



CHRYSALIS STEINER SCHOOL

educating the whole child

CHILD PROTECTION HANDBOOK
A SHARED APPROACH TO CHILD SAFETY AND WELLBEING – JANUARY 2024

CHILD PROTECTION POLICY

Approval and Review	Details
Document Owner	Education Director K-12
Responsible	Lisa O'Donnell, Education Director K-12
Issue Date	25 January 2024
Effective Date	25 January 2024
Next Review Period	November 2024
Date this version approved:	18 December 2023
Approved by:	Education Director

Contents

- 1. INTRODUCTION.....
- 2. CHILD PROTECTION GENERALLY
- 3. AWARENESS AND TRAINING – SCHOOL BASED PREVENTATIVE STRATEGIES
- 4. WORKING WITH CHILDREN.....
- 5. MANDATORY REPORTING.....
- 6. REPORTABLE CONDUCT
- 7. CRIMINAL OFFENCES
- 8. EVALUATION AND REVIEW
- 9. DOCUMENT INFORMATION AND CONTROL.....
- 10. STAFF PROFESSIONAL DEVELOPMENT - 2024.....
- 11. ACKNOWLEDGEMENT FORM.....

1. INTRODUCTION

1.0 Summary Statement of commitment to Student Safety

Chrysalis School is committed to the safety, protection and wellbeing of all students and other children and young persons involved in activities at Chrysalis School (collectively, students). All students who come to Chrysalis School have the right to feel safe and be safe, including to be protected from abuse, maltreatment and harm. The School strives to provide a safe environment for all students; one where they feel safe and are safe, and to grow, and continually improve upon, its culture of child safety, from the highest levels of leadership down.

Our commitment to safeguarding students and preventing harm is embedded in our policies, codes and procedures, which collectively provide a framework that seeks to address risks to child safety.

Our approach to risk management recognises the potential risks to children and young people associated with our School's programs, activities and facilities and considers online, physical and psychological environments, and the diverse circumstances and vulnerabilities of children and young people.

Whilst particular responsibilities for student safety are addressed in various School policies (including this Policy) procedures, codes of conduct and role descriptions, Chrysalis School considers that student safety is a whole of school and community responsibility and seeks the involvement of the entire school community in ensuring the safety, protection and wellbeing of our students.

In the specific context of child protection, it is the School's policy that:

- All staff are required to:
 - o hold a Working with Children Check Clearance
 - o complete training in child protection including with respect to identification of child abuse and grooming, students at risk of significant harm and reportable conduct more broadly and relevant procedures to follow.
- All:
 - o suspected cases of child abuse or grooming and/or students at risk of significant harm are reported to the Department of Communities and Justice (DCJ) and/or the Police.
 - o reportable allegations are reported to the Children's Guardian.
- We:
 - o maintain up-to-date procedures to assist staff in identifying and reporting child abuse or grooming, students at risk of significant harm and reportable conduct more broadly.
 - o act immediately to ensure the safety of at risk or abused students.
 - o provide ongoing support and assistance to students who have been abused. o work collaboratively with relevant external agencies involved in student safety.

Chrysalis School expects any person engaged by the School or involved in the School's provision of educational services to students (including members of the School Council, employees, contractors and volunteers), to observe the highest standards of ethical behaviour and integrity in their conduct.

1.1 Purpose and scope

Purpose

This Policy sets out staff responsibilities for child protection and processes that staff must follow in relation to child protection matters. The Policy addresses and provides guidance on how to protect students who are suspected at being of risk of harm. It also addresses requirements around working with children and preventative strategies including training.

It is intended to be provided and made available to members of the School Board, employees,

contractors who work with children (including external providers) and certain volunteers (collectively, and for convenience, **staff**) during their employment or engagement with Chrystalis School to ensure a clear understanding of key concepts and their duties and obligations under the key items of child protection legislation in NSW.

Scope and Application

This Policy applies to all staff subject to any limitation of its operation arising out any applicable exemption or because the person is not engaged in child related work.

1.2 Key legislation and Child Safe Scheme

1.2.1 Key Legislation

There are four key pieces of child protection legislation in New South Wales: • The *Children and Young Persons (Care and Protection) Act 1998* (“Care and Protection Act”). • The *Child Protection (Working with Children) Act 2012* (“WWC Act”).

- The *Children’s Guardian Act 2019* (“Children’s Guardian Act”).
- The *Crimes Act 1900* (“Crimes Act”).

This Policy outlines the key concepts, definitions and obligations under the relevant legislation.

1.2.2 The Child Safe Scheme and the Child Safe Standards

Part 3A of the Children’s Guardian Act sets out the Child Safe Scheme.

The Child Safe Scheme gives the Office of the Children’s Guardian (OCG) additional powers to monitor and investigate how organisations implement the Child Safe Standards to support the safety and wellbeing of children and young people. Under the Scheme, certain child-related organisations including those in the education, early childhood, health and youth justice sectors, must implement the Child Safe Standards.

The OCG is an independent statutory body that promotes the interests, safety and rights of children and young people in NSW. The core functions of the OCG include administering Working With Children Checks, the Reportable Conduct Scheme and the implementation of the Child Safe Standards.

There are ten Child Safe Standards in NSW. They are:

1. Child safety is embedded in organisational leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld, and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child abuse are child focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how the organisation is child safe.

The School is committed to meeting these standards and continuously improving its child safe practices and culture. This Policy addresses some of the Standards.

1.3 Related policies

There are a number of other School policies that relate to child protection that staff members must be aware of and understand including (but not limited to):

- Staff and Volunteer *Codes of Conduct*, the *Code of Use of Electronic Facilities* and the *Social Network (Social Media) Policy*, (or any policies or Codes which replace one or more of these policies) which set out information about the standards of behaviour / conduct expected of all staff.
- *Procedures for Handling Allegations of Staff Misconduct, including Reportable Conduct*, which sets out how the School will deal with allegations about reportable conduct (and other types of staff misconduct which raise student protection issues) and how concerns may be raised.
- The *Complaints Handling Policy* which provides the process and steps taken by the School in addressing complaints.
- The *Work Health and Safety Policy* which summarises the obligations imposed by work health and safety legislation on the School, managers and supervisors/leaders and workers.
- *Discrimination, Harassment and Bullying Statement* – which summarises obligations in relation to unlawful discrimination, harassment and bullying.
- The School's Discipline Policy (including behavioural expectations and learner protocols) policies and procedures regarding bullying and anti-social behaviours.

The School has established clear procedures to enable members of the School community to have confidence that any concerns and grievances raised directly with the School will be treated seriously, and managed appropriately. For more information about these procedures, please refer to the *Complaints Handling Policy* and *Procedures for Handling Allegations of Staff Misconduct, including Reportable Conduct*.

The School also has an independent and confidential whistle-blower reporting service, the Chrysalis School Report Service, available for parents, students, staff and other members of the School community who wish to anonymously raise disclosable conduct, or any improper state of affairs or circumstances relating to the School or any related body corporate.

The Chrysalis School Report Service provides an accessible, confidential and independent channel, outside the School's internal procedures, to report disclosable conduct (including serious concerns about the safety or wellbeing of a student). For further information about the Chrysalis School Report Service, please refer to the *Disclosable Conduct Policy incorporating the Chrysalis School Report Service*.

