

Child Safety Officer - Role Description

Studio V School of Dance

Role Title	Child Safety Officer (CSO)
Also Holds	Studio Director
Incumbent	Vassiliki (Vassie) Catalano
Organisation	Studio V School of Dance
ABN	42 725 118 251 (Vassiliki Catalano)
Effective Date	June 2026
Review Date	December 16th, 2026
Contact	Info@studiov.com.au 0414 712 458

1. Purpose of the Role

The Child Safety Officer is Studio V’s designated leader for child safety compliance. The CSO is responsible for overseeing the implementation of Studio V’s Child Safety & Wellbeing Policy across all 11 Victorian Child Safe Standards, managing child safety concerns and complaints, maintaining compliance registers and documentation, and ensuring that Studio V’s child safety culture is embedded and continuously improved.

The CSO role is held by Vassiliki (Vassie) Catalano in her capacity as Studio Director. This dual role ensures that child safety is never deprioritised and that the most senior person in the organisation is personally accountable for child safety outcomes.

2. Key Responsibilities

Policy and Governance

- Maintain, review, and update the Studio V Child Safety & Wellbeing Policy suite across all 11 standards
- Ensure all policies are version-controlled, signed off, and publicly available on the Studio V website
- Oversee the Annual Child Safety Policy Review Meeting in Term 4 each year
- Ensure compliance with the Victorian Child Safe Standards and all relevant legislation.

- Chair the Studio V Child Safety and Safeguarding Committee, which meets at the commencement of each school term to oversee implementation of the Child Safety & Wellbeing Policy across all 11 standards

Complaints and Incident Management

- Receive and respond to all Tier 2 and Tier 3 child safety concerns and complaints
- Manage the Studio V Complaints and Concerns Register and Incident Report Forms
- Make all decisions about external reporting to Child Protection, Victoria Police or other authorities
- Ensure mandatory reporting obligations are met without delay
- Cooperate fully with any external investigation

Staff and Volunteer Management

- Ensure all staff, contractors, and volunteers hold current WWCCs and maintain the WWCC and Qualifications Register
- Oversee staff induction and ensure all induction checklists are completed and signed
- Maintain the Staff Training Register and ensure all training obligations are met
- Deliver or coordinate the Studio V Internal Child Safety Training Session annually
- Conduct or oversee the Staff Induction process for all new staff and contractors

Environment and Risk

- Oversee the Studio V Child Safety Risk Register and ensure it is reviewed annually
- Ensure Term Commencement Venue Safety Checks are completed before all performances and offsite activities
- Maintain the Studio V Venue Register

Community Engagement

- Ensure the Child Safety & Wellbeing Policy and Statement of Commitment are publicly accessible on the Studio V website at all times
- Communicate child safety updates to staff, families and students as required
- Serve as the named, accessible point of contact for all child safety concerns from students, families, staff, and the community
- Designate and support a Deputy Safety Officer (currently Caitlin Adams) who is authorised to receive and escalate child safety concerns in the absence of the Child Safety Officer, and who serves as a member of the Studio V Child Safety and Safeguarding Committee

3. Authority

The Child Safety Officer has the authority to:

- Stand down any staff member or volunteer from student contact pending investigation of a child safety concern
- Make reports to external authorities (Child Protection, Victorian Police, CCYP, VRQA) on behalf of Studio V

- Initiate interim policy reviews at any time
- Access all Studio V child safety records and registers

4. Contact Details

The Child Safety Officer’s contact details are publicly listed on the Studio V website and in all studio V child safety policy documents.

Name	Email	Phone
Vassiliki (Vassie)Catalano	info@studiov.com.au	0414 712 458

5. Review

The role description is reviewed annually at the Term 4 Annual Child Safety Policy Review Meeting.

Version	Date	Summary
1.0	June 2026	Initial role description - established as part of VRQA rectification process, May 2026

Approved By	Signature	Date
Vassiliki Catalano		