



Child Safety Officer Role Description

1. Position Title

Child Safety Officer

2. Reporting To

Presidents of School Committee

3. Purpose of the Role

The Child Safety Officer (CSO) is responsible for **ensuring the safety, wellbeing, and protection of all children** participating in the organisation's programs.

The CSO acts as the **primary point of contact for child safety concerns, incidents, or reports** and ensures that the organisation complies with its **Child Safe policies and NSW child protection requirements**.

4. Key Responsibilities

1. Policy Implementation and Compliance

- Implement and monitor the school's **Child Safe Policy, Code of Conduct, and Reporting Procedures**.
- Ensure all staff, volunteers, and contractors are aware of and comply with child safety policies.
- Maintain up-to-date knowledge of **NSW Child Safe Standards** and legal obligations.

2. Receiving and Responding to Reports

- Act as the **first point of contact** for any child safety concerns or incidents.
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- Receive reports from staff, volunteers, parents, and children regarding suspected abuse, neglect, or unsafe practices.
 - Take appropriate **action in line with reporting procedures**, including referral to external authorities when required.
3. **Record Keeping**
- Maintain **confidential records** of child safety incidents, reports, and follow-up actions.
 - Ensure documentation meets legal and organisational requirements.
4. **Support and Guidance**
- Provide advice and support to staff, volunteers, and parents on child safety issues.
 - Promote a **culture of safety and vigilance** within the school community.
5. **Training and Awareness**
- Assist in delivering **child safety training** to staff, volunteers, and committee members.
 - Encourage **child participation and voice** in safety matters where appropriate.
6. **Monitoring and Risk Management**
- Monitor and review **child safety practices and risk management strategies**.
 - Recommend improvements to policies, procedures, and school environment to enhance child protection.
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5. Key Selection Criteria

- Knowledge of **child protection laws and NSW Child Safe Standards**.
 - Strong understanding of **child development, safeguarding, and abuse prevention**.
 - Ability to maintain **confidentiality, discretion, and professionalism**.
 - Excellent **communication and interpersonal skills**.
 - Ability to respond **calmly and appropriately in urgent situations**.
 - Experience in **record keeping and reporting procedures**.
 - Commitment to **equity, inclusion, and cultural safety**.
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6. Mandatory Requirements

- Valid **Working With Children Check (WWCC)**.
 - Current **First Aid and CPR certificates** (preferred).
 - Willingness to undertake ongoing **child safety training**.
 - Understanding and commitment to the school's **Child Safe Code of Conduct**.
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7. Responsibilities to the Organisation

- Uphold the **values and principles of the school**, including respect, integrity, and inclusiveness.
- Act as a **role model for child-safe behaviour**.
- Collaborate with school leadership and external agencies to ensure **children's safety is the top priority**.

8. Review of Role

This role description will be reviewed **annually** or as required to reflect changes in **legislation, policies, or organisational structure**.

This Child Safety Officer Role Description ensures the school has a **clear framework for child protection responsibilities** and demonstrates compliance with **NSW Child Safe Standards**.

9. Approval

- Approved by: Midori Niwa, Chie Hiraoka, Haruna Ozawa
- Position: Presidents of School Committee
- Date: 28/03/2026