1.4 Meaning of Education Director's Delegate(s)

The phrase "the Education Director or her delegate", means and includes the Education Director, and the Assistant Education Director K-10. The phrase also includes any other employee to whom the Education Director delegates all or part of her functions as the Head of School, as necessary and appropriate at a particular point in time.

1.5 Compliance and records – Responsibilities Generally

Education Director

The Education Director or her delegate(s) are responsible for monitoring compliance with this Policy and securely maintaining School records relevant to this Policy, including:

- Ensuring verification of working with children check clearances is undertaken and registers kept of: clearances held by staff members; acknowledgements given by staff members of reading and understanding this Policy and the Staff Code of Conduct; and the completion of relevant

training.

- Mandatory reports to the Department of Communities and Justice (DCJ), previously known as Family and Community Services including:
 - o determining whether concerns about the safety and wellbeing of students constitute risk of significant harm; and
 - o if concerns about the safety or wellbeing of students constitute risk of significant harm, reporting these to the DCJ in accordance with this Policy.
- Notifying the OCG of all allegations of reportable conduct and reportable charges or convictions and the outcome of reportable conduct investigations.

Staff Members

As a staff member, your responsibility is to comply with this Policy; in particular, to report to the Education Director (or her delegate), any concerns you have about the safety and wellbeing of students that arise during the course of your engagement with the School or interactions with students.

If there is an immediate danger that requires an emergency services response you should contact emergency services on triple zero (000) and the DCJ Helpline (on 132 111) straightaway.

All staff must be aware of their mandatory obligation to report suspected risk of significant harm to students, and reportable conduct and of the procedures for doing so – dealt with below and following.

You must also keep matters confidential and all records secure.

Staff members who fail to comply with this Policy may be in breach of their terms of employment or other engagement.

2. CHILD PROTECTION GENERALLY

2.0 Introduction

As noted above, the safety, protection and welfare of students is the responsibility of all staff and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen;
- obligations under child protection legislation; and
- obligations under work health and safety legislation.

2.1 Child protection concerns

There are different forms of child abuse. These include neglect, sexual, physical and emotional abuse.

Neglect is the continued failure by a parent or caregiver to provide a child with the basic things needed for his or her proper growth and development, such as food, clothing, shelter, medical and dental care and adequate supervision.

Sexual abuse is when someone involves a child or young person in a sexual activity by using their power over them or taking advantage of their trust. Often children are bribed or threatened physically and psychologically to make them participate in the activity. Child sexual abuse is a

crime.

Physical abuse is a non-accidental injury or pattern of injuries to a child caused by a parent, caregiver or any other person. It includes but is not limited to injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation.

Injuries include bruising, lacerations or welts, burns, fractures or dislocation of joints.

Hitting a child around the head or neck and/or using a stick, belt or other object to discipline a child or punishing a child (in a non-trivial way) is a crime.

Emotional abuse can result in serious psychological harm, where the behaviour of their parent or caregiver damages the confidence and self-esteem of the child or young person, resulting in serious emotional deprivation or trauma.

Although it is possible for 'one-off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or carer behaviour that is instrumental in defining the consequences for the child.

This can include a range of behaviours such as excessive criticism, withholding affection, exposure to domestic violence, intimidation or threatening behaviour.

A more comprehensive list of indicators of abuse is set out in Appendix One – Key Indicators of Abuse.

2.2 Child Wellbeing Concerns

Child Wellbeing Concerns are safety, welfare or wellbeing concerns for a child or young person that do not meet the mandatory reporting threshold, risk of significant harm, discussed in section 5.1.2.

2.3 Staff member responsibilities

Key legislation requires reporting of particular child protection concerns. As part of the School's overall commitment to child protection, and student wellbeing more broadly, all staff are required to report any child protection concern(s) (being concerns connected to a mandatory reporting obligation, where a child is at risk of significant harm) or concerns relating to reportable conduct, to the Education Director (or her delegate) for each campus and, in addition, any Child Wellbeing Concerns to a senior staff member in the student wellbeing leadership team (however described) and / or a school psychologist for the relevant campus, and, when away from campus, the director or coordinator of a particular activity.

Without limiting the above, consistent with legislative obligations, Chrysalis School requires all staff to report all allegations about staff misconduct (including reportable conduct) promptly to the Education Director or her delegate, and to the Business Operations Manager. This may be done face to face, by telephone, or by email.

If the allegation involves the Education Director, a report must be made to the Business Operations Manager or Chair of the Chrysalis Board.

Reporting is dealt with at parts 5, 6 and 7 below.

3. AWARENESS AND TRAINING – SCHOOL BASED PREVENTATIVE STRATEGIES

3.0 Policy Position

Chrysalis School is strongly opposed to all child abuse and is committed to providing comprehensive support for the prevention of harm to students and their protection from abuse, in order to minimise its occurrence. Amongst other things, Chrysalis School will:

- Seek to ensure awareness and acceptance by all staff of this Policy and the School's Staff or Volunteer Code of Conduct as applicable.
- Provide professional development and training for staff.
- Address student (child) safety within the curriculum.
- Partner with parents and the wider community.
- Adopt intentional recruitment practices, which take into account child protection considerations.

3.1 The School

The School is to provide all staff members with a copy of this Policy before commencement of employment and at the beginning of each school year or seasonal engagement.

Student (child) protection training is to be provided annually to all staff and must be provided without exception to all those who have direct contact with students, and to Mandatory Reporters, to inform them of their legal responsibilities relating to student protection, Mandatory Reporting under the Care and Protection Act, Reportable Conduct, professional boundaries and Working with Children Checks (WWCCs) and other relevant school expectations as well as the processes that the School has in place in relation to mandatory reporting and related procedures. During annual training, staff are to be informed of the obligations to notify and investigate allegations of reportable conduct and reportable convictions, consistent with the obligations set out in the Children's Guardian Act.

3.2 Staff members

All new staff members must read this Policy and sign the acknowledgement that they have read and understood the Policy, before commencement of employment. All staff members must read this Policy and sign the acknowledgement that they have read and understood the Policy, on an annual basis.

All staff members must participate in annual child protection training and additional training, as directed by the Education Director (or her delegate). The training complements this Policy and provides information to staff about their legal responsibilities related to child protection and School expectations, including:

- mandatory reporting;
- reportable conduct;
- working with children checks; and
- professional boundaries.

3.3 Child Safety within the Curriculum

Key elements of child safety will be covered within the PDHPE syllabus. Core content will include reading and learning activities related to recognising abuse; power in relationships; protection strategies; non-violent ways of relating; peaceful resolution of conflict; right for children to say no.

3.4 Partnership with Parents and the wider Community

The School recognises the importance of supporting our parents (and the Community) in maintaining positive relationships with their children. From time to time, the School will provide parent information, including hosting parent information evenings, that may assist students and their families to develop open lines of communication, including:

- Parenting skills;
- Child/adolescent development; and
- Appropriate use of internet and social media.

