Introduction

The St Charbel’s College recognises that care and protection for children and young people is a shared responsibility. It begins with parents, but when further support becomes necessary, it is not the sole responsibility of community services but a collective responsibility. Keep Them Safe: A shared approach to child wellbeing provides the framework for parents, communities, government and non-government agencies to work together to support children and families.

Statement of Principles

St Charbel’s College is committed to creating a safe environment for children and our procedures for responding to allegations and disclosure of abuse of children and young people are based on the following principles:

The College bases its child protection procedures on the following principles:

- All children have the right to safety and to be protected from risk of harm
- Persons involved in situations where reportable conduct is disclosed or alleged should be treated with sensitivity, dignity, respect and confidentiality
- In any preventive and/or protective action related to reportable conduct, the total well-being of the child is the primary concern
- The value of the family unit is respected but not to the detriment of the well-being of the child
- As the Principal (Head of Agency) is responsible for the administration and conduct of the College and all that relates to it, the Principal (Head of Agency) or designated delegate is to be informed promptly of alleged or disclosed incidents concerning the welfare of students. This obligation is shared by all school staff including teaching and non-teaching staff and authorised volunteers
- Information regarding alleged or disclosed reportable conduct shall be made available only to those personnel who have a genuine need to be informed. Personnel who have access to such information have the obligation to observe appropriate confidentiality and sensitivity in relation to this information
- School personnel are required to avoid any false, exaggerated or unjustified assertions and rumours that may infringe the good name of another person.
Child Protection Policy & Procedures

Key Responsibilities

St. Charbel’s College expects that all employees whether paid or unpaid commit to exercising due diligence in relation to child protection.

Head of Agency (HOA) – The Principal

The Principal is the designated HOA for St Charbel’s College. As HOA the Principal has the responsibility to respond to ‘reportable conduct allegations’ including allegations which are exempt from notification to the Ombudsman, as defined in s.25A(1) of the Ombudsman Act 1974 and ‘reportable convictions’ against employees. Heads of agencies are required to make a notification to the Ombudsman within 30 days of becoming aware of a reportable allegation or conviction.

Any allegation or complaint of a child protection nature is to be directed to the College Principal (HOA). If the Principal is not available then the Deputy Principal must be notified. The Principal (or delegate) must clarify, on the face of it, if the complaint is reportable to the Ombudsman or another external agency.

Delegates

A person delegated by the Principal to act on his behalf must be the person who will represent the college at meetings, interviews, summons with external agencies, be it Police, Community Service, Court, etc. Authority to the Principal’s delegate must be stated in writing.

The Responsibilities of the Principal (HOA) include:

- Setting up systems for providing a safe environment for the students in its care
- Ensuring systems are in place for recording and responding to allegations or convictions of a child protection nature against employees. This includes reportable allegations and convictions and allegations that are exempt from notification to the Ombudsman
- Regularly reviewing policies and procedures
- Managing incidents in accordance with this policy and other relevant employer and statutory requirements
- Providing developmental opportunities, training and support for staff
- Establishing and maintaining appropriate staff recruitment, selection and screening processes including use of the online Working with Children Check
- Establishing and maintaining appropriate procedures for dealing with allegations of staff misconduct
- Collaborating with other relevant agencies
- Providing information about child protection policies to parents and the community
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- Reporting to Community Services any child reasonably expected of being at significant risk of harm using the online reporting guide to determine “significant risk of harm”

- Establishing an appropriate investigation team

- Providing a counselling program

- Making a finding upon conclusion of an investigation

- Notifying the Commission for Children and Young People (CCYP) of relevant employment proceedings, if appropriate.

**Deputy Principal**

The Responsibility of the Deputy Principal is to:

- Inform the Principal (HOA) (or delegate) of any reportable conduct allegation or conviction against an employee which occurred either within or outside the workplace

- Manage incidents in accordance with this policy and other relevant employer and statutory requirements

- Develop and distribute policies and processes and then monitor their compliance by all paid employees

- Provide appropriate opportunities for staff to become familiar with relevant child protection policies and procedures, along with their own relevant responsibilities

- Provide a summary of the child protection policy and procedures to authorised volunteers

- Inform and then provide documentation to parents, informing them of the child protection policy and the schools associated procedures.

