



Burwood Heights Primary School and Kindergarten

Educating the whole child

Burwood Heights Primary School's Job Categories – Child Safety

Burwood Heights Primary School is committed to child safety and establishing and maintaining child safe and child friendly environments, where all children feel valued and safe; including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, children with disabilities and vulnerable children. All members of our school community, regardless of job role, collectively share responsibility for promoting child safe practices, as ensuring the safety and protection of all children in our education and care, is everyone's job. This includes management, teachers, administrators, parents and guardians, volunteers, contractors and students.

Detailed below are the categories of jobs for all school staff at Burwood Height Primary School. Each category stipulates the job title, duties and responsibilities and qualifications of each job, in relation to child safety.

Assistant Principal

The Assistant Principal position requires an individual to hold a four-year, degree-qualification in Education or equivalent, and full registration from the Victorian Institute of Teaching. Assistant Principals are mandatory reporters, who must undertake the 'Protecting Children: Mandatory Reporting and Other Obligations' eLearning module annually.

The role of the Assistant Principal regarding child safety is to:

- Provide a child safe environment in accordance with the child safe standards
- Demonstrate high-level expertise and experience in child safe practices
- share in decision-making regarding child safe practices
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- contribute to the development, implementation and review of child safe policies, programs and operations
- manage and integrate child safe resources to the school
- organise training and education on child safety to all members of the community
- comply with child safe regulatory and legislative requirements and Department policies and procedures
- support the Child Safety Officer in their job role
- manage the performance and development of all staff, in line with the school's code of conduct
- Report all incidents, suspicions and disclosures of child abuse to the Principal and relevant authorities; including Victoria Police, DHHS Child Protection, Child FIRST, DET Security Services Unit, Employee Conduct Branch, Student Incident and Recovery Unit, and external support services
- Support the Principal in managing child abuse incidents, suspicions and disclosures from members of staff, volunteers, contractors and students

Child Safety Officer

At our school, the Child Safety Officer position requires an individual to hold a four-year, degree-qualification in Education or equivalent, and full registration from the Victorian Institute of Teaching. Therefore, Child Safety Officers are mandatory reporters, who must undertake the 'Protecting Children: Mandatory Reporting and Other Obligations' eLearning module annually.

The role of the Child Safety Officer regarding child safety is to:

- 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 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.
- Be authoritative in providing advice by keeping their skills up to date with appropriate training
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- 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.

Classroom Teacher

The Classroom Teacher position requires an individual to hold a four-year, degree-qualification in Education or equivalent, and full registration from the Victorian Institute of Teaching. Classroom Teachers are mandatory reporters, who must undertake the 'Protecting Children: Mandatory Reporting and Other Obligations' eLearning module annually.

The role of the Classroom Teacher regarding child safety is to:

- Provide a child safe environment in accordance with the child safe standards
- Demonstrate high-level expertise and experience in child safe practices
- Promote and model exemplary child safe practices, in line with the code of conduct
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Share in the development of effective child safe practices and operations
- Share in the planning of child safe curricula
- Deliver child safe curricula

- Participate in professional learning, including child safety-related training and education
- Comply with child safe regulatory and legislative requirements
- Report all incidents, suspicions and disclosures of child abuse to the Principal and relevant authorities; including Victoria Police, DHHS Child Protection, Child FIRST, DET Security Services Unit, Employee Conduct Branch, Student Incident and Recovery Unit, and external support services

Early Childhood Educator

The Early Childhood Educator position requires an individual to hold a Certificate III or Diploma in Early Childhood Education or equivalent. All Early Childhood Educators have a duty of care to ensure the safety and protection of all children in their education and care. They are therefore, strongly encouraged to undertake the 'Protecting Children: Mandatory Reporting and Other Obligations' eLearning module annually.

The role of the Early Childhood Educator regarding child safety is to:

- Provide a child safe environment in accordance with the child safe standards
- Provide basic physical and emotional care for students
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Support teaching staff in the delivery of child safe curricula
- Demonstrate expertise and experience in child safe practices
- Model child safe practices
- Model the child safe code of conduct
- Provide feedback to management regarding the effectiveness of child safe policies and practices
- Participate in professional learning, including child safety-related training and education
- Comply with child safe regulatory and legislative requirements
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Report all incidents, suspicions and disclosures of child abuse to the Principal and relevant authorities; including Victoria Police, DHHS Child Protection, Child FIRST, DET Security Services Unit, Employee Conduct Branch, Student Incident and Recovery Unit, and external support services

Early Childhood Teacher

The Early Childhood Teacher position requires an individual to hold a four-year, degree-qualification in Education or equivalent, and full registration from the Victorian Institute of Teaching. Early Childhood Teachers are mandatory reporters, who must undertake the 'Protecting Children: Mandatory Reporting and Other Obligations' eLearning module annually.

