

CHILD PROTECTION PROCEDURES

PURPOSE

The Central Coast Steiner School recognises that effective Child Protection requires clear communication of responsibilities, regular training for staff, and shared commitment across the school community to creating a child-safe environment. 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** document measures for prevention, protection and response.

LEGISLATIVE FRAMEWORK

These are the key pieces of child protection-related legislation applicable to schools in New South Wales:

- the Education Act 1990 (NSW);
- the Children and Young Persons (Care and Protection) Act 1998 (NSW);
- the Child Protection (Working with Children) Act 2012 (NSW);
- the Child Protection (Working with Children) Regulation 2013 (NSW);
- the Children's Guardian Act 2019 (NSW);
- the Crimes Act 1900 (NSW); and
- the Civil Liability Act 2002 (NSW)

EMPLOYMENT AND INDUCTION OF STAFF CHILD PROTECTION TRAINING

Responsible: Principal, Business Manager

All staff must have a current WWCC.

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 point of employment. Training is provided prior to them engaging in child related work. A signed copy of the School's **Child Protection Policy** is also submitted to the Executive Assistant/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 (where applicable), eTAMS listing and inductions are completed before casual teachers engage in child-related work.

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

- Forms of child abuse, as defined in the **Child Protection Policy**
- Reportable conduct obligations
- Non-condoning of corporal punishment or threat thereof
- Visibility and accountability: staff are not to be alone in a room with a student unless there is an open door or line of sight

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- 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.

The Business Manager maintains documentation that all staff have received the **Child Protection Policy** and files the signed statement of all staff members.

CHILD PROTECTION TRAINING

Responsible: Principal, Executive Assistant

- All staff receive Child Protection training annually, prior to, or in the course of Term 1.
- All new staff take part in Child Protection training prior to engaging in child-related work.
- Staff participation at Child Protection training is mandatory. The school provides several options in order to reach part time or absent staff.
- A register of completed annual Child Protection training is maintained by the Executive Assistant/Principal.
- Staff who are employed in the course of the year are given a Child Protection induction and asked to provide evidence of their most recent Child Protection training. Online training can be accessed through *Independent Schools NSW*. Records are maintained by the Executive Assistant/Principal.
- The focus of the annual Child Protection training covers the enactment of the School's **Child Protection Policy and Procedures**, 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, Peer-on-Peer Abuse etc.
- 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.

EXTERNAL TUTORS AND PROVIDERS ENGAGED IN CHILD RELATED WORK

Responsible: Principal, Executive Assistant, Operations Coordinator, Teachers

- All external tutors and providers engaged in child-related work must have a current WWCC.
- Musical tutors engaged by the school through the *Central Coast Conservatorium of Music* engage in mandated Child Protection training. Confirmation of this annual training is the responsibility of the Operations Coordinator.
- Other music tutors engage in training provided by the School. Documentation is maintained by the Operations Coordinator.
- The induction procedures for all contractors engaging in child-related work (who are not supervised by teachers) includes a verification of their most recent Child Protection training, provision of the School's **Child Protection Policy** and as required, a meeting with the Principal to inform them about their Child Protection obligations, and provision of training.
- 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 Coordinator. Documentation is maintained by the Operations Coordinator in a secured file on the School server.

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- 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**

STEINER AFTER SCHOOL STAFF

Responsible: Operations Coordinator

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 Coordinator.

AFTER SCHOOL ACTIVITIES STAFF

Responsible: Operations Coordinator, Deputy Principal, Principal

All after-school-care activities are provided by contractors who are compliant with Child Protection obligations and hold current WWCC. Documentation is maintained by the Operations Coordinator. Regular quality assurance observations are conducted by the Operations Coordinator, Deputy Principal and Principal.

VOLUNTEERS

Responsible: Principal, Operations Coordinator, 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 in the presence of teacher, (such as assisting with craft or reading groups).

The following exceptions, whereby relatives do require a current WWCC 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 have an induction process and receive Child Protection training. 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.
- Documentation relating to Volunteers is maintained by the Operations Coordinator in a file on the server.

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STUDENT TEACHERS

Responsible: Business Manager, Executive Assistant

- All student teachers must have a current WWCC. They are supervised and work in the presence of a teacher.
- Documentation relating to Student Teachers is maintained by the Executive Assistant in a file on the server.

VISITORS ACCESSING THE SCHOOL SITE

Responsible: Administration staff, all staff

- All visitors who are not close relatives of current students must sign in and out of premises, using the Compass digital sign in, 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.

CONTRACTORS AND EXTERNAL PROVIDERS NOT ENGAGED IN CHILD RELATED WORK

Responsible: Operations Coordinator, 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 Coordinator.
- 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 Code of Conduct** makes explicit reference to Child Protection. This Code of Conduct and the **Childsafe Standards** are publicly displayed 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. This includes any concerns or complaints about staff conduct.

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

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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
- 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**

RAISING CONCERNS, COMPLAINTS AND OR 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/Deputy 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 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.
- 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 Independent Schools of NSW, 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>
- <https://dcj.nsw.gov.au/children-and-families/information-for-multicultural-families-and-communities/recognising-child-abuse.html>
- <https://reporter.childstory.nsw.gov.au/s/article/Glossary>

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*.

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

Child Safe Standards documentation (see below) is 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

Staff engage in ongoing updates as to how the School reviews, maintains and improves its implementation of the **Child Safe Standards**.

The Child Safe Standards



REVIEW

These **Child Protection Procedures** will be periodically reviewed, at least annually, and updated to ensure relevance and effectiveness. Any revisions will be communicated, and the guidelines made accessible to relevant parties.

Reviewed: 17/03/2026 Principal