



## Position Description

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**Position title:** Child Safety Officer

**Reports to:** CLV Committee (with operational delegation to COO)

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### Role Purpose

The Child Safety Officer is responsible for leading the strategic and operational implementation of child safety initiatives across Community Languages Victoria (CLV) and its member schools. This role ensures that the organisation and affiliated schools meet all legal obligations under the Victorian Child Safe Standards, Ministerial Orders, and sector-specific requirements.

This role ensures that CLV and its affiliated schools meet all legal obligations under the Victorian Child Safe Standards, Ministerial Orders, and other applicable legislation. The Officer also ensures that legislative changes and reforms (e.g. Social Services Regulator reforms from 2026) are incorporated into policy, training, and practice.

Acting as the key compliance advisor, the Officer drives policy development, compliance monitoring, incident management, legislative implementation, and training delivery, and plays a central role in fostering a child-safe and culturally safe environment across CLV's linguistically diverse school network.

### Key Accountabilities

Key Result Areas	Key Responsibilities
Child Safety Oversight	<ul style="list-style-type: none"> <li>Develop, implement, and review CLV's Child Safety and Wellbeing Policy and supporting procedures.</li> <li>Ensure alignment with the 11 Victorian Child Safe Standards and promote best practice.</li> <li>Investigate and respond to child safety concerns, complaints, or incidents.</li> <li>Support school leaders to manage child safety risks and foster safe environments for all students, especially those from Aboriginal, CALD, and vulnerable backgrounds.</li> <li>Conduct regular school visits, site inspections, and risk reviews to assess the implementation of safety measures and identify areas for improvement.</li> </ul>
Compliance Management	<ul style="list-style-type: none"> <li>Lead CLV's legislative compliance efforts, ensuring all legal obligations are met under the Child Wellbeing and Safety Act, Reportable Conduct Scheme, Mandatory Reporting, VRQA Minimum Standards, and future reforms such as the Social Services Regulator framework.</li> <li>Embed compliance processes into CLV's broader governance system, policies, and templates, working closely with the Committee and affiliated schools.</li> </ul>



	<ul style="list-style-type: none"> <li>● Implement and maintain a Child Safety compliance monitoring and audit framework across affiliated community language schools.</li> <li>● Prepare written reports for the CLV Committee and regulatory bodies (VRQA, Social Service Regulator, Department of Education), including analysis of incident trends, non-compliance risks, and school progress against action plans.</li> </ul>
<p>Training &amp; Development</p>	<ul style="list-style-type: none"> <li>● Identify and respond to emerging training needs across the sector.</li> <li>● Assist in the design and delivery of child safety training programs to school principals, child safety officers, teachers, and volunteers, with tailored content for culturally diverse audiences.</li> <li>● Ensure training includes updates on legislative changes, new risk management strategies, incident reporting obligations, and sector reforms.</li> <li>● Lead CLV’s contribution to PD events, workshops, and conferences, ensuring compliance topics are addressed in all leadership and operational sessions.</li> </ul>
<p>Community and Stakeholder Engagement</p>	<ul style="list-style-type: none"> <li>● Serve as the central point of contact for child safety-related concerns within the CLV community.</li> <li>● Liaise with parents, volunteers, school committees, and external child protection agencies to promote awareness and ensure culturally responsive practices as required.</li> <li>● Organise information sessions and community outreach events to strengthen engagement with families and build understanding of child safety responsibilities.</li> <li>● Work collaboratively with organisations such as the Department of Education, Social Services Regulator, VRQA, and multicultural community bodies.</li> </ul>
<p>Reporting and Documentation</p>	<ul style="list-style-type: none"> <li>● Maintain confidential, well-organised, and legally compliant records of child safety incidents and compliance activities.</li> <li>● Provide the CLV Committee with regular reports, highlighting trends, risks, key issues, and improvement recommendations.</li> <li>● Ensure consistency and accuracy in reporting obligations to external bodies and within CLV's governance structure.</li> <li>● Assist schools with incident response, including advising on investigation procedures, record keeping, and escalation to appropriate authorities when required.</li> <li>● Coordinate with schools and regulatory agencies to ensure incidents are managed with care, procedural fairness, and cultural sensitivity.</li> <li>● Support schools to meet their obligations under the Reportable Conduct Scheme and VRQA Standards.</li> <li>● Maintain confidential, compliant records of all child safety incidents, investigations, outcomes, and communications.</li> </ul>



Additional Duties	<ul style="list-style-type: none"><li>• Undertake other responsibilities consistent with the role, as directed by the Committee.</li></ul>
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### **Qualifications and Certificates**

- Degree in Social Work, Education, Child Protection, Psychology, Community Services, or a related field.
- Current employee Working with Children Check
- Current National Police Check

### **Experience and Skills**

- Extensive knowledge of the Victorian Child Safe Standards, Reportable Conduct Scheme, and other regulatory frameworks.
- Experience managing child safety programs in educational or community settings.
- Strong understanding of culturally safe and inclusive practice.
- Demonstrated ability to embed legislative changes into governance systems, update policies, and deliver training based on those changes.
- Strong understanding of cultural safety, child development, and sector-specific child protection risks.
- Excellent communication, facilitation, and stakeholder engagement skills.
- Ability to lead complex projects, manage competing demands, and influence at Committee and school level.
- Sound judgement, problem-solving, discretion, and decision-making skills in sensitive or high-risk scenarios.
- A positive can-do attitude.
- A current Working with Children and Police Check
- Car and driver's licence

### **Workplace Health and Safety Obligations**

All employees are required to:

- Take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations. Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to the COO.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.



**Employee Position Declaration**

I have read and understand the requirements and expectations of the above position description. I agree that I can fulfil the requirements of the position and accept my role in fulfilling the key accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Print Name

Employee Signature

Date