**Year/Stage Coordinator**

The role of the Year/Stage Coordinator is to:

- Inform the HOA (or delegate) of any reportable conduct allegation or conviction against an employee which occurred either within or outside the workplace

- Ensure confidentiality is maintained by relevant staff

- Provide non intrusive support.

**College Counsellor**

The role of the College Counsellor is to:
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- Inform the HOA (or delegate) of any reportable conduct allegation or conviction against an employee, which occurred either within or outside the workplace
- Actively participate in the investigation process when required
- Offer debriefing sessions for all parties involved
- Monitor the student/s and employee involved.

Employees

The Responsibility of Employees is to:

- Participate in training initiatives designed to assist the recognition of ‘reportable conduct’ and the implementation of relevant policies and procedures
- Immediately inform the HOA (or delegate) of any reportable conduct allegation, which occurred either within or outside the workplace
- Report to the employer any suspicion, on reasonable grounds, that a child or young person for whom the organisation is responsible, is at risk of harm
- Provide support, within the range of normal duties, to children and young people who are alleged to have experienced abuse or neglect
- Maintain strict confidentiality in relation to all incidents or allegations of abuse of a child or young person
- Provide information that has been requested in accordance with legislation or code of conduct, to support child protection inquiries and investigations.

Risk Assessment

The College has a duty of care to their employees and students to ensure their safety. The College will meet this duty of care and will implement strategies to protect students and employees from risk of harm. This includes the risk of allegations being made against employees as well as risk of harm to students.

To sustain and implement systematic risk management within an organisation a risk management policy will be developed. Further management of risk will be integrated into the management philosophy of St Charbel’s and incorporated as part of the College’s management policies.

St Charbel’s will appoint a group of employees (including managers) to develop and implement risk management procedures and support arrangements. This group will also be responsible for:

- Identifying the extent or range of risks that need to be managed, for example:
  - Classroom layout and management
  - Playground organisation and management
Child Protection Policy & Procedures

- Supervision of students before and after school including travel arrangements
- Physical education and sporting carnivals
- Out of school activities including retreats and camping programs
- Communicating and raising awareness about managing risks and the formal processes involved, for example:
  - Engagement and orientation of casual staff
  - Engagement and orientation of volunteers
- Specifying those accountable for the management of specific risks
- Establishment of performance measures and reporting processes
- Professional development in risk management for managers and employees.

Risk management needs to be an ongoing process which includes identification of risks, consideration of the consequences of the risks identified and the implementation of appropriate responses to eliminate or reduce risk. The following actions will actively assist in the reduction of risk:

- Clear policies and procedures which are regularly reviewed and monitored
- Clear and specific roles and responsibilities
- Effective communication
- An organisational culture of appropriate confidentiality that is sensitive to the privacy of all concerned parties
- A transparent complaint handling process that is communicated, consistent, timely and affords procedural fairness to all concerned
- Adequate training and support for all employees
- Inform employees who understand their legislative responsibilities; and
- Regular review of any complaints received.

Investigation Process

Allegations of reportable conduct involving employees must be investigated and reported to the Ombudsman's Office pursuant to Part 3A Ombudsman Act 1974. The College is also required to notify other external agencies as appropriate, for example NSW Police, Department of Community Services (Community Services) and Commission for Children and Young People (CCYP). In the case of allegations against persons in a pastoral role notification to the Professional Standards Office (PSO) is also required.
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- The primary concern of the College at all times is the safety and care of the students
- There is no intention that these procedures be punitive towards staff members or that they prejudge the outcome of any legal processes.
- Confidentiality must be maintained to protect the identity and the reputation of all involved
- Investigations follow a basic structure
- Initial response which includes clarifying the allegation with the notifier, assessing risk, obtaining advice and preparing relevant report
- Planning the investigation.
- Informing the person who is the subject of the allegation of the allegation details and subsequent investigation into the matter with an offer of counseling.
- Information gathering.
- Conducting interviews.
- Making a finding.
- Taking action.

