



St Patrick's Catholic Primary School, Bega

Statement of Practice - Child Safety

Related Legislation, Policies and Procedures

[CE Guidelines of Professional Conduct when Working with Children and Young People](#)

[Child Safety Policy](#)

[Complaints Policy](#)

[Risk Management](#)

[Routine Complaints Investigation Procedure](#)

[Privacy Policy](#)

[Workplace Discrimination, Bullying, and Harassment Policy](#)

[School and ELC Bullying and Harassment Policy](#)

[Record Keeping Policy](#)

[NSW Mandatory and Voluntary Reporting Policy](#)

Purpose

The Statement of Practice provides direction to the School Principal, Teachers and other Mandated Reporters working in schools about making a report to NSW Department of Communities and Justice (DCJ) regarding concerns for the safety, welfare or well-being of a Child or Young Person. It outlines how Reportable Conduct is prevented and identified and how these allegations are reported. The use of contemporary safeguarding practices, involving all stakeholders, particularly children and families are outlined.

Mandated persons at St Patrick's are required to report to the Principal any suspicions on reasonable grounds that a child is being abused.

Reasonable grounds include;

- A disclosure by a child;
- A disclosure by another person;
- Personal observation of the child's physical condition or behaviour leads to a belief that the child has been abused.

Abuse includes and is not limited to:

- Non accidental injuries;
- Neglect resulting in impairment of health;
- Emotional/ psychological harm;
- Sexual abuse and exploitation.
- Exposure to domestic violence.

At St Patrick's a Child Concern Report to NSW Department of Communities and Justice, will be made by the person who has been witness to the disclosure. They may seek support to complete the Mandatory Report from a member of the Leadership Team.

Procedure

Mandatory requirements under the Children and Young Persons (Care and Protection) Act 1998

- Reportable conduct requirements under Part 4 of the Children's Guardian Act 2019
- Reporting requirements to the Office of the Children's Guardian under the Child Protection (Working with Children) Act 2012

- Reporting child abuse offences under section 316A of the Crimes Act 1900 and in line with CECG's values, CECG workers are required to notify or report certain matters of concerns outlined in the following sections.

Staff members must make reports to their Principal/AP. The Principal/AP must follow the CECG Safeguarding Procedures regarding reporting or notification to relevant authorities, including the NSW Police and NSW Working with Children and Child Protection Agencies.

There may be situations where a staff member suspects that a child abuse offence has occurred, but it is not covered by the reporting obligations.

- Staff members must report this to the Principal/AP.
- Any suspected child abuse offence that has not arisen in the employment context must be reported by CECG workers to the Police and/or a mandatory report completed if assessed to be appropriate.

Staff are protected if they report in good faith any information or suspected breach to appropriate authorities in line with these Guidelines or relevant policies. No detrimental action can be taken against workers for reports made in good faith where the worker has reasonable grounds to suspect a report is necessary.

Mandatory Reports are stored by the Principal/AP in a folder on the St Patrick's Sharepoint site. Records may include case notes, student/client files and behaviour management plans. Details of reports made are also emailed to CECG Child Protection at mandatory.reporting@cg.catholic.edu.au

A staff member must keep contemporaneous records of any disclosure, observations and discussions regarding a child protection matter or any alleged breach of these Guidelines, including date, time and signature as per Compass Chronicle, staff visibility Level 3 Admin. These records are personal information under the privacy policy and must be kept in a secure location to prevent unauthorized or inappropriate access or use of personal information.

After the report is made the Principal will usually advise the staff member whether the Child Concern Report will be appraised or not. Confidentiality must be respected. Opportunities for the mandated reporter to debrief will be provided.

Ongoing pastoral support will be offered to the child who is the subject of the report.

A risk based approach to reportable misconduct by staff is managed through a complaints process and is referred to the School and Family Services Team at CECG. The CECG Routine Complaints Investigations Procedure outlines how investigations are conducted and managed at School.

Role of Child Safe Advocate

The Child Safe Advocate at St Patrick's leads our safeguarding approach.

They ensure the following:

- Completion in Term One of the CECG Child Safe Standard Self Assessment.
- Support the school to respond to child safety concerns.
- Monitor the Child Safe Advocate Portal and disseminate relevant information to staff including information on the Child Safe Standards.
- Present information on child safeguarding responsibilities at the beginning of the school year, and keep a record to ensure all staff attend the CE Professional Obligations Training.
- Oversee compliance with key legal requirements.
- Develop the capacity of staff to respond to and manage child safety issues at schools in an appropriate trauma informed manner.
- Assist staff to make adjustments to teaching and learning practices to accommodate child safeguarding aspects.
- Provide training to volunteers on the principles of child safety.