

School Safeguarding Contact Person

Catholic Education Northern Territory is committed to the safety, wellbeing and empowerment of all children, young people and vulnerable adults. This commitment is drawn from, and inherent to, the teaching and mission of Jesus Christ with love, justice and the sanctity of each human person at the heart of the Gospel. We recognise and uphold the dignity and rights of all children and young people, and have zero tolerance for child abuse and exploitation.

Role Description

- Promotes awareness of, and adherence to, the Safeguarding Commitment Statement, the Catholic Diocese of Darwin Safeguarding Children and Vulnerable Adults Policy, the Code of Conduct and all related policies.
- Ensures information regarding the services available and possible strategies to support the safeguarding of children, young people and vulnerable adults is accessible.
- Is the first point of contact for children, young people, parents, families, staff, volunteers and visitors regarding safeguarding concerns.
- Liaises within the school community in facilitating the safeguarding and protection of children, young people and vulnerable adults.
- Implements targeted age-appropriate abuse prevention programs for students in the school.
- Liaises within the school community to promote community activities and campaigns which raise awareness of children's rights and the prevention of child abuse.
- Ensures a Working With Children Clearance (Ochre Card) register is maintained for staff, volunteers and for contractors and that a register for school visitors is maintained.
- Ensures a Safeguarding Code of Conduct sign off sheet is completed by volunteers working with children and young people.
- Ensures Risk Assessments for safeguarding children and young people are completed, adhered to and regularly reviewed.
- Ensures all paperwork, e.g. Ochre Card registers, Risk Assessments and Code of Conduct, is securely filed.
- Ensures appropriate training in safeguarding children, young people and vulnerable adults is provided for staff and volunteers. Training to include best practice, managing risk, privacy and confidentiality, procedures when one has concerns, and mandatory reporting requirements.
- Ensures a list of people who have completed training is securely filed.

Reporting

- Reports regularly and as necessary to Principal, school leadership team and School Board on safeguarding concerns, activities and breaches.
- Responds to and report concerns regarding safeguarding children and young persons to the Diocese Integrity Officer / Child Safety Coordinator
- Ensures reports are completed and sent as required to the Integrity Officer / Child Safety Coordinator.

TO BE SIGNED BY THE ROLE HOLDER:

School/ College: _____

I have read and I understand this task description: Name: _____

Signature: _____ Date: _____