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| **Position Title:** | **CHILD PROTECTION ADVISOR** |
| **Department:** | Anglican Schools Commission (ASC) |
| **Location:** | 413 Ann Street, Brisbane CBD |
| **Employment Status**: | Please refer to letter of employment |
| **Reports To:** | Executive Director ASC |
| **Direct Reports:** | NIL |
| **Key Relationships /Interactions:** | **Internal:** Director of Professional Standards, Diocesan Anglican Schools and Education and Care Services |
| **External:** Police, other Government Agencies and key partners in other educational institutions |

**The Organisation**

The Anglican Schools Commission provides strategic direction, advice and policy development services to support Anglican schools and Education and Care Services (ECS) within the Anglican Church Southern Queensland.

The Anglican Schools Commission the delivery of services in Anglican schools and ECS by:

* providing strategic direction in relation to delivery of educational services including services which enhance student safety and wellbeing;
* developing system-wide policies, procedures, guidelines and resources to support staff and volunteers;
* undertaking strategic research and project development in key areas of service delivery;
* providing advice and support to leaders, governing bodies and staff;
* facilitating consultation and encouraging communication/co-operation among schools and ECS, between schools/ECS and the ASC and with relevant government and non-government partners;
* liaising with federal, state and local governments and other education bodies/agencies on matters relating to education and the provision of government funds and resources for non-government schools; and
* monitoring the operations and financial management of Anglican schools and ECS of the Anglican Church Southern Queensland to ensure optimum development of the schools and ECS.

**The Position**

Through the provision of advice, resources, training and networking, the Child Protection Advisor helps to ensure that Anglican schools and ECS:

* protect children and young people in their care from harm by any person;
* endeavour to enhance the safety and wellbeing of children and young people enrolled at the school or ECS;
* implement and comply with all child protection obligations and responsibilities including those under legislation and the *Student Protection in Anglican Schools Policy and Procedures* (schools) or the *Child Protection in Anglican Education and Care Services Policy and Procedures* (ECS);
* are aware of actions they can take to support vulnerable children and families and try to prevent children, young people and families from future involvement with statutory child protection agencies;
* receive the support and training they require to respond in a timely way to all suspected abuse, neglect or inappropriate behaviour.

The Child Protection Advisor will work in accordance with the values and ethos of the Anglican Church and will comply with the relevant Diocesan Code of Conduct (as supplied with the Contract of Employment).

**Key responsibilities**

# Support and advice

# The Child Protection Advisor will provide support and advice to schools and ECS on:

# child protection matters including reports to Child Safety and the Queensland Police Service (the police);

# matters that do not meet the threshold for a report to Child Safety or police but would benefit from referral to support services;

# matters that may be classified as inappropriate behaviour by a staff member or volunteer;

# legislative and policy or procedural requirements in relation to reporting or referring;

# relevant contacts or agencies within the local child protection service system;

# education planning and support for students in out of home care including those in foster care, kinship care and licensed residential care services;

# support for staff and volunteers impacted by child protection matters;

# elements of new or existing Child and Youth Risk Management Strategies; and

# possible abuse prevention strategies and programs.

# The Child Protection Advisor will support the Executive Director ASC by providing information and advice on:

# trends and issues in relation to child protection across Anglican schools and ECS;

# changes to legislation in relation to child protection or out of home care that may impact on school or ECS practices, policies or systems; and

# issues arising from reviews, reports, Inquiries or inter-agency committees that may impact on the ASC, Anglican schools or ECS or existing practices, policies or systems.

# Policy development

# The Child Protection Advisor will develop, help implement and/or review ASC policies, procedures and supporting resources in relation to:

# child protection;

# abuse prevention;

# out of home care; and

# any other associated matters, as required by the Executive Director.

# Training and awareness raising

# As required, the Child Protection Advisor will develop and implement child protection and out of home care training and information resources for schools and ECS including:

# online training modules/resources;

# workshops for Student Protection Advisors, ECS Director/Coordinators and other staff and volunteers;

# train-the-trainer materials for delivery by school and ECS staff;

# sessions for pupil free days;

# presentations and information resources for Heads of Schools and governing bodies;

# any other resources or materials as required or identified as beneficial for staff, volunteers, parents, children and young people or school/ECS communities; and

# the child safety and wellbeing pages on the ASC website and ensure all content and links on these pages are current.

# Consultation and networking

# The Child Protection Advisor will:

# build and maintain relationships with key agencies including Child Safety, the Police, Department of Education and Training and other partners such as the Queensland Family and Child Commission;

# represent the ASC on cross agency working groups and committees and internal working groups;

# as required, consult with key stakeholders in the state and non-state education systems on issues impacting on child protection processes and procedures in schools; and

# undertake research or project development activities as required by or agreed with the Executive Director.

# Other duties and requirements

The Child Protection Advisor will:

# comply, at all times, with relevant confidentiality and privacy obligations;

# maintain appropriate records;

# undertake other requirements relevant to the position and/or delegated by the Executive Director, provided that those requirements are safe, legal and within the employee’s abilities.

**Position specific requirements/qualifications**

The successful candidate must have:

1. a current Drivers Licence;
2. a current Positive Notice (Blue Card) for Child Related Employment.

Prior to appointment, the successful candidate will also be screened against the Anglican Church of Australia National Register.

The successful candidate may be required to undertake travel across the Diocese including overnight travel to schools or ECS outside of Brisbane.

**Key selection criteria**

The successful candidate will need to be able to fulfil each of the key selection criteria required of this role including:

1. Knowledge of child protection legislation, practice and systems, including the *Child Protection Act 1999* and relevant provisions in the *Education (General Provisions) Act 2006* and the *Education (Accreditation of Non-State Schools) Act* and the ability to understand and implement legislation, policy and procedures in relation to child protection and out of home care and provide timely professional advice.
2. Understanding of, or the ability to rapidly gain an understanding of, issues in relation to child protection and out of home care within schools and ECS.
3. Demonstrated ability to develop, implement and review policies, procedures, guidelines, information resources and/or training materials/programs.
4. Demonstrated ability to plan and undertake projects to completion and manage conflicting priorities within strict timeframes.
5. Demonstrated ability to communicate professionally, develop effective interpersonal relationships and productive partnerships/networks and represent the ASC, as required, on working parties and committees.