



Our Lady of the Way Primary School

17 Troy Street, Emu Plains NSW 2750

Phone: (02) 4777 7200

Email: [OLOW@parra.catholic.edu.au](mailto:OLOW@parra.catholic.edu.au)

Web: <http://www.ollowemuplains.catholic.edu.au>



# CHILD PROTECTION POLICY

## Rationale

*Our Lady of the Way School* community has a duty of care to provide a safe and secure learning environment that affirms the dignity and integrity of each person and is free from any form of abuse. It is expected that all employees are aware of this Child Protection Policy and Procedures and model positive, professional relationships.

Child protection applies to persons under the age of 18. The type of abuse includes assault (including sexual assault), ill-treatment or neglect and exposing or subjecting a child to behaviour that psychologically harms the child. *Ombudsman Amendment (Child Protection and Community Services) Act, 1998 No. 148.*

All staff including the principal, teachers, counsellors, teacher assistants, are mandatory reporters under the Children and Young Person's (Care and Protection) Act 1998.

## 2.0 Aims

- 2.1 All Staff to receive Child Protection training of one-hour duration, at least once a year.
- 2.2 New Staff to the school has the Systemic and Legislative requirements thoroughly explained to them and complete the required online training module for new teachers.
- 2.2 Staff are made aware that any documents relating to child protection are available for their perusal. They are also informed of CEDP website link.
- 2.3 The school adheres to the procedures outlined in the CEDP Child Protection & Employment Guidelines relating to employment screening.
- 2.4 Any volunteer appointed to a role involving working directly with students must complete the CEO online training module, or attend a school led training session. If not a parent volunteer or close relative of a student at the school, they must complete a *Working With Children Check*.
- 2.5 Principal and staff have a responsibility to stay briefed on all legislative matters pertaining to Child Protection in the school community.
- 2.6 A whole school approach to Protective Behaviours is implemented.

2.7 An annual child protection safety audit of the school site and facilities is conducted.

### 3.0 Implementation

- 3.1 The Principal ensures that at an interview, any potential employees are asked questioned in relation to safety and wellbeing of children.
- 3.2 All new employees and relevant volunteers complete the **Working With Children Check** online application process through Community Services prior to the commencement of work at the school. The working with children check number is checked online as part of the recruitment process and a copy if the confirmation letter from Community Services is held on the employee's file at the school.
- 3.3 The Principal shall ensure that all potential employees are not a prohibited person.
- 3.4 The Principal informs staff working at the school when the next Child Protection Training is to take place consistent with *Child Protection Modules*. All staff present have their names recorded and any staff who are absent are inserviced as soon as possible.
- 3.5 Administration personnel will maintain a register of parents and close relatives of students at the school, who have completed the Diocesan Online Child Protection Module volunteer training. This register must be referred to before choosing parent helpers for school activities. Only parents who have completed the training module may assist in events where they may have unsupervised interaction with students. Volunteers must complete the Child Protection training module every two years.
- 3.6 All new staff complete Module 1- *Child Protection Overview*.
- 3.7 All Staff are directed to the Child Protection information available on OSCAR.
- 3.8 The Principal encourages and reminds teachers to use the basic strategies of Protective Behaviours.
- 3.9 The Principal or delegate will deliver annually, the required staff training including:  
\* indicators of neglect, ill-treatment, sexual abuse, physical abuse and psychological harm;  
\* professional conduct and safe practices when working with children;  
\* mandatory reporting procedures for risk of significant harm concerns;  
\* procedures for allegations of reportable conduct and non-reportable conduct.
- 3.10 Protective Behaviours Program Training will be presented to staff bi-annually.
- 3.11 A K-6 scope and sequence for Protective Behaviours using the PDHPE syllabus is designed and units of work implemented that meet curriculum outcomes for each stage.
- 3.12 Child Protection Training will include guidelines and procedures regarding mandatory reporting to Department of Children's Services.
- 3.13 The current Pastoral Care Policy and Quality Behaviour Policy are evaluated on a regular basis (with a specific focus on Protective Behaviours.)

3.14 A child protection safety audit of the school site and facilities is conducted each year in line with compliance audit requirements.

#### **4.0 Budget**

A budget will be provided for the professional development of staff and acquisition of resources. For major maintenance issues of school site & facilities that do not comply with child protection safety, the Principal may apply for assistance from the CEDP.

#### **5.0 Evaluation**

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this policy.

