



Guidelines and Expectations for Stakeholders Regarding Complaints or Allegations of Staff Misconduct or Reportable Conduct

What is Staff Misconduct/Reportable Conduct?

Staff misconduct or reportable conduct is defined as:

- a) any sexual offence or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence or an offence involving child abuse material);
- b) any assault, ill-treatment or neglect of a child; and
- c) any behaviour that causes psychological harm to a child whether or not, in any case, with the consent of the child.

Examples of this conduct might include ill-treatment, neglect, physical assault, sexual misconduct, crossing professional boundaries.

Who do I report my concerns to?

In general, complaints or allegations of staff misconduct should be made to the school's head of agency (Education Manager). In cases where the complaint or allegation involves the Education Manager, stakeholders should refer to the Business Manager or the Chair of the school's Board of Governors.

To make a complaint follow the process described in the Chrysalis School Complaints Policy and Procedure (available at <https://chrysalis.nsw.edu.au/info/policies/>)

What procedure will be followed?

Once a complaint or allegation or misconduct or reportable conduct is made the Education Manager/School will:

- Immediately assess the complaint by:
 - Conduct initial assessment of risk, including;
 - Risk of significant harm,
 - Child protection issues, and
 - Possible criminal conduct
- Determine whether the complaint or allegation is in relation to reportable conduct and notify the relevant agency (FACS/Child Wellbeing Unit/Police/EPAC).
- Within 3 working days, acknowledge and tell complainant who will be handling the complaint.
- Consider support needs for complainant.
- Matters referred to external agencies will be managed in co-operation with the agency.
- If the management of the complaint remains an internal matter, the School will resolve, implement and monitor the outcome, as per the Chrysalis School Complaints Policy and Procedure.

Where can I get more information?

More information can be found in the following policy documents. Please don't hesitate to contact the school if you require further information.

- Chrysalis School Child Protection Policy 2019
- Chrysalis School Complaints Policy and Procedures
- Chrysalis School Staff Code of Conduct