

Key Roles and Responsibilities

Langwarrin Primary School (LPS) procedure identifies the positions/people who are responsible for:

- Promptly managing the school's response to an allegation or disclosure of child abuse;
- Responding appropriately to a child who makes or is affected by an allegation of child abuse;
- Monitoring overall school compliance with this procedure; and
- Managing an alternative procedure if the person allocated responsibility for responding is unavailable.

LPS procedure states that fulfilling the roles and responsibilities contained in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of abuse.

<i>Role</i>	<i>Responsibilities/Key Activities</i>	<i>Allocated Person</i>
Child Safety Officer	<ul style="list-style-type: none"> • To provide authoritative advice, raise awareness and train school community in areas of Child Safe; • Act as a source of support, advice and expertise to staff on matters of child safety; • Liaise with the principal and school leaders to maintain the visibility of child safety; • Lead the development of the school's child safety culture, including being a child safety champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety; • Ensure the school's policies are known and used appropriately; • Ensure the school's child safety policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework; • Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in the school in this; • Be alert to the specific needs of children in need, those with special educational needs and young carers; • Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them; • Keeping their skills up to date with appropriate training carried out every two years; • Having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so; 	Brittany Taylor – School Psychologist

	<ul style="list-style-type: none"> ● Be able to keep detailed, accurate, secure written records of concerns and referral; ● Ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff. 	
Principal Class	<ul style="list-style-type: none"> ● To provide authoritative advice, raise awareness and train school community in areas of Child Safe; ● Act as a source of support, advice and expertise to staff on matters of child safety; ● Lead the development of the school's child safety culture, including being a child safety champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety; ● Ensure the school's policies are known and used appropriately; ● Ensure the school's child safety policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework; ● Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in the school in this; ● Be alert to the specific needs of children in need, those with special educational needs and young carers; ● Be alert to the specific needs of children in need, those with special educational needs and young carers; ● Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them; ● Keeping their skills up to date with appropriate training carried out every two years; ● Having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so; ● Be able to keep detailed, accurate, secure written records of concerns and referral; ● Ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff; ● Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance. 	<p>Mark Moorhouse – Acting Principal</p> <p>Nicola Pepper – Assistant Principal</p> <p>Rowan Balzary – Acting Assistant Principal</p>
Leadership Team	<ul style="list-style-type: none"> ● Liaise with the principal and school leaders to maintain the visibility of child safety; ● Be alert to the specific needs of children in need, those with special educational needs and young carers; ● Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them; ● Keeping their skills up to date with appropriate training carried out every two years; ● Having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child 	<p>Anastasia Vrionis – STEM Leading Teacher</p> <p>Heather Tucker – Literacy Learning Specialist</p> <p>Jennie McDonald – Prep Learning Specialist</p>

	<p>protection case conference to be able to attend and contribute to these effectively when required to do so;</p> <ul style="list-style-type: none"> ● Be able to keep detailed, accurate, secure written records of concerns and referral; ● Ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff; ● Make sure staff are aware of training opportunities and the latest DHHS and DET policies and guidance. 	
School Psychologist/ Chaplain	<ul style="list-style-type: none"> ● Liaise with the principal and school leaders to maintain the visibility of child safety; ● Be alert to the specific needs of children in need, those with special educational needs and young carers ● Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them; ● Keeping their skills up to date with appropriate training carried out every two years; ● Having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so; ● Be able to keep detailed, accurate, secure written records of concerns and referral. 	<p>Brittany Taylor – School Psychologist</p> <p>Donna Hunter – Chaplain</p>
All Staff	<ul style="list-style-type: none"> ● Liaise with the principal and school leaders to maintain the visibility of child safety; ● Be alert to the specific needs of children in need, those with special educational needs and young carers; ● Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them; ● Keeping their skills up to date with appropriate training carried out every two years; ● Be able to keep detailed, accurate, secure written records of concerns and referral. 	