Each of the above steps will be documented. It must be remembered that each investigation may vary depending on the nature of the allegation.

**Action by the Principal if the allegation falls within ‘reportable conduct’**

During an investigation the Principal (or delegate) will:

- Refer to the process of determining allegations of Reportable conduct and determine if the allegation is exempt from being reported to the Ombudsman’s Office under exemption a, b or c. If so, follow the procedure for non reportable conduct. If not, continue with the following:
  - Notify Ombudsman within 30 days of becoming aware of the allegation
  - Conduct an initial Risk Assessment and assess any risks of harm posed to the employee, victim and children in the College’s care and take any necessary action to ensure their safety and well being including, whether the employee’s duties need to be changed during the investigation process. Take any necessary action to ensure compliance with the College’s Duty of Care
  - Meet with the staff member to give written notice of the report and the details of the investigation
  - Establish an investigation team to collect relevant information and deliver a preliminary finding to the Principal (HOA)
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- Meet with the staff member to deliver the finding.

If the finding is sustained:

- Ensure the staff member is informed of the finding in writing and invited to submit a response to the finding and disciplinary action recommended and reiterate the offer of counseling.
- Ensure an appropriate action plan/disciplinary action is discussed and given in written form
- Complete the required documentation (Part B Ombudsman notification form and final report) and forward a copy to the Ombudsman. (At the conclusion of the investigation, the Ombudsman informs the College of closure)
- Notify matter to CCYP if appropriate
- Inform the alleged victim’s parent(s)/caregiver(s) that the matter has concluded

If the finding is not sustained:

- Ensure the staff member is informed in writing of the finding and closure of the matter including any follow-up action if necessary
- Complete the required documentation (Part B notification form and final report) and forward a copy to the Ombudsman. (At the conclusion of the investigation, the Ombudsman informs the College of closure.)
- Notify matter to CCYP if appropriate
- Inform the alleged victim’s parent(s)/caregiver(s) that the matter has concluded
- Ensure all documents are kept in a secured location separate to the staff member’s personnel file.

Refer to: Child Protection Investigation Process documents, Investigation Checklist and other support materials

**Action to be taken by the Principal if Mandatory reporting to Community Services or reporting to NSW Police is required where the matter involves an employee**

If Community Services or NSW Police are involved, the College may not be able to progress with the investigation, including advising the person subject of the allegation, as this may compromise an external investigation. Before proceeding, the concurrence of Community Services/Police needs to be obtained and documented.

Suspected current risk of significant harm is the ground for making a report to Community Services in relation to the safety, welfare or well-being of a child or young person. If, during the course of the information gathering process, the Principal or any informed member of the college teaching staff develop the view that the alleged victim or any other child is currently exposed to a risk of significant harm, they are
Child Protection Policy & Procedures

obliged to take steps to assess the risk using the Mandatory Online Reporting tool and where applicable make a notification to Community Services without delay.

If reporting to Community Services the Principal (HOA) will:

- Inform Community Services that the College will need to take immediate action and of Principal’s duty to investigate pursuant to the Ombudsman Act at the appropriate time
- Liaise with Community Services while investigation is in progress
- Inform the employee, subject of the allegation that a complaint has been made and that Community Services have been notified (in consultation with Community Services)
- Inform the parent(s)/care giver(s) of the student that a complaint has been made (in consultation with Community Services)
- Inform the Rector of St. Charbel’s College of the report to Community Services
- Conduct a risk assessment which will involve:
  - Determining the work status of the employee and informing them of this. Encourage the employee to contact IEU if he/she is a member
  - Determining when and how to inform the staff and, if appropriate, parents regarding the staff member’s absence from the College.