The role of the Early Childhood Teacher regarding child safety is to:

- Provide a child safe environment in accordance with the child safe standards
- Demonstrate high-level expertise and experience in child safe practices
- Promote and model exemplary child safe practices, in line with the code of conduct

- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Share in the development of effective child safe practices and operations
- Share in the planning of child safe curricula
- Deliver child safe curricula
- Participate in professional learning, including child safety-related training and education
- Comply with child safe regulatory and legislative requirements
- Report all incidents, suspicions and disclosures of child abuse to the Principal and relevant authorities; including Victoria Police, DHHS Child Protection, Child FIRST, DET Security Services Unit, Employee Conduct Branch, Student Incident and Recovery Unit, and external support services

Education Support Class Employee

Education Support Class positions are diverse and cover the delivery of support services that include school administration and operations, school support services and direct student and teaching support. Education Support staff are hired based on their aptitude, experience and/or qualifications to fulfill the specific requirements of their position. All Education Support staff have a duty of care to ensure the safety and protection of all children in their education and care. They are therefore, strongly encouraged to undertake the 'Protecting Children: Mandatory Reporting and Other Obligations' eLearning module annually.

The role of the Education Support Class Employee regarding child safety is to:

- Provide a child safe environment in accordance with the child safe standards
- Provide basic physical and emotional care for students
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Support teaching staff in the delivery of child safe curricula
- Demonstrate expertise and experience in child safe practices
- Model child safe practices
- Model the child safe code of conduct
- Provide feedback to management regarding the effectiveness of child safe policies and practices
- Participate in professional learning, including child safety-related training and education
- Comply with child safe regulatory and legislative requirements
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Report all incidents, suspicions and disclosures of child abuse to the Principal and relevant authorities; including Victoria Police, DHHS Child Protection, Child FIRST, DET Security Services Unit, Employee Conduct Branch, Student Incident and Recovery Unit, and external support services

Leading Teacher

The Leading Teacher position requires an individual to hold a four-year, degree-qualification in Education or equivalent, and full registration from the Victorian Institute of Teaching. Leading

Teachers are mandatory reporters, who must undertake the 'Protecting Children: Mandatory Reporting and Other Obligations' eLearning module annually.

The role of the Leading Teacher regarding child safety is to:

- Provide a child safe environment in accordance with the child safe standards
- Demonstrate high-level expertise and experience in child safe practices
- Model exemplary child safe practices in line with the code of conduct
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Work with the school leadership team to develop effective child safe practices and operations
- Lead and model the implementation of child safe curriculum planning and delivery
- Share in the provision of professional learning, including child safety-related training and education
- Support the management of selected staffs' performance and development, in line with the school's code of conduct
- Comply with child safe regulatory and legislative requirements and Department policies and procedures
- Report all incidents, suspicions and disclosures of child abuse to the Principal and relevant authorities; including Victoria Police, DHHS Child Protection, Child FIRST, DET Security Services Unit, Employee Conduct Branch, Student Incident and Recovery Unit, and external support services

Learning Specialist

The Learning Specialist position requires an individual to hold a four-year, degree-qualification in Education or equivalent, and full registration from the Victorian Institute of Teaching. Learning Specialists are mandatory reporters, who must undertake the 'Protecting Children: Mandatory Reporting and Other Obligations' eLearning module annually.

The role of the Learning Specialist regarding child safety is to:

- Provide a child safe environment in accordance with the child safe standards
- Demonstrate high-level expertise and experience in child safe practices
- Model exemplary child safe practices
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Work with the school leadership team to develop effective child safe practices and operations
- Lead and model the implementation of child safe curriculum planning and delivery
- Share in the provision of professional learning, including child safety-related training and education
- Support the management of selected staffs' performance and development, in line with the school's code of conduct
- Comply with child safe regulatory and legislative requirements and Department policies and procedures

- Report all incidents, suspicions and disclosures of child abuse to the Principal and relevant authorities; including Victoria Police, DHHS Child Protection, Child FIRST, DET Security Services Unit, Employee Conduct Branch, Student Incident and Recovery Unit, and external support services

Principal

The Principal position requires an individual to hold a four-year, degree-qualification in Education or equivalent, and full registration from the Victorian Institute of Teaching. Principals are mandatory reporters, who must undertake the 'Protecting Children: Mandatory Reporting and Other Obligations' eLearning module annually.

The role of the Principal regarding child safety is to:

- lead and facilitate a child safe environment in accordance with the child safe standards
- Demonstrate high-level expertise and experience in child safe practices
- share in decision-making regarding child safe practices
- involve staff, students and the community in the development, implementation and review of child safe policies, programs and operations
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- contribute to the school's child safe policies and processes
- manage and integrate child safe resources to the school
- facilitate training and education on child safety to all members of the community
- comply with child safe regulatory and legislative requirements and Department policies and procedures
- support the Child Safety Officer in their job role
- manage the performance and development of all staff, in line with the school's code of conduct
- Report all incidents, suspicions and disclosures of child abuse personally formed, or reported by school staff, volunteers, contractors or students, to all relevant authorities; including Victoria Police, DHHS Child Protection, Child FIRST, DET Security Services Unit, Employee Conduct Branch, Student Incident and Recovery Unit, and external support services.