The School will also raise community and family awareness about general student safety issues, through information placed in School newsletters and through Class Meetings, Parent Education Nights and online webinars. The School will detail the student safety and protection strategies (such as training staff in best practices to ensure a safe environment) adopted through a letter to parents and / or newsletter.

3.5 Employment Procedures

In addition to complying with legislation with regard to the 'employment' screening addressed at part 4 below, the School will seek to recruit staff that would be suitable to work with students, strongly supportive of the School's anthroposophical ethos and have a focus on the pastoral needs and wellbeing of students.

4. WORKING WITH CHILDREN

4.0 Introduction

The WWCC Act protects children by requiring a worker to have a WWCC clearance or current application to engage in child related work (dealt with below) and not permitting certain people to engage in child related work. Engaging in child related work without a WWCC clearance may result in a fine or imprisonment.

The Office of the Children's Guardian (OCG) is responsible for determining applications for a WWCC clearance. This involves a national criminal history check and review of reported workplace misconduct findings. The result is either to:

- grant a WWCC clearance (generally valid for 5 years); or
- refuse a WWCC clearance – impose a bar (further applications cannot be made for 5 years).

In addition, the OGC may impose an interim bar on engaging in child related work on both applicants for a WWCC clearance and WWCC clearance holders.

WWCC clearance holders are subject to ongoing monitoring by the OGC.

4.1 Responsibilities for working with children checks

4.1.1 Staff members

Chrysalis School employees, members of the School Council, certain contractors and eligible volunteers (including those volunteers working at overnight camps) are required to:

- hold and maintain a valid WWCC clearance (the School acknowledges some exemptions do apply to volunteers);
- not engage in child-related work at any time that they are subjected to an interim bar or a bar;

- report to the Education Director (or her delegate) if they are no longer eligible for a WWCC clearance, the status of their WWCC clearance changes or they are notified by the OCG that they are subjected to a risk assessment; and
- notify the OCG of any change to their personal details within 3 months of the change occurring. Failure to do so may result in a fine;
- be aware of and follow the expectations of conduct expressed in the School Staff Code of Conduct.

It is the responsibility of each person engaged in child-related work to ensure that when they are eligible to apply for a WWCC clearance or when their Clearance is up for renewal they do apply or renew. It is an offense for an employee to engage in child-related work when they do not hold a WWCC clearance or if they are subject to a bar.

All volunteers are required to read and comply with the School's *Volunteer Code of Conduct*, which contains a section addressing child protection.

As noted above, some volunteers engaged in higher risk roles may be required to read and comply with the School's *Child Protection Policy* and/or *Staff Code of Conduct* and/or have a WWCC Clearance. The School may ask other volunteers to sign a form of Volunteer Statutory Declaration addressing matters covered by the Working with Children Check.

4.1.2 The School

The School (Business Operations Manager) is required to:

- Verify online and record the status of each child-related worker's WWCC clearance and maintain an up to date register of working with children clearances for all persons engaged in child-related work.
- Only employ or engage child-related workers or eligible volunteers who have a valid WWCC clearance; and remove from child-related work any staff member or volunteer who, after commencement, received a bar or interim bar.
- Notify the OCG of the findings made after completing a reportable conduct investigation, including whether a finding of reportable conduct has been made. A finding of reportable conduct in relation to sexual misconduct, a sexual offense or a serious physical assault must be referred to the OCG's Working with Children Check Directorate (WWCC Directorate).

It is an offense for an employer to knowingly engage a child-related worker who does not hold a WWCC clearance or who has a bar.

The Business Operations Manager is responsible for the verification of each individual's application or Clearance. A person must not verify their own application or Clearance. All documentation is to be maintained by the Business Operations Manager and copies of all documents are to be securely stored by the Systems Operations Staff Member.

4.2 Working with children check clearance

A WWCC clearance is authorisation under the WWC Act for a person to engage in child-related work. To qualify for a WWC screening, you must be over 18 years old. Consequently, as a matter of policy, Chrysalis School will not employ anyone under 18 years of age. However, students under 18 may work as volunteers (such as students helping out with sport or camps).

4.2.1 Child-related work

Child-related work involves direct contact (physical or face to face) by the worker with a child or children and that contact is a usual part of and more than incidental to the work. Child related

work includes, but is not limited to work in the following sectors:

- early education and child-care including education and care service, child-care centres and other child care;
- schools and other educational institutions and private coaching or tuition of children;
- religious services;
- residential services including boarding schools, homestays more than three weeks, residential services and overnight camps;
- transport services for children including school bus services, taxi services for children with disability and supervision of school road crossings; and
- counselling, mentoring or distance education not involving direct contact.

It includes work carried out by a worker engaged as a school cleaner and work carried out by contractors, volunteers on camp, music tutors and all camp staff.

The School's position is that all employees, members of the School Council, and most volunteers who work at Chrysalis School, including students performing voluntary work, providing care to children are child-related workers. Any queries about whether roles/duties engage in or involve child-related work should be directed to the Business Operations Manager or the Education Director.

4.2.2 Application/Renewal

An application or renewal can be made through Service NSW or its replacement agency. The process for applying for and renewing a WWCC clearance with the OCG involves a national police check and a review of findings of misconduct. If the OCG grants or renews a WWCC clearance, the holder will be issued with a number which is to be provided to the School to verify the status of a staff member's WWCC clearance.

4.2.3 Refusal/Cancellation

The OCG can refuse to grant a WWCC clearance or cancel a WWCC clearance. The person is then restricted from engaging in child-related work and not able to apply for another clearance for five years. Employers are notified by the OGC and instructed to remove such persons from child related work.

4.2.4 Interim bar

The OCG may issue an interim bar, for up to 12 months, to high risk individuals to prevent them from engaging in child-related work while a risk assessment is conducted. If an interim bar remains in place for six months or longer, it may be appealed to the Administrative Decisions Tribunal.

Not everyone who is subject to a risk assessment will receive an interim bar; only those representing a serious and immediate risk to children.

4.2.5 Disqualified person

A disqualified person is a person who has been convicted of, or against whom proceedings have been commenced for, a disqualifying offense outlined in Schedule 2 of the WWC Act. A disqualified person cannot be granted a WWCC clearance and is therefore restricted or barred from engaging in child related work.

4.3 Ongoing monitoring

The OCG will continue to monitor criminal records and professional conduct findings of all WWCC clearance holders through a risk assessment process.

4.3.1 Risk assessments

A risk assessment by the OCG is an evaluation of an individual's suitability for child-related work.

The OCG will conduct a risk assessment on a person's suitability to work with children when a new record is received which triggers a risk assessment. This may include an offense under Schedule 1, a pattern of behaviour or offenses involving violence or sexual misconduct representing a risk to children and findings of misconduct involving children.

4.4 Process for reporting to OCG

4.4.1 The School

Independent Schools, including Chrysalis School, are defined as a reporting body by the WWC Act.

The School is required to and will advise the OCG of the findings they have made after completing a reportable conduct investigation, including whether they have made a finding of reportable conduct. The OCG must refer a finding of reportable conduct in relation to sexual misconduct, a sexual offense or a serious physical assault, or a determination that a conviction is a reportable conviction, to its Working with Children Check Unit (or Directorate). If the OCG is of the opinion that there is a real and appreciable risk to the safety of children during the course of an investigation, the OCG must refer information about the employee the subject of the investigation to the WWCC Unit, for the purpose of considering an interim bar under section 17 of the WWC Act

With respect to 'serious physical assault' the OCG considers that:

A physical assault is not serious where:

- it only involves minor force; and
- it did not, and was not ever likely to, result in serious injury.