If criminal conduct is involved, for example, possession of child pornography, a report must be made to the NSW Police. If Police are investigating the allegation, or lay charges, the College’s investigation will be placed on hold until the Police investigation or charges are dealt with.

The Principal (HOA) will:

- Establish a contact person within the Police
- Inform the Police of the Principal’s duty to investigate pursuant to the Ombudsman Act 1974 at the appropriate time
- Seek a copy of the Police brief at the appropriate time.

If charges are laid by the Police, the Principal will:

- Consider suspending the employment of the staff member with/without pay, pending finalisation of the proceedings (if the charges are not upheld, the staff member may be reinstated if appropriate)
- Consider dismissing the staff member where the facts of the case and a finding based on the balance of probabilities are of a kind that would cause continued employment to pose an inappropriate risk of harm to children.
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If charges are not laid by the Police, the Principal will:

- Consider the reinstatement of the employee
- Consider dismissing the staff member (where the facts of the case and finding based on the balance of probabilities are of a kind that cause continued employment to pose an inappropriate risk of harm to children).

In the event of a court verdict, the Principal will make a further decision to:

- Dismiss, if staff member is convicted
- Reinstate, if appropriate in event of acquittal
- Dismiss the staff member, if despite acquittal, the facts of the case and a finding based on the balance of probabilities are of a kind that would cause continued employment to pose an inappropriate risk of harm to children
- Convey the outcome of the decision to the staff member in writing
- Inform the Trustees of St Charbel’s College of the decision
- Determine follow-up processes at school level
- Ensure all documentation is stored securely and remains confidential.

**Mandatory reporting to Community Services where report does NOT involve an employee**

**Introduction**

Distinction needs to be made between Risk of Harm and Risk of Significant Harm. Only Risk of Significant Harm cases are to be reported to Community Service – Child Protection Helpline. Risk of Harm cases require referral to family support agencies, local government agencies/NGOs, instead of reporting.

**Procedure for reporting is recommended to be as follows:**

All cases that require intervention from statutory bodies are to be reported by the College Principal (or delegate). The person delegated by the Principal to act on his behalf must be the person who will represent the college at meeting, interviews, summons with external agencies, be it Police, Community Service, Court, etc. Authority to the Principal’s delegate must be stated in writing.

The Principal (or delegate) will:

- 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
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- 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 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 for example when
  - The Mandatory Reporter Guide indicates this should be done
  - A case has been reported to 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.

Reports will only be done when the Mandatory Reporter Guide - Decision Trees - steps and advice have been completed. This procedure will be completed by the College Principal (or delegate). Consultation with the school counselor is recommended. Final Reports generated by the Mandatory Reporting Guide will be printed and filed in with either the Significant Risk of harm files or the Risk of Harm files as appropriate.

All written reports of disclosures which are collected in the school and that may be presented to external bodies will be signed by the College Principal (or delegate). All reportable information is to be kept in a separate confidential file including and kept in a locked cabinet for access only to the College Principal and Deputy Principal. This file should be kept separate from the students’ normal school files. Whilst all teachers are mandatory reporters they are asked to submit reports to the College Principal to follow school procedure. Teachers can decide to make reports of their own accord but that would then constitute a personal matter not a college matter. The college will make representations before external agencies only when reports have been made by the college Principal (or delegate). This clause is intended to ensure that teachers are protected and that proper reporting processes have been followed at all times.

All cases of Risk of Harm determined non–reportable, will be brought to the attention of the relevant Year coordinator/Stage coordinator who liaises with the Deputy Principal and school counselor to ascertain the appropriate course of action to be taken.

A file of Risk of Harm cases will also be maintained in a separate confidential file from the normal student’s school file. This is in case the case escalates to a Significant Risk of Harm matter. Year coordinators/Stage coordinators can have copies of this file.

