



Child Protection Procedures

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Principal

Child Protection Procedures

1. Introduction

At HopePoint Christian School, it is the responsibility of the Principal to ensure each staff member, including any volunteers, contactors, and casuals, are informed annually of their child protection obligations. This generally occurs on the first PD day of each year for ongoing staff and new staff, and has a sign-in sheet to monitor attendance. All staff in attendance will also be required to sign the **Child Protection Acknowledgement**, and the **Staff Code of Conduct Acknowledgement**, and return them to the Principal's Assistant for filing, and monitoring.

These annual sessions will cover:

- School expectations - including the Staff Code of Conduct
- Mandatory reporting
- Reportable conduct
- WWCC obligations

The annual information session will be recorded and a copy of the presentation will be kept. Any staff that miss the annual PD week session, or begin later in the year, will be sent the recorded session, and be required to sign the **Child Protection Acknowledgement**, kept and monitored by the Principal's Assistant.

2. Working with Children's Check (WWCC)

Upon employment at HopePoint Christian School, all staff; including casuals, contactors, and volunteers, must have an active Working with Children's Check.

Working with Children's Checks are granted as one of two types:

Paid: for any formally employed, and paid staff members and contractors.

Volunteer: for any volunteer, not receiving payment for their time.

Any staff member without an active WWCC, will not be allowed to begin working in their role until an active WWCC has been provided to, and verified by, the Principals Assistant, Mrs Annemi Jordaan.

It is the responsibility of the Principal's Assistant to ensure that all staff have current WWCC, and to monitor the status of each check throughout the year.

- Upon a staff contract signing, the Principal's assistant performs a WWCC verification through the Office of the Children's Guardian website;
- Once verified, the WWCC verification is printed out and kept and filed in the Assistant's Office;

- All necessary verification information, for each staff member, is entered into two excel spreadsheets located in the **Staff WWCC folder** on the School's Drive, for ongoing monitoring. A master spreadsheet and also individual ones for each subsequent year with the expiries of each staff member's WWCC.
- The staff with an expiring WWCC in the current year have their WWCC expiration dates marked in the desktop calendar of the Principal's Assistant, ensuring staff are notified in advance, to renew.

In the instance of tradespeople/contractors working on the School grounds, the Property Manager and Business Manager monitor the WWCC of each person that may come into contact with children. However, for larger projects, and due to the nature of the work and the safety of tradespeople and students, these generally happen throughout School Holidays, or on weekends.

3. Mandatory Reporting

3.1 Process for mandatory reporting

A mandatory reporter must, where they have reasonable grounds to suspect that a child (under 16 years of age) is at risk of significant harm, reports to the Department of Communities and Justice (DCJ) as soon as practicable. The report must include the name, or a description, of the child and the grounds for suspecting that the child is at risk of significant harm.

3.1.1 Staff members

Staff members must raise concerns about a child or young person who may be at risk of significant harm with the Principal as soon as possible to discuss whether the matter meets the threshold of 'risk of significant harm', as stated and defined in the **2024 HPCS Child Protection Policy**, and the steps required to report the matter.

However, if there is an immediate danger to the child or young person and the Principal, Deputy Principal, or member of the Executive Team is not contactable, staff should contact the **Child Protection Helpline (13 21 11)** directly and then advise the Principal as soon as possible, and the **2024 HPCS Child Protection Policy** will be followed.

The Principal may use the mandatory reporting guide or contact the AISNSW Child Protection Team for further advice.

The principal will keep a record of any raised concerns. Records will be kept by the Principal securely on the School premises, and collated case by case, on the Principal's Drive.

Staff members are not required to, and must not, undertake any investigation of the matter. Staff members are not permitted to inform the parents or caregivers that a report to DCJ has been made.

Staff members are required to deal with the matter confidentially and only disclose it to the persons referred to above or as required to comply with mandatory reporting obligations. Failure to maintain confidentiality will not only be a breach of the HopePoint Christian School Child Protection Policy, but could also incite potential civil proceedings for defamation.

3.1.2 The school

In general, the Principal will report these matters to DCJ.

3.2 Process for reporting concerns about students

3.2.1 Staff members

The Care and Protection Act outlines a mandatory reporter's obligation to report to DCJ concerns about risk of significant harm. However, to ensure centralised reporting all staff members are required to report any concern regarding the safety, welfare and wellbeing of a student to the Principal. Staff members who are unsure as to whether a matter meets the threshold of 'risk of significant harm' should report their concern to the Principal regardless.

Staff members are required to deal with all reports regarding the safety, welfare or wellbeing of a student with confidentiality and only disclose it to the Principal and any other person the Principal nominates.

4. Reportable Conduct

For what constitutes reportable conduct, please see section 6 of the HopePoint Christian School Child Protection Policy, found both on the School's website, and on the School's drive.

5. Stakeholder Complaints about Staff Conduct

Complaints raised about staff conduct will follow the procedures in the **HPCS Complaints and Grievances Policy and Procedures**.

Complaints that are a matter of reportable allegations will follow procedures in the **2024 HPCS Child Protection Policy**.