## **CHILD PROTECTION PROCEDURES SUMMARY**

*(Refer to CEDP Child Protection Procedures for further information)*

#### **Procedure for Volunteers**

All Volunteers must complete 'Child Protection Training' if they are to help at *Our Lady of the Way school*. An online training module is available to volunteers by accessing the link below. You must complete this module to be eligible to volunteer. After successful completion of the module, volunteers are required to fill out the form by typing your name, email address, contact number, contact address and the school. A notification of the successful completion of the module is sent via e-mail to the school and also to the volunteer. <http://childprotection.parra.catholic.edu.au/child-protection-training>

#### **Procedure for Staff Managing Concerns in Relation to Children**

The Principal is the reporting officer for *Our Lady of the Way School*, and as such, employees are required to report Risk of Significant Harm (ROSH) matters to the principal.

The Principal informs the employee that a report has been made and provides them with the contact reference number (CRN) to confirm the report has been made and inform them of the feedback.

#### **Procedure For Responding To Child Allegations Against Employees**

The Principal records verbatim in writing the information provided by the child, employee, parent or anonymous person reporting the allegation against the employee.

The Principal completes the *Allegations Against Employees: initial Child Protection Information Details and Exemption Notification (Appendix 5)* and email immediately/within 24 hours of receiving the allegation to [staffservices@parra.catholic.edu.au](mailto:staffservices@parra.catholic.edu.au)

#### **Procedure For Responding To Allegations of Non-Reportable Conduct**

The Principal prepares an investigation plan for non-reportable allegations in consultation with the Employment Relations Officer and in accordance with the process for investigating allegations.

The principal informs the notifier of the allegations that an investigation will be carried out in accordance with the process for investigating allegations.

When all information is gathered the Principal forwards all documentation to the Employment Relations Officer who reviews it and the Team Leader Student Services is responsible for determining the finding.

### **Procedure For Responding To Allegations of Reportable Conduct**

An allegation of reportable conduct is reported to the ombudsman and all investigations are managed by the CEDP.

### **Procedures for Sharing Information Between Agencies**

In accordance with *Chapter 16A of the Children and Young Persons Act 1998* relevant agencies are able to share and exchange information with regard to students and employees.

## Appendices

### Appendix 1: [MRG – Mandatory Reporter Guide](#)

Click here for the [Mandatory Reporter Guide](#). The guide is also accessible from the website: <http://www.keepthemsafe.nsw.gov.au>

### Appendix 2: [ROSH Report Form](#)

Click here for the [Risk of Significant Harm Report Form](#). The pdf is also accessible by clicking on: [www.parra.catholic.edu.au/\\_resources/risk-of-significant-harm-report-form.pdf](http://www.parra.catholic.edu.au/_resources/risk-of-significant-harm-report-form.pdf)

### Appendix 3: [Non-reportable Investigations:](#)

#### [Interviewing a Child Who May be an Alleged Victim / or Witness](#)

When interviewing the alleged victim, and/or witnesses involved in an allegation some best practice points include:

- Obtain parent/carer permission to interview any child – the alleged victim and any witnesses
- If recording also obtain parent/carer permission to make an electronic record of the interview
- Reassure the child and the witnesses that they are not in trouble and you just want to talk to them
- Record date of interview, persons present, start and finish time – see following page for a sample record of interview.

At the commencement of the interview, it is important to put the child at ease. Commence by explaining your role and advising that the purpose of the interview is to find out more about their disclosure.

It may help to set the scene of the incident – you may have to provide some very general details of the incident to get the interview going.

Don't assume anything and ask for clarification at all times. Sometimes this might lead to other information that may be relevant to the overall context of the incident.

Adapt the language to the age and maturity and developmental needs of the young person. Give consideration to language and cultural issues which may require an interpreter to be present.

It is important to establish the context of the incident – what was happening with the rest of the class or others that were there.

**Suggested questions may include:**

- *Can you tell me what was happening just before...?*
- *Can you tell me about what happened after...?*
- *Can you tell me more about that?*
- *What were you doing at the time?*
- *Who else was there and may have seen it?*
- *What did the teacher (or person involved in that allegation) say?*
- *Where did this happen?*
- *In what room or area did it happen?*
- *What time of day was it? (you may have to use times like before lunch or after recess depending on the age of the child)*
- *What day was it?*
- *Who have you spoken to about this?*
- *Did you tell your mum or dad or anyone at home?*
- *Have you spoken to your friends about this at all?*
- *Can you describe it for me (the conduct alleged in the child's own words)*
- *Did it hurt? (how much did it hurt out of ten?)*
- *Were there any marks? If so - Did you show anyone? Can you tell me what it looked like?*