**Risk of Significant Harm Notification**

**Action by the Department of Community Services**

It is a statutory obligation that Community Services inform the parent(s)/caregiver(s) of the notification.
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- The College must not inform the parent(s)/caregiver(s).
- The Community Services officer and the Principal or delegate, meets to discuss the necessary procedures. In the meantime, the Principal ensures that the student is supported at school.
- If Community Services request an interview with the student, the Principal or delegate informs the student of her/his right not to be interviewed and to nominate a support person to be present at the interview if she/he wishes.
- Unless otherwise advised or directed by Community Services parents would be informed of Community Services intention to interview the child and if possible the interview would be postponed until a parent is able to attend.
- Principal or delegate consults with Community Services about post-interview support for the student.
- If Community Services officers consider it necessary to interview other students who attend the College, the same procedures apply.

**St Charbel's College will ensure all staff members**

- Have participated in an initial child protection induction with annual updates and participants sign an attendance register on each occasion.
- Ensure all staff are aware of the indicators of abuse and neglect of children and young people.
- Are aware of their obligation to advise the Principal or delegate of concerns about the safety, welfare and wellbeing of children and young people that arise during the course of their work.
- Are aware of their mandatory obligation to report suspected risk of significant harm and of the college procedures for doing so.

**St Charbel’s College will endeavour to establish effective systems on a case by case basis, allowing:**

- Coordinated decision making and coordinated services to children and young people and their families with other local service providers, as required
- Collaboratively work with other agencies for the care and protection of children and young people in ways that strengthen and support the family and in a manner that respects the functions and expertise of each service provider
- The exchange of relevant information to progress assessments, investigations and case management as permitted by law.
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St Charbel’s College will use best endeavours in responding to a request for a service from Community Services provided that the request is consistent with the College’s responsibilities and policies.

All College staff are required to:

- Participate in a child protection induction and in annual updates. This includes all staff – Principals, teaching and non-teaching staff, part-time, temporary and casual staff and those who join during the year

- Adhere to mandatory procedures for conveying risk of harm concerns to the Principal (or delegate)

- Adhere to mandatory procedures for reporting risk of significant harm to community services

- Ensure, where they have reported any risk of significant harm concerns to the Principal (or delegate), that the Principal (or delegate) has reported those concerns to community services

- Report directly to Community Services if they believe the Principal (or delegate) has not reported risk of significant harm concerns to Community Services, and they still have concerns about risk of significant harm

- Ensure that any relevant information that they become aware of, subsequent to a report being made to Community Services or following contact with the Child Wellbeing Unit, is provided to Community Services or the Child Wellbeing Unit respectively. If the additional information forms concerns about risk of significant harm a report must be made to Community Services

- 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 Community Services case officer

- Inform students, including apprentices or trainees, of their right to be protected from abuse and of avenues of support if they have concerns about abuse.

Monitoring and Evaluation

- St Charbel’s College will maintain a workplace 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 will be kept of reports to Community Services as confirmation that mandatory reporting requirements have been met. The report reference number will be recorded
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- Where a reference number has been provided by the Child Wellbeing Unit it will be recorded and kept.

**Collection of students by the Department of Community Services (Community Services) procedures**

There are a number of reasons why officers from the Department of Community Services, hereafter referred to as Community Services, may seek approval from a Principal to collect a student from a school. These include the following

- Removal of a student as part of a statutory child protection intervention
- Collection of a student who is in statutory out of home care for matters related to their being in care
- Collection of a student not in statutory out of home care for whom a family has requested short-term assistance.

The Principal must be the person to collect the student for the Community Services officer. If the Principal is unavailable he must nominate an executive staff member to collect the student. Hereafter the procedures will say ‘Principal’, however circumstances where the Principal is not present, his nominee will act on the Principal's behalf.

**Removal of a student as part of statutory child protection intervention**

A student may be removed from a school by Community Services officers as part of a statutory child protection intervention utilising Section 234 of the Children and Young Persons (Care and Protection) Act 1998. This would apply, for example, where the student has been the subject of a significant risk of harm report, and following investigation, the child or young person is deemed to be at significant risk of harm if allowed to return home at the end of the school day.

