Safety documentation is updated regularly and made available to all stakeholders • Provide training opportunities for staff regarding the school’s policies and the obligations of staff • Ensure that all staff and contractors have a copy of Child Safe Code of Conduct and that these have been signed • Complete a comprehensive Child Safety Risk Assessment matrix and update this each year • Ensure that staff have access to the Four Critical Actions for Schools and PROTECT: Identifying and responding to all forms of abuse in Victorian

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	<p>schools documents to support their understanding of child abuse indicators, procedures and obligations to respond and report incidents, disclosures and suspicions of child abuse</p> <ul style="list-style-type: none"> • Be a support to staff who have had a disclosure made to them about a child abuse instance, or who have formed a belief that an abuse is occurring because of their observations • Ensure that detailed records are maintained of <ul style="list-style-type: none"> -any suspicions that staff may have -any disclosures to staff re child abuse -any reports that are made • Ensure that all processes are undertaken in accord with the requirements as set out in the Ministerial Order • To support students who disclose child abuse in relation to self or others • Ensure that the victims of abuse are supported in any way possible and are removed from harms way if the situation is occurring at school • To facilitate discussion and clarification of what has happened with teachers, student and parents • If the report is about a staff member – ensure that proper protocols are met eg: informing police • Attend CEM Child Safe professional learning opportunities and Wellbeing Network meetings to ensure current compliance and best practices are implemented
<p>Child Safe Team (comprised of Principal, Deputy Principal/s and Student Wellbeing Leader)</p>	<p>Responsibilities of the school’s Child Safe Team include:</p> <ul style="list-style-type: none"> • Provide school support when the Child Safe officers are absent from school • Provide support to staff to implement the Child Safe curriculum • Facilitate the ongoing support of the student Child Safe Team, and facilitate dialogue between students, staff and the leadership team around child safe promotion and response to student needs • Assist the promotion of a Child Safe culture across the school community • Support Child Safe officers and school staff to maintain, monitor and review Child Safe practices; such as Policies, Procedures, Risk Assessment Registers, etc.

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Related Policies

Child Safe Policy

Child Protection Reporting Obligations Policy

Child Safety – Risk Assessment Guide

Authorised by: Ms Linda Roynic, Principal

Date reviewed: 2020

Next review: 2024 or sooner if needed

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