A physical assault is serious where:

- it results in the child being injured, beyond a type of injury like a minor scratch, bruise or graze;
or
- it had the potential to result in a serious injury; or
- the injury suffered may be minor, but the assault is associated with aggravating circumstances (in this regard, aggravating circumstances might include associated inhumane or demeaning behaviour by the employee, for example kicking a child, pulling a child by grabbing the child around the neck).

The School may also be obliged to report, amend or provide additional information to the OCG as outlined in the WWC Act and the Children's Guardian Act.

Section 35 of the WWC Act requires Chrysalis School to notify the OCG of findings of misconduct involving children made against a child related worker. An Entity (final) Report to the OCG under s 36 of the Children's Guardian Act of the findings at the conclusion of an investigation into a reportable allegation or determination regarding a reportable conviction, will satisfy this requirement.

4.4.2 Finding of misconduct involving children

The School will report any finding of reportable conduct to the OCG.

The School will inform the person subject of the finding that the OCG has been notified of a finding of reportable conduct and, where the finding is of sexual misconduct, a sexual offense or a serious physical assault involving children, that the finding will be referred to the OCG's WWCC Unit. The WWC Act enables a person who has a finding referred to the OCG under the Act to request access to the records held by the OCG in relation to the finding of misconduct involving children.

4.4.3 Other information

The School may also be required to provide information to the OCG that is relevant to an assessment of whether a person poses a risk to the safety of children, or the OCG's monitoring function.

5. MANDATORY REPORTING

The Care and Protection Act provides for mandatory reporting of children at risk of significant harm. A child is a person under the age of 16 years and a young person is aged 16 years or above but who is under the age of 18, for the purposes of the Care and Protection Act.

Note: As set out in clauses 2.2 and 2.3 above - any Child Wellbeing Concern – being a concern regarding the safety, welfare or wellbeing of a student below the threshold for mandatory reporting - must be reported to a senior staff member in the student wellbeing leadership team (however described) and / or a school psychologist for the campus attended by the student, even though a mandatory reporting obligation does not exist under the Care and Protection Act.

5.0 Who Is a Mandatory Reporter?

Under the Care and Protection Act, mandatory reporting applies to persons who:

- in the course of their employment, deliver services including health care; welfare, education, children's services and residential services, to children; or
- hold a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services including health care, welfare, education, children's services and residential services, to children.

All Chrysalis School employees and volunteers, working in a professional capacity, in roles as teachers, instructors, school psychologists or other role providing welfare to students, and health clinic nurses or other role providing health care to students, are mandatory reporters.

Persons in management roles including direct responsibility for, or direct supervision of, the provision of services including health care, welfare, education, children's services and residential services to students, are also mandatory reporters.

Other staff may also be mandatory reporters. Volunteers other than those working in a professional capacity, are generally not mandatory reporters, under the Act.

If you are not sure whether you are a mandatory reporter, or whether you are required to make a report, you should promptly speak to the Education Director.

5.1 Reports to Communities and Justice – What is the Threshold?

A mandatory reporter must, where they have reasonable grounds to suspect that a child (under 16 years of age) is at risk of significant harm, report to the Department of Communities and Justice (DCJ) as soon as practicable. The report must include the name, or a description, of the child and the grounds for suspecting that the child is at risk of significant harm. The Act allows for alternative

reporting arrangements.

In addition, while not mandatory, Chrysalis School considers that a report should also be made to the DCJ where there are reasonable grounds to suspect a young person (16 or 17 years of age) is at risk of significant harm and there are current concerns about the safety and wellbeing of the young person.

At Chrysalis School, as a matter of practice, and consistent with a Memorandum of Understanding between the former Department of Community Services and the peak bodies for non – government schools, an alternative reporting arrangement is in place. Where practicable, it is preferred that any report be made by the Education Director (or her delegate), where appropriate after an assessment by a member of the psychology team. However, this is not intended to prevent any mandatory reporter from making a mandatory report directly.

As a consequence of this alternative reporting arrangement, at Chrysalis School, and in the independent school sector more broadly, a mandatory reporter will meet their obligation if they report to the Education Director or her delegate. This centralised reporting model ensures that a person in the School has all of the information that may be relevant to the circumstances of the child at risk of significant harm and addresses the risk of the School not being aware of individual incidents that amount to cumulative harm.

If you consider that there is an immediate danger to a student (see below) and the Education Director or the Assistant Education Director or the Business Operations Manager, are not contactable, you should speak to the Police and/or the Child Protection Helpline (on 132 111) directly and then advise the Education Director or other member of the leadership team on the relevant campus, as soon as possible.

5.1.1 Reasonable grounds

'Reasonable grounds' refers to the need to have an objective basis for suspecting that a child or young person may be at risk of significant harm, based on:

- first-hand observations of the child, young person or family;
- what the child, young person, parent or another person has disclosed; and
- what

can reasonably be inferred based on professional training and / or experience.

'Reasonable grounds' does not mean a person is required to confirm their suspicions or have clear proof before making a report. However, staff should consider whether another person, when faced with similar information, would also draw the same conclusion that there are reasonable grounds for suspecting that a student may be at risk of significant harm. That is, whether their suspicions are well founded. If you have any concerns about whether you have 'reasonable grounds' for suspecting that a student may be at risk of significant harm, you should immediately speak to the Education Director.

5.1.2 Significant harm

A child or young person is 'at risk of significant harm' if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances:

- the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met;
- the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care;
- in the case of a child or young person who is required to attend school in accordance with the

Education Act 1990, the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act;

- the child or young person has been, or is at risk of being, physically or sexually abused or ill treated;
- the child or young person is living in a household where there have been incidents of domestic violence and as a consequence, the child or young person is at risk of serious physical or psychological harm;
- a parent or other caregiver has behaved in such a way towards the child or young person, that the child or young person has suffered or is at risk of suffering serious psychological harm; and
- the child was the subject of a pre-natal report under section 25 of the Care and Protection Act and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

What is meant by 'significant' in the phrase 'to a significant extent', is that which is sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent.

What is significant, is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or well-being.

The significance can result from a single act or omission or an accumulation of these.

The circumstances set out in the Act are broadly characterised as child abuse (maltreatment). There are different forms of child abuse. These include neglect, and physical, sexual, and emotional abuse as discussed at part 2.1 above. All suspicions on reasonable grounds that a student is at risk of significant harm in the circumstances set out in the Act, must be reported.

Mandatory reporters should use the Mandatory Reporter Guide (MRG) available on the DCJ Website to help them determine whether a student is suspected to be at risk of significant harm. The MRG is a structured decision making tool intended to complement mandatory reporters professional judgement and critical thinking.

The circumstances in the Care and Protection Act considered above focus on the effect of acts or omissions on a student – not the person acting or failing to act. If this person is a staff member, the conduct may be reportable conduct – separately reportable to OCG. This is dealt with in the section below dealing with the Children's Guardian Act.