**Sample Record of Interview**

Date: \_\_\_\_\_ Present: \_\_\_\_\_

Interview commenced: \_\_\_\_\_ Interview concluded: \_\_\_\_\_

Signed by the interviewer: \_\_\_\_\_

Signed by parent/carer or young person: \_\_\_\_\_

**Appendix 4: Declaration**

**Child Protection Compliance Form for  
External Service Providers**  
(organisations, contractors)

1. I am aware of my requirements under the child protection legislation\* and have complied with all requirements. To the best of my knowledge, all employees who will be engaged in child-related tasks have complied.

\*Child Protection (Prohibited Employment) Act 1998 / The Commission for Children and Young People Act  Yes  No

2. To my knowledge, there is nothing in the background of any of my employees that would be a cause of concern in terms of working with children.  Yes  No
  
3. I am not a Prohibited Person. I have obtained a Prohibited Employment Declaration from my current staff members, who would or could possibly have direct, unsupervised contact with children.  Yes  No
  
4. For those employees (and non-exempted volunteers) engaged after June 2013, I have taken all the necessary steps to ensure that those employees have completed their Working with Children Check who may have direct, unsupervised contact with children, during the course of their work for my organisation. These employees are not barred for child-related employment.  Yes  No  N/A
  
5. I understand and agree that any allegations of reportable conduct made against any of the organisation's employees or contractors will co-operate with any investigation that is required in accordance with the Ombudsman's Act (NSW) 1974.

ORGANISATION NAME: \_\_\_\_\_

ABN: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

*I understand that adherence to these arrangements is a condition of the contract/agreement between my organisation and the Catholic Education Diocese of Parramatta (CEDP).*

Name of authorised organisation representative (*print*) \_\_\_\_\_

Signature: \_\_\_\_\_

Witness (*print*): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CATHOLIC EDUCATION DIOCESE OF PARRAMATTA (CEDP)  
 CEDP principal/Team Leader issuing the form (*print*) \_\_\_\_\_

Signature: \_\_\_\_\_

Witness (*print*): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Send a copy of the completed form to the Contractor.

## Appendix 5: Allegations against employees: Initial Child Protection Information Details and Exemption Notification (Form 1)

# STRICTLY PRIVATE & CONFIDENTIAL

*This form must be faxed to Team Leader, Staff Services using confidential fax 9840 5681 within 24 hours of receiving an allegation*

Principal Name: \_\_\_\_\_ School Name: \_\_\_\_\_

### SECTION A - to be completed by the principal

**SUBJECT OF ALLEGATION**

Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Position/Role: \_\_\_\_\_ Gender: \_\_\_\_\_

**CHILD/YOUNG PERSON/S**

Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student Registration Number: \_\_\_\_\_ Year Level: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent/Guardian/Carer name: \_\_\_\_\_ Contact: \_\_\_\_\_

**ALLEGATION MADE BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LOCATION & DATE OF ALLEGATION:** \_\_\_\_\_

**ALLEGATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONTACT DETAILS for RECEIVER OF ALLEGATION**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**ACTION TAKEN (please tick all relevant boxes):**

- 1.  Notified Catholic Education Office
- 2.  Notified Community Services
- 3.  Notified Parents/Guardian/Carer
- 4.  Other Action - please specify

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B – to be completed by Principal/Catholic Education, Diocese of Parramatta**

**1. Reasons for initial risk assessment**

Consider: nature and seriousness of allegation(s); vulnerability of child/children; nature of employee’s position and level of supervision; employee’s disciplinary history; employee’s safety or particular

vulnerability; potential risks to proper conduct of the investigation.

Initial risk assessment re appropriateness of employee remaining in workplace pending enquiries.  
Provide reasons for risk assessment:

If the employee is to remain in the workplace pending enquiries, are additional supports required? If so, indicate how these will be provided?

Action to be taken to ensure the wellbeing of the child/children during the investigation of the allegation:

## **2. Draft Investigation Plan**

Investigation objectives (what needs to be clarified / established?)

Seek documentation regarding the making of the allegation (from whom?)

