



Mount Warrigal Public School

Child Protection Procedure

BRIEF DESCRIPTION:

Education plays an important role in supporting children and young people to identify problems that may put their safety, welfare or wellbeing at risk. At Mount Warrigal Public School we are bound by mandatory guidelines and responsibilities in relation to child protection, including supporting children and young people through monitoring, evaluating and reporting where required. All staff have a responsibility to report risk of harm concerns about children and young people within their roles. We work collaboratively to coordinate decision making and the delivery of required support services.

LINK/S TO DEPARTMENT POLICIES

<https://education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm>

<https://education.nsw.gov.au/policy-library/policies/child-protection-allegations-against-employees>

<https://education.nsw.gov.au/student-wellbeing/child-protection/child-protection-policy-guidelines>

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

<https://education.nsw.gov.au/policy-library/associated-documents/respondwoutdisc.pdf>

<https://education.nsw.gov.au/student-wellbeing/child-protection/child-protection-training>

<https://education.nsw.gov.au/student-wellbeing/child-protection/out-of-home-care>

STATEMENT OF PURPOSE

This procedure aims to establish guidelines regarding the care and protection of children and young people. We believe it is a shared responsibility that begins with parents as the significant and immediate carers, and continues to be supported within the school environment.

Keep Them Safe: <http://www.keepthemsafe.nsw.gov.au/>

This site facilitates a shared approach to child wellbeing and provides the framework for parents, communities, government and non-government agencies to work together to support children and families. Anyone is able to access this site if they have a child protection concern.

IMPLEMENTATION

The following are expectations at Mount Warrigal Public School:

Principals and workplace managers

- Ensure all staff have completed the initial child protection induction and annual mandatory training.
- Ensure all staff are aware of the indicators of abuse and neglect of children and young people.
- Ensure all staff are aware of their obligation to advise the principal or workplace manager of concerns about the safety, welfare and wellbeing of children and young people that arise during the course of their work.
- Ensure that all staff are aware of their mandatory obligation to report suspected risk of significant harm and of the procedures for doing so.
- Use appropriate tools to inform decision making, such as the online [Mandatory Reporter Guide](#), professional judgment or specialist advice, where there are concerns about risk of harm.
- Determine whether concerns about the safety, welfare or wellbeing of children or young people constitute risk of significant harm and, if they do, report these to Family and Community Services.
- Seek advice from the Child Wellbeing Unit where there is uncertainty about whether concerns amount to risk of significant harm.
- Contact the Child Wellbeing Unit about the safety, welfare and wellbeing of children and young people where:
 - There are concerns about risk of harm, that do not meet the threshold of significant harm but are not trivial.



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- The Mandatory Reporter Guide indicates this should be done.
- A case has been reported to Family and Community Services and did not meet the risk of significant harm threshold.
- There is an observable pattern of cumulative harm that does not meet the threshold of significant harm.
- Establish effective systems in their workplace for:
 - Child protection concerns to be identified in the course of the work of staff, reported and action taken, where appropriate, so vulnerable children and young people are supported.
 - Reasonable steps to be taken to coordinate decision making and coordinate services to children and young people and their families with other local service providers, if required.
 - Collaborative work with other agencies for the care and protection of children and young people in ways that strengthen and support the family and in a manner that respects the functions and expertise of each service provider.
- Exchange relevant information to progress assessments, investigations and case management as permitted by law.
- Use best endeavours in responding to a request for a service from Family and Community Services provided that the request is consistent with departmental responsibilities and policies.
- Maintain a workplace register of staff participation in annual updates and induction of new staff through sighting individual records. This applies to all staff, including non-teaching staff, part-time, temporary and casual staff.
- Safely file reports to Family and Community Services and/or the Child Wellbeing Unit as confirmation that mandatory reporting requirements have been met. Reports should include a record of the reference number, be kept confidential and be provided to any successor.
- Refer serious and/or ongoing reported matters to the departmental regional officer responsible for student services so the case can be taken up at a senior level within Family and Community Services.
Leader, Child Protection Services ph (02) 9269 9454

Teacher Responsibilities:

- Participate in a child protection induction and in mandatory annual updates.
- Adhere to mandatory procedures for conveying risk of harm concerns for students to the principal or workplace manager.
- Adhere to mandatory procedures for reporting risk of significant harm to Family and Community Services.
- Report directly to Family and Community Services if teachers believe the principal or workplace manager has not reported risk of significant harm concerns to Family and Community Services, and if there are concerns about risk of significant harm.
- Ensure that any relevant information that teachers become aware of, subsequent to a report being made to Family and Community Services or following contact with the Child Wellbeing Unit, is provided to Family and Community Services or the Child Wellbeing Unit respectively. If the additional information forms concerns about risk of significant harm a report must be made to Family and Community Services.
- Cooperate with reasonable steps to coordinate service delivery and decision-making with other relevant service providers.
- Avoid undertaking any investigation of the circumstances giving rise to a report where risk of significant harm has been reported, without the express prior approval of the relevant Family and Community Services case officer.
- Inform students of their right to be protected from abuse and of avenues of support if they have concerns about abuse.
- Teach mandatory age-appropriate child protection lessons.



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Stage Supervisor Responsibilities:

- Support staff in reporting child protection concerns including accessing Family and Community Services and/or the Child Wellbeing Unit.
- Ensure any reports are referenced and filed securely.
- Liaise with services to support students and families as required.

School Administration and support staff Responsibilities:

- Participate in a child protection induction and mandatory annual updates.
- Store copies of certification of training in the administration area.

Parent and Carer Responsibilities:

- Report child protection issues and notify the school of relevant concerns.

Student Responsibilities:

- Report child protection concerns to a trusted adult.
- Respectfully and actively participate in child protection learning.

EVALUATION

These procedures will be regularly evaluated and updated throughout the school year. A review of the procedures will be held by the conclusion of each year and any alterations noted.



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