

## CHILD PROTECTION PROCEDURES

### INTRODUCTION

The safety, protection and wellbeing of all students is of fundamental importance to the School. All people at Central Coast Steiner School have obligations relating to the safety, protection and welfare of students. The school is explicit in communicating and enacting its Child Protection Procedures and involving the whole community in this process in an active, ongoing way. Our **Child Protection Policy** and **Child Protection Procedures** outline measures for prevention, protection and response.

### Relevant Legislation

There are four key pieces of specific child protection legislation in New South Wales:

- (i) the Children and Young Persons (Care and Protection) Act 1998 (NSW) (the **Care and Protection Act**);
- (ii) the Children's Guardian Act 2019 (the **Children's Guardian Act**);
- (iii) the Child Protection (Working With Children) Act 2012 (NSW) (the **WWC Act**); and
- (iv) the Crimes Act 1900 (the **Crimes Act**)

### Employment and Induction of Staff

**All staff must have a current WWCC.**

**Responsible:** Principal, Business Manager

A register is maintained for all staff to ensure validation and currency of WWCC. Verifying, recording, monitoring and maintaining records of the currency of WWCC's for all staff is the responsibility of the Business Manager. The register is maintained in a secured file on the school server. Verification of the WWCC must be completed before a staff member begins child-related work.

**Communication:** The Principal informs all staff, including casual and temporary teachers, about their Child Protection obligations at induction. A signed copy of the School's Child Protection Policy is submitted to the Principal before a staff member begins child-related work. Casual teachers applying to work at the school are treated as staff i.e., WWCC verification, reference checks, eTAMS listing and inductions are complete before casual teachers engage in child-related work.

**Documents provided and referred to at induction:** Child Protection Policy and Procedures, Staff Code of Conduct. Specific reference is made to:

- Reportable conduct obligations
- Non-condoning of corporal punishment of actions that are of a threatening or belittling nature
- Staff are not to be alone in a room with a student unless there is an open door or line of sight
- Risk management responsibilities
- Supervision obligations: all staff are advised of the need for careful supervision of students in all aspects of the School's operations and all off- site excursions.

## CHILD PROTECTION PROCEDURES

### Child Protection Training

**Responsible:** Principal, Business Manager

- The Business Manager maintains a record that all staff have received the Child Protection Policy and files the signed statement of the staff member.
- All staff receive Child Protection training annually. The training resources used are accessed through the AIS and other relevant agencies- see: *Resources* below.
- The focus of the annual Child Protection training covers the enactment of the School's Child Protection Policy, staff responsibilities as well as specific themes e.g., Identifying and Responding to Children and Young People at Risk, NSW Reportable Conduct and Allegations against Employees.
- All staff receive documentation and Child Protection updates throughout the year. These are discussed and clarified at College, faculty meetings, administrative meetings, WHS meetings and in email communication. Records of staff receiving and reading important updates e.g., to the Child Protection Procedures is maintained by the Principal.
- Staff participation at Child Protection training is mandatory. The school provides several options in order to reach part time or absent staff.
- Any absent staff receive email communication by the Assistant to the Principal. Staff who were unable to take part in the annual Child Protection training must provide evidence of participation at alternate training/ online variant approved by the Principal.
- Records of participation in annual Child Protection training are kept by the Assistant to the Principal and the Principal.
- Staff who are employed in the course of the year are given a Child Protection induction and asked to provide evidence of their last Child Protection training. If there has been insufficient training, an online option can be accessed through the AIS. Records are maintained by the Principal.

### External Tutors and Providers Engaged in Child-related Work

**Responsible:** Principal, Operations Manager, Teachers

- All external tutors and providers engaged in child-related work must have a current WWCC.
- Musical tutors engaged by the school through the Conservatorium of Music engage in mandated Child Protection training. Confirmation of this annual training is the responsibility of the Operations Manager. Other music tutors engage in training provided by the School. Documentation is maintained by the Operations Manager. The induction procedures for all contractors engaging in child-related work (who are not supervised by teachers) includes a meeting with the Principal to inform them about their Child Protection obligations.
- Other specialist training staff e.g., circus skills must have a current WWCC and teach in the presence of a teacher.
- Verifying, recording, monitoring and maintaining records of the currency of WWCC's for all external tutors and providers engaged in child-related work is the responsibility of the Operations Manager. Documentation is maintained by the Operations Manager in a secured file on the School server.
- The School's Child Protection Policy is to be signed and returned prior to the person engaging in child-related work.

See: [External Tutors and Providers Engaged in Child-related Work Guidelines](#)

## CHILD PROTECTION PROCEDURES

### After-School-Care Staff

**Responsible:** Operations Manager

The after-school-care provider, Laivoi Pty Ltd, is an independent Approved Provider operating on the school premises. As an Approved Provider, Laivoi is required to ensure that the OSHC regulations are addressed (Early Childhood National Law and Regulations).

Confirmation and documentation of compliance is maintained by the Operations Manager.

### Volunteers and Student Teachers

**Responsible:** Principal, Operations Manager, Teachers

- All volunteers who are not close relatives of current students must have a current WWCC.
- Close relatives (Parents, Guardians, Grandparents) of current students do not require a current WWCC, for on-site short-term activities, (such as assisting with reading groups).

The following exceptions apply:

Close relatives of current students who:

- volunteer to go on overnight school camps
- work with students with significant disability
- or provide formal mentoring programs must have a current WWCC.

