



Our Lady of the Way Primary School

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Safeguarding Procedure

Updated 2023

At Our Lady of The Way, we follow the CSPD Safeguarding Procedures ([Link Here](#)) and the following procedures have been adapted specifically to our school environment.

CSPD Safeguarding Procedures

At *Our Lady of The Way*, all staff members adhere to the CSPD Safeguarding Procedures located in Policy Central ([Linked Here](#)) when responding to concerns relating to children and young persons and any alleged breach of the CSPD Code of Conduct When Working With Children and Students ([Linked Here](#)). This document outlines the procedures specific to *Our Lady of the Way* and sits alongside the published CSPD Safeguarding Procedures.

Our Lady of The Way 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. This procedure is MANDATORY for ALL staff and failure to follow the procedures may result in disciplinary action. It is also expected that all employees model positive and professional relationships.

All staff are MANDATORY REPORTERS under the Children and Young Persons (Care and Protection) Act 1998. What is considered to be REPORTABLE CONDUCT refers to the definition under Part 3A of the Ombudsman Act 1974 (NSW) and means any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including child pornography) or any assault, ill-treatment or neglect of a child or any

behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

It is MANDATORY that all staff receive annual safeguarding training whilst employed at *Our Lady of The Way*.

Our Lady of The Way Procedures

At *Our Lady of The Way* we adhere to the following procedures:

- All staff, new, current and casual are led through an Induction at the beginning of every year which includes information about:
 - Mandatory SALT, RoSH & Safeguarding provided by the CSPD
 - Staff responsibility as MANDATORY REPORTERS
 - Staff are directed to Oscar - Policy Central as a source of further information, along with relevant Oscar Safeguarding pages
 - CURRENT Staff WHS Checklist
 - NEW Staff WHS Checklist
- When recruiting staff all procedures outlined in the CSPD Safeguarding Procedures are adhered to with records of referee checks, working with children checks and Child Protection Questions for Applicants & Referees kept in the staff file in the Principal's Office.
- When responding to reportable matters:
 - Staff report directly to the Principal or delegate if they are concerned for the safety, welfare or wellbeing of a child. Staff are encouraged to record observations of student behaviour, appearance, etc into COMPASS Chronicles.
 - Principal/delegate will assess the information/concern provided by staff against confidential information already gained if any and decide whether to continue monitoring or complete a ChildStory Reporter: Mandatory Reporter Guide (MRG). This decision is communicated to the reporting staff member.
 - If the Principal/delegate completes an MRG, the details of the report are entered on the CSPD RoSH Online System and the hard copy is to the students confidential file in the office. The directions of the MRG are

followed - continue to monitor; refer to the CSPD Safeguarding team; or report to Community and Justice Services.

- If the report is about a staff member, the Principal/delegate reports within 24 hours to the CSPD Safeguarding Team. If the report is criminal in nature the Principal/delegate also reports to the Police.
 - If the report is about the Principal, the Director Performance - Christine Howe must be contacted.
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- All volunteers working at *Our Lady of The Way* are required, as outlined in the CSPD Safeguarding Procedures, to complete the online *Building Child Safe Communities Training and Undertaking* ([Link Here](#)). Prior to engaging volunteers at school, all staff are required to check with the office that the potential volunteer has completed the necessary requirements. The office staff use the CSPD Building Child Safe Communities Portal ([Link Here](#)) to check potential volunteers.
 - If the potential volunteer has completed the necessary requirements they will confirm with staff so the volunteer can be engaged.
 - If the potential volunteer has *NOT* completed the necessary requirements, the office staff will contact the potential volunteer and ask them to complete the requirements. They will NOT be permitted to volunteer until the necessary requirements have been completed.
 - At the Kindergarten Orientation at the conclusion of each year, the Principal or delegate shares these requirements with all new parents wishing to volunteer.
 - The school regularly adds these requirements for volunteers in the Newsletter
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- The Principal or delegate provides CSPD with all staff WWCC. Staff are notified when their expiry date is approaching by email and reminded that a copy of the new clearance must be shared with the school asap.
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- The Principal or delegate regularly checks the mandatory training dashboard available on Tableau to ensure staff completion of mandatory RoSH & Safeguarding professional learning.
 - The Principal or delegate ensures that at least two Staff Professional Learning Meetings throughout the year are made available for staff to complete training.
 - Staff not at the set Staff PL Meetings are emailed and reminded that this training must take place and evidence of completion forwarded to the office

- The current Pastoral Care Procedures and Student Wellbeing Procedures are evaluated on a regular basis (with a specific focus on Protective Behaviours).

CSDP Policies

The following CSPD policies can be found on OSCAR in Policy Central:

- Safeguarding (Facilities) Procedures
- Safeguarding Procedures
- Code of Conduct When Working with Children and Students
- Safeguarding OSCAR page

Budget

A budget is available for the ongoing professional development of staff and for the purchasing of resources.

Evaluation

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

