



ST MARY'S COLLEGE

A SCHOOL FOR ALL

Child Safety Team – Terms of Reference

- Child Safe Standard 1: Culturally safe environments*
- Child Safe Standard 2: Leadership, governance and culture*
- Child Safe Standard 3: Child and student empowerment*
- Child Safe Standard 5: Diversity and equity*
- Child Safe Standard 6: Suitable staff and volunteers*
- Child Safe Standard 7: Complaints processes*
- Child Safe Standard 8: Child safety knowledge, skills and awareness*
- Child Safe Standard 9: Child safety in physical and online environments*

St Mary's College has appointed the people listed below as the College's Child Safety Officers (Child Safety Team). Each Child Safety Officer is available to answer any questions that staff, parents or students may have with respect to our Child Protection and Safety Policy and the Child Protection Program. The Child Safety Team meet a minimum of once a term and as needed.

The following staff have been appointed as the College's Child Safety Officers (Child Safety Team):

Michael Lee, St Mary's College Acting Principal
Shaun Lancashire, St Mary's College Deputy Principal (Senior Child Safety Officer)
Catherine McMahon, St Mary's College Student Counsellor
Chris Pye, St Mary's College Director of Students
Chris Sodaitis, St Mary's College Learning Diversity Leader

Child Safety Officer Responsibilities

Child Safety Officers are selected based on several considerations, namely:

- their personal attitudes, experiences and beliefs, for example, a person who is non-judgmental, calm, resilient and demonstrates a high degree of integrity and respect for confidentiality;
- their role within the College, for example, a person who has seniority and experience working with complex student and family issues at the College and someone who is readily accessible and available to all members of the College community; and
- their personal profile within the College, for example, a person who is approachable, who students and staff trust and who is willing and able to respond to issues personally and sensitively.

Key responsibilities for the College's Child Safety Officers include:

- having a good working knowledge of the College's child protection policies and procedures;
- being a point of contact for staff, or other members of the College community, raising child protection concerns within the College;
- communicating the College's child protection policies and procedures to all stakeholders including students, parents/carers, staff, volunteers and contractors;
- on behalf of EREA, ensuring that the College's Child Protection Program is being effectively implemented;
- ensuring that all staff, College Advisory Council members, Direct Contact Volunteers and Direct Contact Contractors undertake child protection training so that they are able to identify signs of abuse, neglect and grooming, understand how to respond and when to make a referral either internally or to an external agency;
- on behalf of EREA, reviewing and managing the College's child protection policies and procedures, specifically the College's Procedures for Responding to and Reporting Allegations of Child Abuse;
- inducting and managing the training of new staff and volunteers in the College's child protection policies and procedures, specifically our Procedures for Responding to and Reporting Allegations of Child Abuse;
- ensuring that there are clear procedures to allow people to report reportable conduct matters within the College;
- providing all staff, Direct Contact Volunteers and Direct Contact Contractors with a copy of the College's Child Protection and Safety Policy and key contact numbers for reporting child protection concerns;
- where authority is delegated from the Principal, promptly managing the College's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously;
- promoting child protection issues within the College community and responding to general queries with respect to the College's Child Protection Program;
- acting as "Child Protection Champions" and ensuring a strong and sustainable child protection culture is embedded within the College; and
- offering assistance and support when a member of the College community receives or makes a disclosure of harm or abuse.

Senior Child Safety Officer

The College Deputy Principal is the College Senior Child Safety Officer. The Senior Child Safety Officer has an important role in the implementation and operation of our Child Protection Program.

Key responsibilities of the Senior Child Safety Officer include:

- being a first point of contact for all child protection concerns or queries for the wider community;
- ensuring that other Child Safety Officers understand and comply with their key responsibilities;
- ensuring that all Child Safety Officer undergo appropriate annual training in the College's child protection policies and procedures, their legal responsibilities, and how to appropriately respond to child protection concerns and incidents;
- coordinating the College's response to child protection incidents in consultation with the Principal and the EREA Regional Director; and
- ensuring that the College's child protection policies and procedures are effectively implemented and communicated to all relevant stakeholders.

Child Safety Team

The Child Safety Team will meet at least twice per school term and in addition whenever child safe incidents arise.

Contact our Child Safety Team

Our Child Safety Team Members listed above can be contacted by calling the College office on (03) 9529 6611 or emailing childsafety@stmaryscollege.vic.edu.au.

Our Senior Child Safety Officer – Deputy Principal, Shaun Lancashire, can be emailed directly: deputyprincipal@stmaryscollege.vic.edu.au.

Related documents

Ministerial Order No. 1359 – Child Safe Standards
Child Safeguarding (Safety and Wellbeing) Policy and Procedures
Child Safeguarding (Responding and Reporting Obligations) Policy and Procedures

Approval

Reviewed and approved by EREA Board: 7 August 2020

Review

Updated to Ministerial Order No. 1359: 1 July 2022
Date of next review by the College: 2023