5.3 Process for mandatory reporting

5.3.1 Staff members

Staff members must raise concerns about a student attending a particular campus who may be at risk of significant harm. The following provides the campus specific contact(s) with whom to raise such concerns:

On the Class 9 and 10 Campus:

With the Education Director or Assistant Education Director, or, if they are unavailable, the Business & Operations Manager.

On the Morning Star Campus:

With the Education Director or the Assistant Education Director or, if the Education Director is unavailable, the Business & Operations Manager.

In all cases, staff members must report their concerns as soon as possible to discuss whether the matter meets the threshold of 'risk of significant harm' and the steps required to report the matter.

However, as noted above, if there is an immediate danger to the student and the Education Director, Assistant Education Director, or the next most senior member of staff on the campus is not contactable, staff members should contact the Police and/or the Child Protection Helpline (13 21 11) directly and then advise the Education Director or next most senior member of staff at the Campus as soon as possible.

Staff members are not required to and must not, undertake any investigation of the matter. Staff members are not permitted to inform the parents or caregivers that a report to the DCJ has been made.

Staff members are required to deal with the matter confidentially and only disclose it to the persons referred to above or as required to comply with mandatory reporting obligations. Failure to maintain confidentiality will not only be a breach of this policy, but could incite potential civil proceedings for defamation.

5.3.2 The School

In general, the Education Director or Assistant Education Director, will report these matters to the DCJ and, where necessary, the Police. This is supported by the DCJ in accordance with best practice principles and the Memorandum of Understanding referred to above.

5.4 Process for reporting concerns about students

5.4.1 Staff members

The Care and Protection Act outlines a mandatory reporter's obligation to report to the DCJ concerns about risk of significant harm. However, to ensure centralised reporting, all staff members are required to report any concern regarding the safety, welfare and wellbeing of a student to the Education Director. Staff members who are unsure as to whether a matter meets the threshold of 'risk of significant harm', should report their concern to the Education Director or Assistant Education Director regardless.

Staff members are required to deal with all reports regarding the safety, welfare or wellbeing of a student confidentially and only disclose it to the Education Director and any/or other person the Education Director, or Assistant Education Director nominates.

WHAT SHOULD YOU DO IF A MANDATORY REPORT MAY BE REQUIRED?

As described above, reporting by the School about these matters to the DCJ and, where necessary, the NSW Police, is generally undertaken by the Education Director (or her delegate). This is supported by the DCJ in accordance with the Memorandum of Understanding with the former Community Services, covering the independent education sector and best practice principles, and is the expectation of Chrysalis School.

If you have a concern that a student is at risk of significant harm you should document your concern, and the reasons for your concerns, and contact the Education Director, or her delegate for the campus attended by the student, as set out at part 5.3.1 above, as soon as possible in person, by telephone or by email to discuss whether the case reaches the threshold of 'risk of significant harm' and the process of reporting/steps required to report the matter. Often the Education Director (or her delegate) will the School Counsellor- Nerida in the process.

If your concern arises from a disclosure by a student you should document the actual words spoken and any information volunteered regarding when, where, what, how and who was involved or saw anything.

However, if you consider that there is an immediate danger to the student and the Education Director, her campus delegate, or the next most senior member of staff is not immediately contactable, you should speak to the police and/or the Child Protection Helpline (on 132 111) directly and then advise the Education Director or next most senior member of staff at the School as soon as possible.

If the Education Director (or her delegate) reports the matter to the DCJ and confirms this with you, you are not required to make a further report. If the Education Director (or delegate) does not confirm to you that the matter has been reported to the DCJ, or advises you that they do not believe the circumstances warrant the matter being reported, then if, having spoken with the Education Director, or her delegate, you still consider that a student is at risk of significant harm, you should escalate the matter to the School Board Chairperson and/or call the Community Services Child Protection Helpline on 132 111.

In complying with your obligations as a mandatory reporter you are:

- not required to, and must not, undertake any investigation of the matter yourself; •

not to inform the parents or caregivers that a report to the DCJ has been made; and

- required to deal with the matter confidentially and only disclose it to the persons referred to above or as required to comply with your mandatory reporting obligations. Failure to maintain confidentiality will not only be a breach of this policy, but could expose you to potential civil proceedings for defamation.

WHAT SHOULD YOU DO IF YOU HAVE A CONCERN THAT IS BELOW THE MANDATORY REPORTING THRESHOLD?

While the Care and Protection Act outlines a mandatory reporter's obligation to report to the DCJ, as a staff member of Chrysalis School, any concern that you may have regarding the safety, welfare or wellbeing of a student must be reported as set out in clauses 2.2 and 2.3 above.

You are required to deal with all mandatory reports confidentially and only disclose a report to the Education Director (or her delegate) and any other person nominated by the Education Director (or delegate). Failure to do so will be a breach of this Policy.

REPORTING STUDENT-TO-STUDENT CONDUCT

There are a range of circumstances in which student-to-student conduct may be reportable, either to the DCJ or to the NSW police.

In the case of mandatory reporting to the DCJ, mandatory reporters are required to report circumstances of problematic sexual behaviour by a student toward another student (that is, conduct outside the bounds of normal sexual behaviour), including child-to-child sexual abuse.

Child-to-child sexual abuse can occur when a student involves another student in sexual activity. It can be physical, verbal or emotional and can include, but is not limited to, a student:

- kissing or holding another student in a sexual manner;
- exposing a sexual body part to a student;
- having sexual relations with a student;
- talking in a sexually explicit way;
- making obscene phone calls or remarks to a student;

- sending obscene messages to a student via technology including social media; and/or •

fondling a student in a sexual manner.

If you have any concern that problematic sexual behaviour by a student towards another student (including child-to-child sexual abuse) is occurring, you must immediately inform the Education Director (or her delegate for the campus(es) attended by the student(s)). If you are not sure whether the sexual behaviour is problematic, you should report the behaviour to the Education Director or her delegate(s).

The issue of bullying by a student is dealt with in the *Anti Bullying Policy (Students)* and the Student Discipline Policy. However, depending on the seriousness and nature of the alleged conduct – for example - physical assault, or threats of violence - the matter may also be reportable to the NSW Police. In such instances, you must immediately notify the Education Director (or her delegate).

6. REPORTABLE CONDUCT

6.0 Introduction

Part 4, of the Children's Guardian Act requires the Heads of Entities, including non-government schools in New South Wales, to notify the OCG of all allegations of reportable conduct and convictions considered to be reportable convictions involving an 'employee' and the outcome of the School's investigation of these allegations. Under the Children's Guardian Act, allegations of child abuse only fall within the reportable conduct jurisdiction if the involved individual is an employee of the relevant entity at the time when the allegation becomes known by the Head of Entity.

Reportable Conduct:

- involves a child (a person under the age of 18 years) at the time of the alleged incident; and
- involves certain defined conduct as described in the Act (see below).

