

## Child Protection Procedures for Staff at St Pius X HS

- All Staff are to make themselves aware of the content of the Code of Conduct (approved 2017, amended May 2018), the Child Protection Policy and this Child Protection Procedures document, copies of which are located on the School Policies page and the Child Protection page of the school website. All Staff are to work in accordance with the guidelines, policy statements and procedures contained therein.
- A Staff member (Teacher or Support Staff) who suspects a child is in immediate serious danger must contact the police immediately by phoning 000 (Emergency). The staff member must take whatever other steps are possible to ensure the safety of the child and must inform the Principal or an Assistant Principal of the situation immediately.
- A Staff member (Teacher or Support Staff) who suspects a child has suffered harm from abuse or neglect or is at risk of significant harm must report the matter to the Principal as soon as possible and certainly within 24 hours of becoming aware of the harm or risk of harm. If the Principal is unavailable then the report must be made to the Acting Principal or to an Assistant Principal. Note that Staff who have reasonable grounds for suspecting a child has suffered maltreatment, or that there is risk of significant harm, can lawfully make such a report without fear of legal repercussion.
- Depending on the nature of the situation, the Principal may require a House Coordinator or another appropriate person to investigate the matter further before making the decision to report the matter to the Department of Communities & Justice (DCJ).
- If the Principal (or delegate) is unsure as to whether a particular set of circumstances requires a mandatory report to the DCJ, the Principal (or delegate) may run the scenario through the online Mandatory Reporters Guide (MRG) available at:

<https://reporter.childstory.nsw.gov.au/s/mrg>

to determine whether his/her concerns constitute risk of significant harm. The Principal (or delegate) must keep the Decision Report generated by the MRG. Alternatively, the Principal (or delegate) may phone the Prevention and Response Team (PaRT) of The Office of Safeguarding (49 791390) to discuss the situation and ask for advice as to whether a report to the DCJ is warranted.

- If a report to the DCJ needs to be made, the Principal (or delegate) will make a “Risk of Significant Harm (ROSH)” report to the DCJ immediately using the phone Helpline (132 111). The person making the ROSH report must ensure they have all the relevant details – the child’s name, date of birth, address and the details of the situation.
- After making a ROSH report, the person making the report must also report the child protection concerns to PaRT within 5 working days.
- The original of the ROSH report must be given to the Principal’s Executive Assistant for filing.
- Any Staff member who receives a child protection allegation made against an employee of the Diocese must report this to the Principal immediately. Employees include volunteers and self-employed persons (eg Music Tutors). If necessary, a staff member may report an allegation to

the Assistant Director of the school or to The Office of Safeguarding directly.

- The Principal will report the matter to PaRT at The Office of Safeguarding.
- Staff making child protection reports are reminded that confidentiality must be maintained at all times.
- Staff are also reminded that any person can report child protection matters to PaRT or to the DCJ as appropriate. Informing the Principal is really a matter of preferred Catholic Schools Office (CSO) & school protocol rather than a matter of law.
- **Staff who are planning to ask volunteers to assist in any aspect of school related activity must ensure that all such volunteers have a valid and current Working With Children Check (WWCC) and appear on the Diocesan Child Protection Declarations & WWCCs Register of Active Volunteers available at the Main Office. Staff must sight the WWCC clearance to ensure it is still valid – eg check the date. It is not sufficient to simply check the Active Volunteers register.**

**If the potential volunteer claims that they are exempt from obtaining a WWCC, Staff must check two things:**

**(i) that the exemption would still apply given the nature of the voluntary work. So, for instance, the volunteer may have been granted exemption because they are a mother of a child at the school and only volunteer at the Canteen. However, the new voluntary work for which they are being considered may require them to have a WWCC. See the Statutory Screening Selection Tool in the [Volunteer Induction Handbook](#) to determine this. If in doubt, ask the Principal.**

**(ii) that the potential volunteer is listed on the Diocesan Child Protection Declarations & WWCCs Register of Active Volunteers available at the Main Office.**

The application procedure for volunteers is set out on the [Child Protection](#) page of the school website.

All volunteers must undergo an appropriate Site Induction before commencing work. Speak with the Principal to ascertain the type of induction required.

- **Staff who intend to invite self-employed people to work unsupervised with students must first ensure that such people are registered with the school as having a valid and current Working With Children Check.** Speak to the Principal to ascertain this information. All self-employed people who are to work unsupervised with students must undergo an appropriate Site Induction before commencing work. Again, speak with the Principal to ascertain the type of induction required.

Information relevant to obtaining a Working With Children Check is on our school website on the [Child Protection](#) page.

Mr R Emery  
**Principal**  
8 February 2021