



6.12 Child Protection Procedure

This procedure should be read in conjunction with the Pittwater House Child Protection Policy.

6.12.1 Communication of Policy

New Staff

This procedure, and the Child Protection Policy, will be communicated to all new staff during their induction. New staff will be asked to sign the Policy to certify that they have read it. Unreturned policies will be followed up by the HR Administrator under the direction of the Head of Teaching and Learning for new teaching staff and by the HR Director for new Business Services staff. If the policy remains unsigned, staff discipline processes will begin in accordance with the relevant policies and legislation. Signed policies are retained by HR.

Existing Staff

At a Professional Development day, generally in Term 1, the Child Protection Policy and Procedure will be presented by a member of the school executive to all staff. Staff are required to sign into these sessions using their staff ID card. If a staff member is absent from this session the Business Manager or the Deputy Principal will provide a catch-up briefing. In addition to the briefing, annually all staff undertake the AIS online Child Protection training or a similar presentation, eg. Ombudsman or AIS or another appropriate activity. If the course or other method has not been completed by a set date, the staff member will be reminded by the Head of Teaching and Learning or the HR Director. If the staff member does not complete the course or other method, then the staff discipline process will begin in accordance with the relevant policies and legislation.

Material change to the Child Protection Policy

Where the Child Protection Policy is materially changed, the amended policy will be distributed to all staff for each staff member to read and sign accordingly. The signed policies are returned to the HR Administrator. Unreturned policies will be followed up by the HR Administrator. If the policy remains unsigned, staff discipline processes will begin in accordance with the relevant policies and legislation. Signed policies are retained by HR.

6.12.2 Working with Children Check

Employment of New Staff, including Volunteers

- Before being employed at Pittwater House School, a successful applicant must present a Working with Children Check (Check) number to the HR Director.
- The HR Director will verify the Check online and record the status of the Check against the employee's name in the payroll records, including the date of expiry.
- It is preferred that Volunteers hold a WWCC for volunteers, those volunteers who do not meet the exemption category and are unable to apply for a WWCC, are required to sign a Volunteer Statutory Declaration obtained from the HR Director.
- Those who are under 18 at the time of employment are required to sign a Statutory Declaration obtained from the HR Director. Once they turn 18 they will be required to apply for a WWCC.

Responsibility of Existing Staff

- Staff must ensure they renew their Check on or before expiry. A reminder will be provided by the HR Director, but staff must not rely on receiving such a reminder.
- In accordance with the Child Protection Policy, staff must inform the Principal if their Check status changes or if they are subjected to a risk assessment.

6.12.3 Mandatory Reporting

In accordance with the Child Protection Policy:

- If you have concerns that a child or young person is at risk of serious harm you should contact Dr Nancy Hillier to determine if a report to Community Services is required. In the absence of Dr Hillier, you should contact one of the following senior staff members:
 - Mr Glenn Stephenson
 - Mrs Katie Thomas
 - Mr James Walmsley
 - Ms Jasmin Mano
 - Ms Megan Williams
 - Ms Anne-Maree Ironside
- If Dr Hillier or a senior staff member is not available and you believe there is an immediate danger to the child or young person contact the Police and or the Child Protection Helpline directly and advise Dr Hillier or a senior staff member as soon as possible.

The Child Protection Policy should be consulted for further details. Confidentiality is essential.

6.12.4 Reportable Conduct

In accordance with the Child Protection Policy you must advise Dr Nancy Hillier or a member of senior staff if you believe that you or another employee (including contractors, volunteers, work experience participants etc.) have engaged in reportable conduct. Full definitions are contained in the policy.

Investigation of Reportable Conduct

Investigations will be conducted in accordance with best practice and are detailed in the Child Protection Policy. Dr Hillier will nominate an Investigator.

| Version | Revision Details | Revised by: | Authorised by: | Date: |
|---------|--|-------------|----------------|--------------|
| 1 | Original Policy | LP | LP | 1 Jun 2017 |
| 2 | Renumbered and updated personnel | JSW | JSW | 17 Jan 2019 |
| 3 | Expanded procedure for communication of policy | LP | JSW | 10 June 2019 |
| 4 | Updated staff | JSW | JSW | 23 Jan 2023 |
| 5 | Updated Position Titles | JSW | JSW | 6 March 2023 |
| 6 | Updated staff and position titles | LP | LP | 12 July 2023 |
| 7 | Added under 18 and clarified volunteers | LP | LP | 26 Jul. 23 |
| 8 | Updated staff | LP | JSW | 11 Sep 23 |
| 9 | Updated Names | JSW | JSW | 19 Feb 24 |