Who should be interviewed? (Identify witnesses; seek appropriate consents; consider carefully interviews with children and ensure proper support if interviewed)

Possible timeframe for the conduct of interviews / gathering of information

## **SECTION C - to be completed by Catholic Education Diocese of Parramatta**

### **EXEMPTION CLAIMED**

- Exemption a: reasonable for the purpose of the discipline, management or care of children
- Exemption b: the use of physical force, in all circumstances, is trivial or negligible
- Exemption c: the conduct is of a class or kind
- NO EXEMPTION - notifiable to Ombudsman



Reason for decision:

**INITIAL ASSESSMENT**

No identifiable risk to children

Not Notifiable to Ombudsman

Notifiable to CCYP

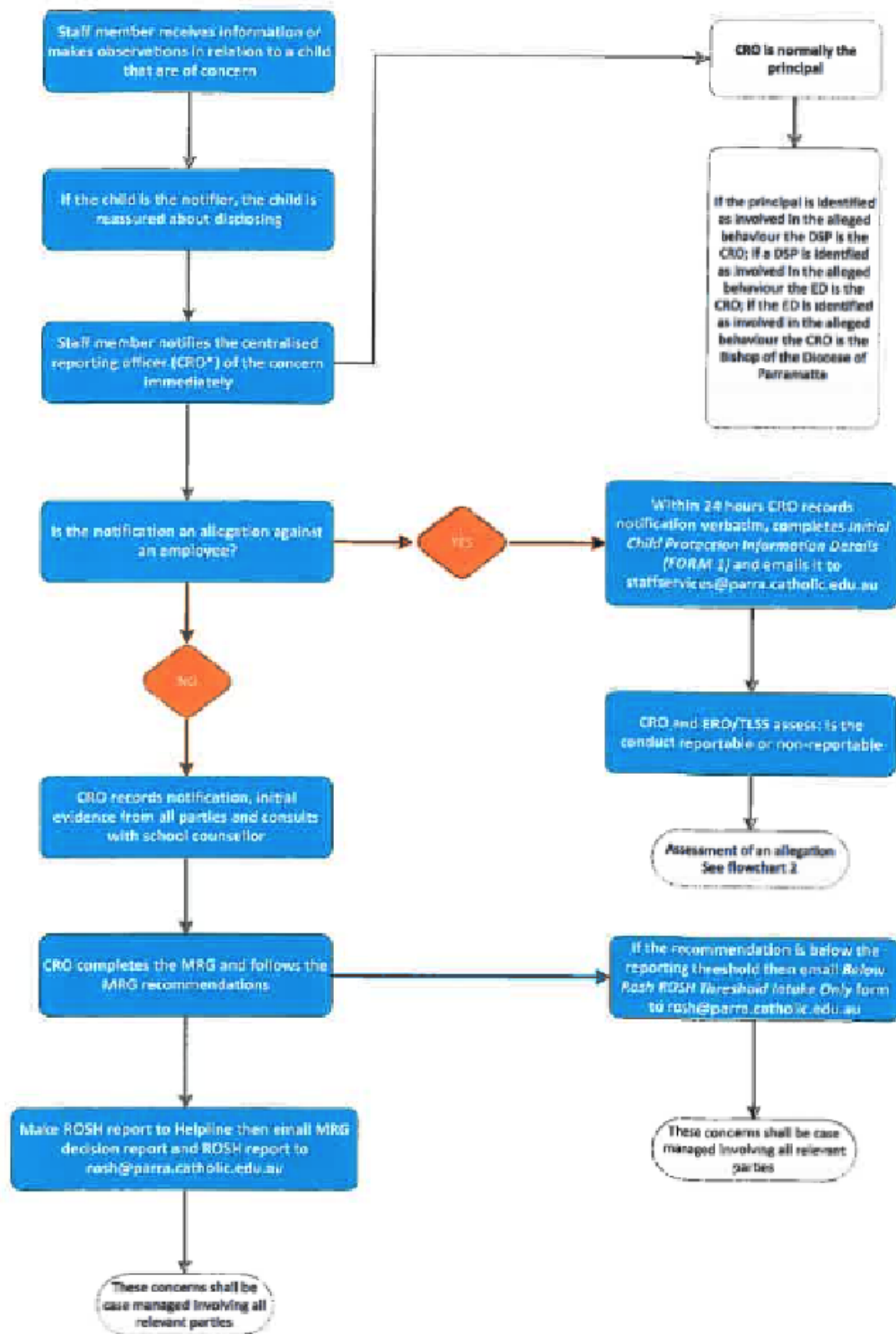
**Contact at Catholic Education Diocese of Parramatta**

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Flowchart 1: Managing Concerns in Relation to Children and Young Persons



## Flowchart 2: Assessment of an Allegation