The OCG:

- must keep under scrutiny the systems for preventing reportable conduct by employees of non government schools and the handling of, or response to, reportable allegations (including allegations which are exempt from notification) or convictions;
- must receive and assess notifications from non-government schools concerning reportable conduct or reportable convictions;
- is required to oversee or monitor the conduct of investigations by non-government schools into allegations of reportable conduct or reportable convictions;
- must determine whether an investigation that has been monitored has been conducted properly and whether appropriate action has been taken as a result of the investigation; and
- may:
 - o directly investigate an allegation of reportable conduct or make a determination about a conviction considered to be a reportable conviction against an employee of a non government school, or the handling of or response to such a matter (eg arising out of complaints by the person who is the subject of an allegation); and
 - o investigate the way in which a relevant entity has dealt with, or is dealing with, a report,

complaint or notification,

if the OCG reasonably believes it is in the public interest to do so.

6.1 Reportable conduct

Under the Children's Guardian Act, reportable conduct is defined as:

- a sexual offence;
- sexual misconduct;
- an assault against a child;
- ill-treatment of a child;
- neglect of a child;
- an offence under section 43B (failure to protect) or section 316A (failure to report) of the Crimes Act; and
- behaviour that causes significant emotional or psychological harm to a child.

Reportable conduct does not extend to:

- conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards (for example, a school teacher raising his or her voice in order to attract attention or restore order in a classroom, touching a child to guide or comfort the child or in order to attract the child's attention); or
- the use of physical force that, in all the circumstances, is trivial or negligible and the circumstances in which it was used have been investigated and the result of the investigation has been recorded in accordance with appropriate (workplace) procedures (for example: momentarily restraining a child to prevent the child hurting themselves or others).

6.1.1 Definitions

The following definitions relate to reportable conduct:

- **Sexual offence:** an offence of a sexual nature under a law of NSW, another State, a Territory, or the Commonwealth, committed against, with or in the presence of a child, such as:
 - o sexual touching of a child;
 - o sexual assault;
 - o sexual intercourse and attempted sexual intercourse;
 - o a child grooming offence;
 - o production, dissemination or possession of child abuse material; and
 - o deemed non-consensual sexual activity on the basis of special care relationships (the Crimes Act (s73) extends the age of consent to 18 years when a child is in a 'special care' relationship).

Definitions of 'grooming', within child protection legislation, are complex. Under the Crimes Act, grooming or procuring a child under the age of 16 years for unlawful sexual activity is classed as a sexual offence. Under Schedule 1(2) of the WWC Act, grooming is recognised

as a form of sexual misconduct. Grooming behaviours are dealt with further below. The Children's Guardian Act and this Child Protection Policy reflect these definitions within the context of the Reportable Conduct Scheme (Division 2).

An alleged sexual offence does not have to be the subject of criminal investigation or charges for it to be categorised as a reportable allegation of a sexual offence.

- **Sexual misconduct:** conduct with, towards or in the presence of a child that is sexual in nature (but not a sexual offence). The Act provides the following (non-exhaustive) examples:

- o descriptions of sexual acts without a legitimate reason to provide the descriptions;
- o sexual comments, conversations or communications;
- o comments to a child that express a desire to act in a sexual manner towards the child, or another child.

In addition to the examples above, this conduct may include:

- o unwarranted and inappropriate touching involving a child that is not a sexual offence; or sexual behaviour with or towards a child (sexual exhibitionism);
- o exposure of children and young people to sexual behaviour of others including display of pornography; and
- o watching children undress in circumstances where supervision is not required and it is clearly inappropriate. For example, in change rooms or toilets when supervision is not required or justified.

Note – crossing professional boundaries comes within the scope of the reportable conduct scheme to the extent that the alleged conduct meets the definition of sexual misconduct. That is, the conduct with, towards or in the presence of a child that is sexual in nature (but is not a sexual offence).

- **Grooming behaviour:** Grooming refers to patterns of behaviour or conduct aimed at engaging with an alleged victim for sexual activity. Types of grooming behaviour may include (but are not limited to) the following:

- o persuading a child or group of children that they have a "special" relationship;
- o inappropriately giving gifts to a child;
- o inappropriately showing special favours to a child, but not other children;
- o inappropriately allowing a child to overstep rules;
- o spending inappropriate special time with a child;
- o testing boundaries (touching, encouraging inappropriate physical contact (even when not overtly sexual) undressing in front of a child;
- o talking about sex;
- o asking a child to keep the relationship to themselves;
- o inappropriately extending a relationship outside of work (except where it may be appropriate – for example where there was a pre-existing friendship with the child's family or as part of a normal social interactions in the community);
- o inappropriate personal communication (including emails, telephone calls, text messaging, social media and web forums) that explores sexual feelings or intimate personal feelings

with a child; and

o an adult requesting that a child keep any aspect of their relationship secret or using tactics to keep any aspect of the relationship secret, would generally increase the likelihood that grooming is occurring.

• **Assault:** an assault can occur when a person intentionally or recklessly (ie. knows the assault is possible but ignores the risk):

o applies physical force against a child without lawful justification or excuse – such as hitting, striking, kicking, punching or dragging a child (actual physical force); or

o causes a child to apprehend the immediate and unlawful use of physical force against them – such as threatening to physically harm a child through words and/or gestures regardless of whether the person actually intends to apply any force (apprehension of physical force).

'**Reckless**' in this context relates to circumstances when the person ought to have known that their actions would cause a person physical harm or cause them to fear injury.

Note - allegations of 'serious physical assault', if proven, must be reported to the OCG for the purpose of the Working with Children Check. Therefore, in any investigation into an allegation of assault it is important to obtain the information necessary to determine whether the alleged assault, if proven, will constitute a serious physical assault. This is dealt with under Part 4 dealing with Working with Children Checks at paragraph 4.4.1 above.

• **Ill-treatment:** conduct towards a child that is:

o unreasonable; and

o seriously inappropriate, improper, inhumane or cruel.

Ill-treatment can include a range of conduct such as making excessive or degrading demands of a child; a pattern of hostile or degrading comments or behaviour towards a child; and using inappropriate forms of behaviour management towards a child.

The focus is on the alleged conduct rather than the actual effect of the conduct on the child.

• **Neglect:** a significant failure to provide adequate and proper food, supervision, nursing, clothing, medical aid or lodging for a child that causes or is likely to cause harm - by a person who has care and/or has responsibility towards a child.

Neglect can be an ongoing situation of repeated failure by a caregiver to meet a child's physical or psychological needs, or a single significant incident where a caregiver fails to fulfill a duty or obligation, resulting in actual harm to a child where there is the potential for significant harm to a child. Examples of neglect include failing to protect a child from abuse and exposing a child to a harmful environment.

• **Behaviour that causes significant emotional or psychological harm to a child** is conduct that is intentional or reckless (without reasonable excuse), obviously or very clearly unreasonable and which results in significant emotional harm or trauma to a child.

For a reportable allegation involving psychological harm, the following elements must be present:

o an obviously or very clearly unreasonable or serious act or series of acts that the employees knew or ought to have known was unacceptable;

o evidence of psychological harm to the child that is more than transient, including displaying

patterns of 'out of character behaviour', regression in behaviour, distress, anxiety, physical symptoms or self-harm; and

o an alleged causal link between the employee's conduct and the significant emotional or psychological harm to the child.