See: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/employer/who-needs-a-working-with-children-check>

- All volunteers who are not close relatives of current students have an induction process which includes a meeting with the Principal. They are given a copy of the school's Child Protection Policy and submit a signed copy to the school. Their responsibilities are explained by the Principal and any questions addressed prior to starting as a volunteer engaged in child-related work at the school.
- All volunteers, including close relatives of current students, are supervised and work in the presence of a teacher.
- All student teachers must have a current WWCC. They are supervised and work in the presence of a teacher.
- Documentation relating to Volunteers is maintained by the Operations Manager in a file on the server.
- Documentation relating to Student Teachers is maintained by the Enrolments Officer in a file on the server.

### Visitors Accessing School Site

**Responsible:** Administration staff, all staff

- All visitors who are not close relatives of current students must sign in and out of premises and are asked to wear a visitor's badge. All visitors remain in the presence of a staff member whilst on the school property.
- Staff members are requested to introduce themselves and ask about the identity of any unidentified individual on property.

## CHILD PROTECTION PROCEDURES

### Contractors and External Providers not Engaged in Child-related Work

**Responsible:** Operations Manager, Administration staff, all staff

- All consultants and contractors are identified and must sign in at the office.
- All consultants and contractors must demonstrate compliance with the Child Protection procedures of both the school and the engaged company. An induction checklist is provided by the Operations Manager.
- All consultants and contractors are made aware that, if they witness any matters of a Child Protection nature, they are to inform the Principal or Deputy Principal directly. The School administration team will enable direct access to the Principal or Deputy Principal.

See: [Contractors and External Providers not Engaged in Child-related Work Guidelines](#)

### Community Responsibilities

**Responsible:** Principal, teachers, all staff

#### Parent Community Network (PCN):

The PCN members are inducted to the Code of Conduct, which makes explicit reference to Child Protection. This Code of Conduct is hanging in the PCN room.

#### Contact for Parents/Guardians:

The Principal is the contact point for Parents/Guardians if they wish to report an allegation of reportable conduct against an employee. Parents/Guardians are advised at enrolment that they can access the Principal at any time if they have any concerns of a Child Protection nature.

#### Community Education:

The School explicitly promotes an understanding that Child Protection is everyone's responsibility. Child Protection and Child Safe practices are discussed with every prospective family at the enrolment interview. The understanding that Child Protection is everyone's responsibility is maintained through meetings, supervision reminders, information provided about school events etc.

### Mandatory Reporting

**Responsible:** Principal, all staff, Chair of Board of Directors

- All concerns of risk of significant harm are to be communicated by all staff to the Principal either verbally or in writing: [principal@ccrss.nsw.edu.au](mailto:principal@ccrss.nsw.edu.au)
- The Mandatory Reporting Guidelines (MRG) are used by the Principal
- The Principal notifies the Police as required e.g., peer on peer assault allegations
- The Principal maintains hard copies of relevant documentation in the locked filing cabinet in the Principal's office in files labelled: **Child Protection (relevant year)**
- Timely reporting of all concerns by staff is required, as outlined in the Child Protection Policy and training, however, further investigation is not required
- The Principal provides evidence of MRG notification to relevant staff

See: [Child Protection Policy](#)

## CHILD PROTECTION PROCEDURES

### Raising Concerns, Complaints and Allegations

- All community members and people are made aware that our school is a child-safe environment and that they have rights and responsibilities in keeping students safe and raising matters of concern. This is addressed by the Principal at every enrolment interview and employment interview and induction.
- Concerns, complaints or allegations of misconduct or reportable conduct against staff are directed verbally or in writing to the Principal: [principal@ccrss.nsw.edu.au](mailto:principal@ccrss.nsw.edu.au) and are addressed by the Principal.
- Any concerns, complaints or allegations of misconduct or reportable conduct relating to the Principal are to be directed verbally or in writing to the Chair of the Board of Directors: [chair@ccrss.nsw.edu.au](mailto:chair@ccrss.nsw.edu.au).
- In addressing these matters, the principles of Procedural Fairness apply at all times.

### Resources

**Responsible:** Principal

In addition to the School's Policies and Procedures, all staff are given regular access to online training e.g., through the AIS, resources, updates, factsheets etc.

- <http://www.keepthemsafe.nsw.gov.au/home>
- <https://reporter.childstory.nsw.gov.au/s/topiccatalog>
- <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/training-and-resources>

The Office of the Children's Guardian (OCG) has passed legislation that embeds the 10 Child Safe Standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse in the *Children's Guardian Act, 2019*.

Explicit reference to the Child Safe Standards will be included in the annual Child Protection training for all staff.

Child Safe Standards documentation will be displayed in staff rooms and the PCN.

- <https://ocg.nsw.gov.au/resources/introduction-child-safe-standards-and-child-safe-scheme>
- [https://ocg.nsw.gov.au/sites/default/files/2021-12/g\\_CSS\\_GuidetotheStandards.pdf?Embed=Y](https://ocg.nsw.gov.au/sites/default/files/2021-12/g_CSS_GuidetotheStandards.pdf?Embed=Y)

## CHILD PROTECTION PROCEDURES

# The Child Safe Standards





## **CHILD PROTECTION PROCEDURES**

**Last review date:23/02/20224**

**These guidelines will be periodically reviewed and updated to ensure their relevance and effectiveness. Any revisions will be communicated, and the guidelines made accessible to relevant parties.**

Reviewed: 11/03/2024 RM