CHILD PROTECTION POLICY
Version 2
2023

Written By	Chief Executive Officer, Principal, Deputy Principal
Approved By	CEO
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Relevant to	All Assyrian Christian Schools x Complaints and Grievance Policy x Discrimination, Harassment and Workplace Bullying Policy x Wellbeing Policy x Privacy Policy x Communications Policy x Staff Code of Conduct Policy x

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3.4.1 Key legislation requires reporting of particular child protection concerns. However, as part of the school's overall commitment to child protection all staff are required to report any child protection or child wellbeing concerns about the safety, welfare or wellbeing of a child or young person to *the Principal*.

3.4.2 If the allegation involves the Principal, a report should be made to the CEO or Chairperson of the Board .

4. TRAINING

4.1 The school

4.1.1 The school provides all staff members with a copy of this policy and will provide all staff members with the opportunity to participate in child protection training annually.

4.2 Staff members

4.2.1 All new staff members must read this policy and sign the acknowledgement that they have read and understood the policy.

4.2.2 All staff members must participate in annual child protection training and additional training, as directed by the Principal. The training compliments 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 check, and
- professional boundaries.

Refer to the document ***Child Safe Policy*** for further information regarding training.

5. WORKING WITH CHILDREN

5.1 The WWC Act protects children by requiring a worker to have a working with children's check clearance or current application to engage in child related work. Failure to do so may result in a fine or imprisonment.

5.2 The Office of the Children's Guardian (OCG) is responsible for determining applications for a working with children check clearance (WWCC clearance). It 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)
- refuse a WWCC clearance (further applications cannot be made for 5 years)

5.3 In addition, the OCG may impose an interim bar on engaging in child related work for both applicants and WWCC clearance holders. WWCC clearance holders are subject to ongoing monitoring by the OCG.

5.4 Responsibilities for working with children checks

Staff members

5.4.1 Staff members who engage in child-related work and eligible volunteers (including those volunteers working at overnight camps) are required to:

- hold and maintain a valid WWCC clearance;
- not engage in child-related work at any time that they are subjected to an interim bar or a bar;
- report to the Principal if they are no longer eligible for a WWCC clearance, the status of their WWCC clearance changes or are notified by the OCG that they are subjected to a risk assessment; and
- notify the Children's Guardian of any change to their personal details within 3 months of the change occurring. Failure to do so may result in a fine.

5.4.2 It is an offence 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.

be granted a working with children check clearance and is therefore restricted from engaging in child related work.

5.6

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.

6.2.2

Neglect: defined as 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 fulfil 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..9 (T(neg)-Td ()Ti3.2036m63.12 3 (i)3.2 (l)-9 (d_2 T4 -0.00saeTT0.004 T-42.771-12.1693.12 -)(i)w 3.614 0 Td313) Tc
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If a parent/carer or student has a concern about the conduct of a staff member, they should raise their concern with the school in accordance with section 3 of the *Complaints Handling Policy and Procedures*. If a complaint that concerns the behaviour of a staff member may constitute reportable conduct, the matter will be addressed in accordance with the school's *Child Protection Policy* in accordance with section 6.3.
Any concern about a child's wellbeing may be reported under these policies.

The school will seek to resolve complaints informally where possible but acknowledges that in some cases a person may wish to make a formal complaint.

The Principal will generally manage a formal complaint by:

a) advising the complainant of the likely steps that will be undertaken by the School in relation to the complaint;
b) if appropriate, advising the relevant parties of the complaint at the relevant time and providing them with an opportunity to respond;
c) collecting any additional information the School considers necessary to assess the complaint;
d) making a decision about how the complaint will be resolved ("resolution decision"); and
e) advising the complainant yg tiem wingon dSchBDC -0.y A.3 (al)-8.1 (nt)-12990hy swompT002 T3 (mp)-12.3

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; and

x provide an initial letter to the PSOA advising 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.

7.3.2 Investigation principles

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

- follow the principles of procedural fairness;
- inform PSOA 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 PSOA.

7.3.3 Investigation steps

In an investigation the Principal or appointed investigator will generally:

- interview relevant witnesses and gather relevant documentation;
- provide a letter of allegation to the PSOA;
- provide the PSOA 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 PSOA 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 PSOA;
- make a final finding in accordance with the OCG guidelines;
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lawfully allow exchange of information. If a person is acting in good faith when providing information under Chapter 16A, they:

• Are not liable to any civil or criminal action, or any disciplinary action, for providing the information.

• Can't be held to have breaches of any code of professional etiquette or ethics or departed from any accepted standards of professional conduct.-13.2 (emoet)-1.1 (t)-13.2 (oet)-1.1 (t)-13.2 (oet)-5t (ow)-2.9 ( )012.3 (h)-d.2 (14t)-1.