- **Reportable allegation** is an allegation that an employee has engaged in conduct that may be reportable conduct.
- **Reportable conviction** means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.
- **Child** means an individual under 18.
- **Contractor** includes:
 - o a subcontractor, and
 - o an employee of, or volunteer for, the contractor.
- **Employee of an entity** includes:
 - o an individual employed by, or in, the entity;
 - o a volunteer providing services to children;
 - o a contractor engaged directly by the entity (or by a third party) where the contractor holds, or is required to hold, a WWCC clearance for the purposes of their work with an entity; and
 - o a person engaged by a religious body where that person holds, or is required to hold, a WWCC clearance for the purposes of their work with the religious body.
- **Employment** includes engagement of a person as a volunteer or contractor taken to be an employee (under the Children's Guardian Act).
- **ESOA** (Employee Subject of the Allegation).

6.2 Process for reporting of reportable conduct allegations or convictions

6.2.1 Staff members

Any concerns about any other employee engaging in conduct that is considered inappropriate, or reportable conduct, or any allegation of inappropriate or reportable conduct made to the employee or about the employee themselves must be reported to the Education Director (or her delegate) and the Business Operations Manager. Where it is uncertain if the conduct is reportable conduct but is considered inappropriate behaviour this must also be reported.

Staff members must also report to the Education Director (or her delegate), when they become aware that an employee has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving reportable conduct. This includes information relating to the employee themselves.

If the allegation involves the Education Director, the staff member must report to the Chairperson of the School Council.

6.2.2 Parents, carers and community members

Parents, carer and community members are encouraged to report any conduct that is in their view inappropriate, reportable or criminal conduct to the Education Director (or her delegate). All such

reports will be dealt with in accordance with the School's complaint handling policy and related procedures.

6.2.3 The School

The Head of Entity is the Education Director of Chrysalis School. The Education Director may delegate all or some of her functions as Head of Entity to another staff member of the School.

Under the Children's Guardian Act, the Education Director must ensure that Chrysalis School has systems in place for:

- preventing and detecting reportable conduct by an employee of the entity;
- requiring an employee of the relevant entity to give a report, as soon as possible, in relation to a reportable allegation or conviction considered to be a reportable conviction involving an employee of the entity;
- enabling a person, other than an employee of the relevant entity, to give a report to the head of the relevant entity about a reportable allegation or conviction considered to be a reportable conviction involving an employee of the relevant entity;
- handling or responding to a reportable allegation or conviction considered to be a reportable conviction involving an employee of the relevant entity, having regard to principles of procedural fairness;
- receiving, handling and disclosing information relating to reportable allegations, convictions considered to be reportable convictions and information relating to investigations and determinations; and
- identifying and dealing with matters relating to the prevention of reportable conduct by employees of the relevant entity.

This includes ensuring that they:

- 1) Are advised of any allegations of reportable conduct against employees.
- 2) Notify the OCG using a 7-day Notification Form - (formerly a Part A notification form) as soon as possible and no later than seven business days after being made aware of a reportable allegation or conviction unless the Head of Entity has reasonable excuse.
- 3) Investigate or arrange for an investigator to investigate the reportable allegation or determine whether the reportable conviction is a reportable conviction and complete the investigation within a reasonable time.
- 4) Provide a (final) Entity report to the OCG after the investigation or determination is completed and within 30 days of receiving the report of the reportable allegation or conviction (or an interim report if this is not possible).
- 5) As part of completing the 7 day notification form, notify the OCG whether or not Chrysalis School plans to take disciplinary or other action in relation to an employee who is the subject of a reportable allegation or conviction, and the reasons for taking or not taking any such action as soon as practicable.
- 6) Provide the OCG with any documentary and other information the OCG may from time to time request to assist in the OCG's monitoring of the School's response to a notification including its investigation as well as any consideration of whether it is in the public interest that the OCG carry out an investigation.

The OCG may at any time by written notice require information about the School's systems.

6.3 Process for investigating an allegation of reportable conduct

The Education Director is responsible for ensuring that the following steps are taken to investigate an allegation of reportable conduct.

6.3.1 Initial steps

Once an allegation of reportable conduct against an employee is received, the Education Director is required to:

- determine whether it is an allegation of reportable conduct;
- assess whether the DCJ or the Police need to be notified (i.e. if reasonable grounds to suspect that a child is at risk of significant harm or a potential criminal offence). If they have been notified, seek clearance from these statutory agencies prior to the School proceeding with the reportable conduct investigation;
- notify the child's parents (unless to do so would be likely to compromise the investigation or any investigation by the DCJ or Police);
- notify the OCG within 7 business days of receiving the allegation;
- carry out a risk assessment and take action to reduce/remove risk, where appropriate;
- as a matter of due process, provide an initial letter to the ESOA advising, or otherwise notify the ESOA, that an allegation of reportable conduct has been made against them and the School's responsibility to investigate this matter under Section 34 of the Children's Guardian Act 2019; and
- investigate the allegation or appoint someone to investigate the allegation.

6.3.2 Investigation principles

During an investigation of a reportable conduct allegation the School will:

- follow the principles of procedural fairness;
- inform the ESOA of the substance of any allegations made against them, at the appropriate time in the investigation, and provide them with a reasonable opportunity to respond to the allegations;
- make reasonable enquiries or investigations before making a decision;
- avoid conflicts of interest;
- conduct the investigation without unjustifiable delay;
- handle the matter as confidentially as possible; and
- provide appropriate support for all parties including the child/children, witnesses and the ESOA.

6.3.3 Investigation steps

In an investigation the Education Director or appointed investigator will

generally: • interview relevant witnesses and gather relevant

documentation;

- provide a letter of allegation to the ESOA;

- provide the ESOA with the opportunity to provide a response to the allegations either in writing or at Interview;
- consider relevant evidence and make a preliminary finding in accordance with the OCG guidelines;
- inform the ESOA of the preliminary finding in writing by the Head of Entity and provide them with a further opportunity to respond or make a further submission prior to the matter moving to final findings;
- consider any response provided by the ESOA;
- make a final finding in accordance with the OCG guidelines;
- decide on the disciplinary action, if any, to be taken against the ESOA;

If it is completed, the Education Director (or her delegate) will send the final report to the OCG within 30 days after having received the allegation, in accordance with s 36 of the Children's Guardian Act.

If the final report is not completed within 30 days, the Education Director is required to provide, at minimum, an interim report to the OCG within 30 days of having received the allegation, as per section 38 of the Children's Guardian Act.

The steps outlined above may need to be varied on occasion to meet particular circumstances. For example, it may be necessary to take different steps where the matter is also being investigated by the DCJ or Police.

An ESOA may have an appropriate support person with them during any interview process. Such a person is there for support only and as a witness to the proceedings and not as an advocate or to take an active role.

6.4 Risk management throughout an investigation of a reportable conduct allegation

Risk management means identifying the potential for an incident or accident to occur and taking steps to reduce the likelihood or severity of its occurrence.

The Education Director is responsible for risk management throughout the investigation and will assess risk at the beginning of the investigation, during and at the end of the investigation.

