

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
- 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
- oversee 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
- is provided with time release as appropriate to fulfill the duties outlined
- receives regular training and opportunities to develop understanding and expertise in this role

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Child Protection and Safety	Approved Date: June 2018
Approval Authority: Board Directors	Review Date: 2019