

Child Protection Officer Position Description

The Child Protection Officer plays an essential role in ensuring that Monivae College is a child safe school and includes:

- leading the school's child safety culture;
- ensuring that child safety is a standard item on staff and board meetings and reporting to the board where necessary;
- developing and enhancing the school's child safety strategies;
- proactively monitoring the effectiveness of child safety strategies and reviewing the strategies on the risk register to mitigate child safety risks;
- informing staff and board of changes or modifications to the risk register;
- collaborating with the OHS Officer in reducing risks in the environment that effect child safety;
- coordinating reviews of the child safety strategies;
- communicating the school's child safety strategies to the school community;
- overseeing the training of staff (including contractors and volunteers) on the school's child safety strategies;
- leading or delivering programs for children about the school's child safety strategies;
- developing policies, procedures and supporting documentation including communications and resources;
- attending CEO briefings on the Child Safe Standards;
- self-auditing the school's adherence to Ministerial Order 870;
- ensuring all school staff complete the annual Mandatory Reporting online training;
- providing advice to staff, students and families on child safety matters;
- documenting, collating and maintaining all records pertaining to reporting child safety issues;
- being provided with time release as appropriate to fulfill the duties outlined; and
- receiving regular training and opportunities to develop understanding and expertise in this role.

Warning – Uncontrolled when printed! The current version of this document is kept on the Monivae College intranet.

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