6.4.1 Initial risk assessment

Following an allegation of reportable conduct against an employee, the Education Director conducts an initial risk assessment to identify and minimise the risks to:

- the student(s) who are the subject of the allegation;
- other students with whom the employee may have contact;
- the ESOA;
- the School; and
- the proper investigation of the allegation.

The factors which will be considered during the risk assessment include:

- the nature and seriousness of the allegations;
- the vulnerability of the student (s) the ESOA has contact with at work;

- the nature of the position occupied by the ESOA;
- the level of supervision of the ESOA; and
- the disciplinary history or safety of the ESOA and possible risks to the investigation.

The Education Director will take appropriate action to minimise risks. This may include the ESOA being temporarily relieved of some duties, being required not to have contact with certain students, being asked to take paid leave, or being suspended from duty. When taking action to address any risks identified, the School will take into consideration both the needs of the student(s) and the ESOA.

A decision to take action on the basis of a risk assessment is not indicative of the findings of the matter. Until the investigation is completed and a finding is made, any action, such as an employee being suspended, is not to be considered to be an indication that the alleged conduct by the employee did occur.

6.4.2 Ongoing risk assessment

The Education Director will continually monitor risk during the investigation including in the light of any new relevant information that emerges.

6.4.3 Findings

At the completion of the investigation, a finding will be made in relation to the allegation and a decision made by the Education Director regarding what action, if any, is required in relation to the ESOA, the student(s) involved and any other parties.

6.4.4 Information for the ESOA

The ESOA will be advised:

- that an allegation has been made against them (at the appropriate time in the investigation); and
- of the substance of the allegation, or of any preliminary finding and the final finding.

The ESOA does not automatically have the right to:

- know or have confirmed the identity of the person who made the allegation; or
- be shown the content of the OCG notification form or other investigation material that reveals information provided by other employees or witnesses.

The WWC Act enables a person who has a sustained finding referred to the OCG to request access to the records held by the School in relation to the finding of misconduct involving children, once final findings are made. The entitlements of a person to request access to information in terms of section 46 of the WWC Act is enlivened when a finding of misconduct involving children has been made.

6.4.5 Disciplinary action

As a result of the allegations, investigation or final findings, the School may take disciplinary action against the ESOA (including termination of employment).

In relation to any disciplinary action the School will give the ESOA:

- details of the proposed disciplinary action; and

- a reasonable opportunity to respond before a final decision is made.

6.4.6 Confidentiality

It is important when dealing with allegations of reportable conduct that the matter be dealt with as confidentially as possible.

The School requires that all parties maintain confidentiality during the investigation including in relation to the handling and storing of documents and records.

Records about allegations of reportable conduct against employees will be kept securely and will be accessible by the Education Director (or other person delegated to be Head of Entity) or with their express authority.

No employee may comment to the media about an allegation of reportable conduct unless expressly authorised by the Education Director (or her delegate) to do so.

Staff members who become aware of a breach of confidentiality in relation to a reportable conduct allegation must inform the Education Director (or her delegate).

7. CRIMINAL OFFENCES

In 2018 the Crimes Act was amended to adopt recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The new offences are designed to prevent child abuse and to bring abuse that has already occurred to the attention of the Police.

7.1 Failure to protect offence (Crimes Act 1900 – NSW)

An adult working in a school, therefore all staff members, will commit an offence if they know another adult working there poses a serious risk of committing a child abuse offence and they have the power to reduce or remove the risk, and they negligently fail to do so either by acts and/or omissions.

This offence is targeted at those in positions of authority and responsibility working with children who turn a blind eye to a known and serious risk, rather than using their power to protect children.

7.2 Failure to report offence (Crimes Act 1900 – NSW)

Any adult, and therefore all staff members, will commit an offence if they know, believe or reasonably ought to know that a child abuse offence has been committed and fail to report that information to Police, without a reasonable excuse. A reasonable excuse would include where the adult has reported the matter to the Education Director and is aware that the Education Director has reported the matter to the Police.

7.3 Special Care Relationships (Crimes Act 1900 – NSW)

It is a crime in NSW for a staff member, volunteer or contractor to have a sexual relationship with a student where there is a special care relationship. The Act provides that a young person (aged 16- 17) is under an adult's special care if the adult is a member of the teaching staff of the School at which the young person is a student; or has an established personal relationship with the young person in connection with the provision of religious, sporting, musical or other instruction.

The Special Care (sexual intercourse) offence under s73 was supplemented by an additional special care offence involving sexual touching now under s73A of the Crimes Act. The new offence under s73A will expand special care offences to also apply to non-penetrative sexual touching. The offence will protect students aged 16-17 years from inappropriate sexual contact with teachers and others who have special care of the student.

8. EVALUATION AND REVIEW

The Education Director and The Leadership Team are jointly responsible for the implementation of this Policy and for its effective operation.

This Policy and associated procedures will be amended from time to time to take into account changes to legislation and regulations.

Generally, the School will review and evaluate the effectiveness of this Policy and associated documents within twelve months (1 year) from the date of issue and reissue a further version if necessary. Any suggested improvements should be forwarded to the Education Director

Proposed reviewed period: November 2024

9. DOCUMENT INFORMATION AND CONTROL

Contact

Document Owner: Assistant Education Director K-12

Administrator: Executive Assistant to the Assistant Education Director K-12 Students

Phone: 02 6655 8616

Review History

Date of Issue: 25 January 2024

Effective Date: 25 January 2024

Reviewed by: Risk and Compliance Manager, Assistant Education Director K-12, Date

Approved: 18 December 2023

Approved by: Education Director

10. STAFF PROFESSIONAL DEVELOPMENT - 2024

Monday 30 January 2024	Staff Induction Day: <ul style="list-style-type: none">• The role of staff at Chrysalis School Facilitators: Chrysalis School Leadership
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<p>Child Protection Module: CompliSpace to be completed by all staff by Week 7, Term1.</p>	<p>Child Protection Module:</p> <ul style="list-style-type: none"> • Overview of Child Safe Standards • Duty of care • Update on child safety legislation in NSW • Reportable conduct with relevant examples for each group • Professional boundaries: <ul style="list-style-type: none"> <input type="checkbox"/> What are they? <input type="checkbox"/> Types of boundary crossing and scenarios/examples <p>Via CompliSpace online learning hub</p>
<p>All new staff to complete staff induction which includes explicitly outlining the Child Protection Policy and staff signing off on this before the commencement of employment</p>	<p>Child Protection within Staff Inductions carried out by the AED</p>
<p>April 29</p>	<p>In house: Going through the Child Protection policy together and outlining all of the expectations as staff members at Chrysalis</p>
<p>Start of each term</p>	<p>Induction at beginning of each Term for new Staff and follow up session for staff that missed relevant induction.</p> <p>Facilitator: AED</p>
<p>Friday 3 February 2024</p>	<p>Staff required to submit an annual employee acknowledgement form indicating that they have read and understood the School's Child Protection Policy.</p>

11. ACKNOWLEDGEMENT FORM

I, _____ have read, understood and agree to comply with the terms of this Child Protection Policy.

I confirm that I continue to hold and maintain a current Working with Children Check clearance, for the continuation of my employment at Chrysalis School.

I also confirm that I have not been charged with or found guilty of an offense involving reportable conduct.

Signed Date