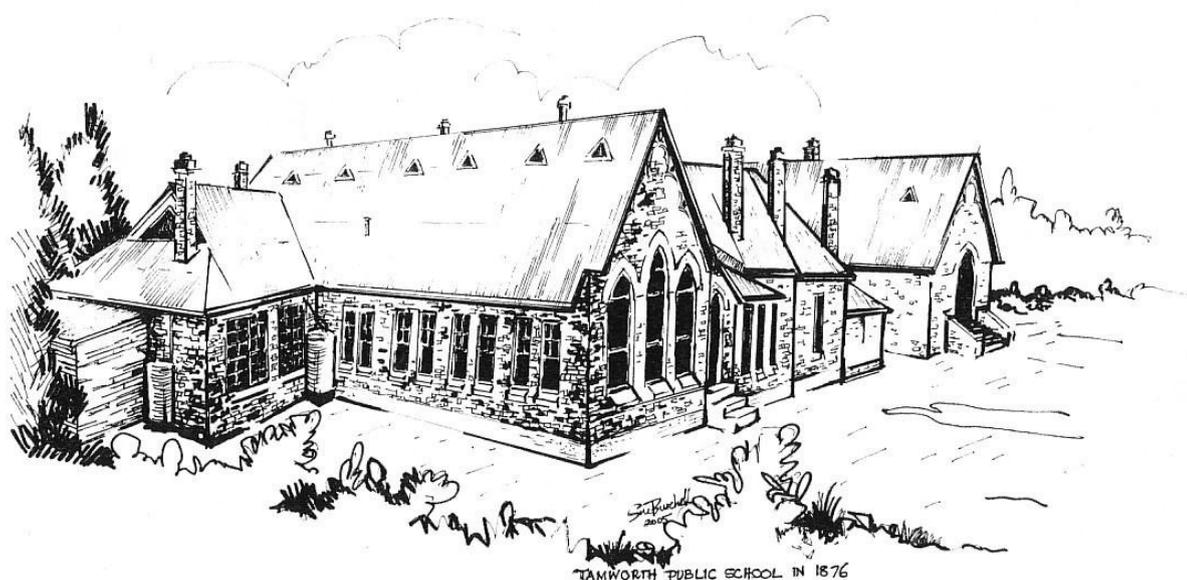


Tamworth Public School

Protecting and Supporting Children and Young People Policy

Updated 2017

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PROTECTING AND SUPPORTING YOUNG PEOPLE AND CHILDREN POLICY

This policy sets out roles and responsibilities of TPS staff in relation to child protection including training, reporting on safety, and supporting children and young people, as well as monitoring, evaluation and reporting requirements.

POLICY STATEMENT

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.

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.

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

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.

RESPONSIBILITIES AND DELEGATIONS

Principals

Training

- ensure all staff have participated in an initial child protection induction and an update during the past year. This includes teaching and non-teaching staff, part-time, temporary and casual staff and those who join during the year.
- 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.

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

Supporting Children and Young People

- establish effective systems in the workplace for
 - child protection concerns to be identified in the course of the work of staff, reported and action taken, where appropriate.
 - exchange relevant information as permitted by law.
 - use best endeavours in responding to a request for a service from Family and Community Services provided that the request is consistent with departmental responsibilities and policies

Employees

Training

- participate in a child protection induction and in annual updates.

Reporting

- adhere to mandatory procedures for conveying risk of harm concerns to the principal.
- report directly to Family and Community Services if they believe the principal has not reported risk of significant harm concerns to Family and Community Services, and they still have concerns about risk of significant harm.

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 Family and Community Services case officer.
- inform students of their right to be protected from abuse and of avenues of support if they have concerns about abuse.

MONITORING, EVALUATION AND REPORTING REQUIREMENTS

Principals and workplace managers must maintain a register of staff participation in annual updates and of inductions of new staff, or they must sight individual records of staff inductions. This applies to all staff including non-teaching staff, part-time, temporary and casual staff.

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

The record and related papers are to be retained by principals or workplace managers in secure storage and kept confidential. These records are to be provided to any successor.

Where a reference number has been provided by the Child Wellbeing Unit it must be recorded and kept.

If serious safety issues remain after a report has been made to, and accepted by, Family and Community Services, principals or workplace managers will refer the matter to the departmental regional officer responsible for student services so the case can be taken up at a senior level within Family and Community Services.

CONTACT

Any questions, contact Leader, Child Protection Services ph (02) 9269 9454.

Implementation documents

- [Collection of Students by the Department of Community Services, Procedures \(PDF 74.8 KB\)](#)
- [Protecting and Supporting Children and Young People - Procedures \(PDF 341.47 KB\)](#)

Related documents

- [Allegations against Employees in the Area of Child Protection](#)
- [Sample Evidence of Policy Implementation](#)
- [Student Welfare Policy](#)
- [Working With Children Check Policy](#)

Tamworth Public School to review this policy in 2020.