



# NARNIA CHRISTIAN PRE-SCHOOL AND EARLY CHILDHOOD CENTRE

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)



Foundation Office  
For the Whole of Their Life

## Protecting and Supporting Children and Young People Policy (Child Protection)

### Policy Document Information

Author/Supervisor	CLT, E Moir
Compliance	
Board of Studies	Registered and Accredited Individual Non-Government Schools (NSW) Manual
Legislative Requirements	See Children and Young Persons (Care and Protections Act 1998) Sect 23 <a href="http://www.auslii.edu.au/au/legis/nsw/consol_act/carpapa1998442/s23.html">www.auslii.edu.au/au/legis/nsw/consol_act/carpapa1998442/s23.html</a> The Ombudsman Amendment (Child Protection and Community) Act 1998 <a href="http://www.legislation.nsw.gov.au/sessionalview/sessional/act/1998-148.pdf">http://www.legislation.nsw.gov.au/sessionalview/sessional/act/1998-148.pdf</a> CCH School Principals' Legal Guide <a href="http://www.cch.com.au">www.cch.com.au</a>
Other Policy Relationships	<a href="#">Allegations against Employees in the Area of Child Protection Policy</a> <a href="#">Protecting and Supporting Children and Young People Policy (Child Protection) 2010</a> <a href="#">Supervision Guidelines 2010</a> OHS Policy Discipline Policy <a href="#">Excursion Policy</a>
Document Location	<a href="#">G:\Staff\Policies; Guidelines &amp; Procedures\Child Protection</a> <a href="#">H:\College Documents\Policies and Procedures\Administration\Child Protection</a> G:\Junior School Admin\Dianne Garred\Narnia\Narnia POLICY Child Protection 2010
Key Dates	
Date of Issue/last revision	Supercedes last document 2000
Date submitted to CLT	21/6/10
Date Ratified by CLT	24/6/10
Review Date	March 2013
Policy Review	This policy will be reviewed every 3 years, or as needed in line with legislative changes and the requirements of the Association of Independent Schools
Applies to	Narnia Christian Pre-School Newcastle

# **St. Philip's Christian College**

## **Newcastle**

### **Protecting and Supporting Children and Young People Policy (Child Protection)**

#### **General Statement**

St. Philip's Christian College is committed to creating and maintaining procedures that protect the safety, welfare and well-being of all children and young people at the school. A part of that duty of care owed by the College is, with the help of the parents, families, community and government and non-government agencies, to protect children and young people against all forms of abuse and neglect. The procedures followed must be in accordance with all relevant legislation, and take into account other appropriate practices and guidelines aimed at maintaining the safety, welfare and wellbeing of children and young people. The school's policy and procedures will be amended as necessary to take into account amendments to relevant legislation and regulations.

#### **1. Objectives – Policy Statement**

1.1 Education has an important role to support children and young people and to identify where problems arise that may put their safety, welfare or wellbeing at risk.

1.2 All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

1.3 Child protection reforms introduce an obligation for government and non-government agencies to coordinate decision making and delivery of services.

#### **2. Audience and Applicability**

All Staff K-12 and Narnia Christian Preschool

#### **3. Context**

The NSW Government recognises that care and protection for children and young people is a shared responsibility. It begins with parents, but when government support becomes necessary, it is not the sole responsibility of community services but a collective responsibility.

*Keep Them Safe: A shared approach to child wellbeing* provides the framework for parents, communities, government and non-government agencies to work together to support children and families.

This policy is a general document outlining the overall requirements of the College in regard to Child Protection. This policy must be read in conjunction with the Keep Them Safe framework and the NSW Mandatory Reporter Guide, as well as the College's Guidelines and Procedures.

This policy refers to the following legislation: Children and Young Persons (Care and Protection) Act 1998, Crimes Act 1900, Privacy and Personal Information Protection Act 1998.

Other relevant legislation: Privacy And Personal Information Protection Act 1998; Health Records And Information Privacy Act 2002; Commission for Children and Young People Act 1998; Ombudsman Act 1974, Education Act 1990

## 4. Responsibilities and delegations

### Principal

#### -4.1.1 Training

- ensure all staff have participated in an initial child protection induction and updated information sessions as relevant
- ensure all staff are aware of the indicators of abuse and neglect of children and young people (see Mandatory Reporters Guide)
- ensure all staff are aware of their obligation to advise the principal 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
- update Child Protection Policy as relevant and communicate changes to staff

#### 4.1.2 Reporting

- 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 Community Services
- seek advice from AIS and/or other professional services where there is uncertainty about whether concerns amount to risk of significant harm
- contact the AIS and/or other professional services about the safety, welfare and wellbeing of children and young people where:
  - a) there are concerns about risk of harm, that do not meet the threshold of significant harm but are not trivial
  - b) the Mandatory Reporter Guide indicates this should be done
  - c) a case has been reported to Community Services and did not meet the risk of significant harm threshold
  - d) there is an observable pattern of cumulative harm that does not meet the threshold of significant harm.

#### 4.1.3 Supporting children and young people

- endeavour to establish effective systems in the school for:
  - a) 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
  - b) 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
  - c) 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
  - d) exchange relevant information to progress assessments, investigations and case management as permitted by law

### 4.2 Teachers/staff

#### -Heads of School

#### 4.2.1 Training

- ensure all staff have participated in an initial child protection induction and updated information sessions as relevant
- 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 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
- ensure child protection/protective behaviours is included in the curriculum

#### 4.2.2 Reporting

- adhere to mandatory procedures for conveying risk of harm concerns to the principal
- adhere to mandatory procedures for reporting risk of significant harm to Community Services
- report directly to Community Services if they believe the principal has not reported risk of significant harm concerns to Community Services, and they still have concerns about risk of significant harm
- ensure that any relevant information that they become aware of, subsequent to a report being made to Community Services, is provided to Community Services. If the additional information forms concerns about risk of significant harm a report must be made to Community Services

#### 4.2.3 Supporting children and young people

- 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 Community Services case officer
- ensure all volunteers have completed child protection forms and are suitable.
- inform students, including apprentices or trainees, of their right to be protected from abuse and of avenues of support if they have concerns about abuse.

### 4.3-Staff

#### 4.3.1- Training

- participate in a child protection induction and updates as required. This includes all staff -teaching and non-teaching staff, part-time, temporary and casual staff and those who join during the year

#### 4.3.2 Reporting

- adhere to mandatory procedures for conveying risk of harm concerns to the principal
- adhere to mandatory procedures for reporting risk of significant harm to Community Services
- report directly to Community Services if they believe the principal has not reported risk of significant harm concerns to Community Services, and they still have concerns about risk of significant harm
- ensure that any relevant information that they become aware of, subsequent to a report being made to Community Services, is provided to Community Services. If the additional information forms concerns about risk of significant harm a report must be made to Community Services

#### 4.3.3 Supporting children and young people

- 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 Community Services case officer
- ensure all classroom volunteers have completed Child Protection forms.
- inform students of their rights to be protected from abuse and of avenues of support if they have concerns about abuse.

### 4.4 Parents

- to support and comply with the College's Child Protection Policy, particularly in relation to completing Volunteers' forms, etc.

### 4.5 Students

- Follow school rules in regards to child protection procedures and protocols.

## **5. Monitoring, evaluation and reporting requirements**

5.1 This policy document will be reviewed every three (3) years. Procedures and Guidelines will be updated more frequently if legislation changes.

5.2 Director will maintain a workplace register of staff participation in relevant updates and of inductions of new staff. This applies to all staff including non-teaching staff, part-time, temporary and casual staff.

5.3 A record is to be kept of reports to Community Services as confirmation that mandatory reporting requirements have been met. The report reference number should be recorded.

## **6. Document details and history**

Modified from Child Protection Policy 2000 (see H:\College Documents\Policies and Procedures\Administration\Child Protection\Archive) and DET NSW 'Protecting and Supporting Children and Young People Policy.'

### **Additional Materials**

Keep Them Safe documentation and website - [www.KeepThemSafe.nsw.gov.au](http://www.KeepThemSafe.nsw.gov.au)

NSW Mandatory Reporter Guide.

[Allegations against Employees in the Area of Child Protection Policy](#)

[Supervision Procedures and Guidelines 2010](#)

[Excursions Policy](#)

OHS Policy

Discipline Policy

[Volunteers Policy](#)

This policy links to the following NQS:

National Quality Standards 2.3.1, 2.3.2, 2.3.3, 2.3.4

See Appendix 1-National Law (section) and National Regulations (regulation)