The Community Services officer carrying out this responsibility is required to provide the following information to the Principal, and if the student is over the age of 10 years, to the student:

- The officer’s name and the nature of his or her authority
- The student's name, date of birth and usual place of residence
- The fact that the law authorises the Community Services officer to remove the child or young person from the school
- The reasons for which the child or young person is being removed from the premises or place
- What is likely to happen in relation to the care and protection of the child or young person as a consequence of his or her being removed from the premises or place.

If the Community Services officer is unknown to the Principal, the Community Services officer should provide photo identification of their name and position in Community
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Services and the authority under which they are acting should be written on official Community Services letterhead. The Principal should retain this written information and note that they have verified the officer’s identity.

Occasions may occur when Community Services officers arrive without the written authority to collect the student. If the authority to remove the student is given to the Principal verbally it must be followed by written notice as soon as practicable after the student is removed. The legislation Section 234 1(c) requires that the notice must state the fact that the law authorises the person to remove the child or young person from the premises or place. This needs to be stated orally by Community Services and confirmed by the Community Services officer in the written notice. If there is no written documentation for the removal of the student, the need to identify the authority of the officer is heightened.

The legislation also requires that, if the student is over the age of 10 years, the officer must:

- Inform the child or young person that he or she may choose to contact any person
- Ensure that the child or young person is given reasonable opportunity and appropriate assistance to contact any such person.

The Community Services officer is responsible for informing the child or young person’s parent or carer that this action has been taken. The Community Services officer must inform the Principal when this communication will take place.

**Collection of a student who is in statutory out of home care**

There are occasions when Community Services officers may seek to collect a student from a school, for example, to take the student to a medical appointment, private counselling or visit with their birth family. Such activities may occur on a regular basis and are usually arranged in advance. This includes circumstances where a child or young person is in a short-term temporary care arrangement with a plan for restoration to their family.

Circumstances when the Principal is given little prior notice of a Community Services’ request to collect a student may occur when:

- The officer/s has obtained an appointment or meeting related to the student’s health, wellbeing or care circumstance
- The care arrangement has broken down and the child is not to return to their present care setting
- There is an approved arrangement between the principal and carer with community services agreeing to collect a student if the carer is unavailable. This mostly relates to student behaviour. A record of the agreement should be held by the school, the carer and community services.

**Collection of a student not in statutory out of home care for whom a family has requested short-term assistance**
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Parents may seek assistance from Community Services when encountering problems that affect their ability to care for their children, for example, hospitalisation of a parent. The family may obtain temporary care for their child/children while they resolve accommodation, financial or other difficulties. The temporary care arrangement is usually short-term with the plan being to restore the student to their family.

**Procedures when Community Services officers collect students from school.**

On the occasions when the Principal is unavailable, he must ensure that the delegated member of staff is aware of and available to carry out the procedures. The Principal should be informed in the first instance by the Community Services officer prior to the planned visit. This phone call is intended to verify the details of the Community Services worker and relevant Community Services Centre. The Community Services officer should provide the written authority to collect the student and their photo identification on arrival at the school.

If the Community Services officer does not have the written authority then this must be provided as soon as practicable. The Principal can release the student without the written authority provided the authority is given verbally and confirmed in writing as soon as practicable after the student is collected. The Principal may need to follow up the written advice from Community Services who, by law, are required to provide this.

On each occasion that a student is collected by Community Services the attached **Proforma** must be completed.

When a student is regularly collected, for example every week, by a Community Services officer, the attached **Proforma** only needs to be completed on the first occasion. The arrangement for the regular collection must be recorded on the **Proforma**. The Principal must verify these details each time the student is collected.

On all occasions the Principal must collect the student for the Community Services officer. There should be two identical copies provided by the school, one to be retained by the Principal and the other by the Community Services officer. This written advice acknowledges the transfer of responsibility for child protection between the agencies and provides a record of handover from agency to agency.

Students may be placed in statutory out of home care or returned to their birth family during their time at school. This information should be updated on the student’s record as it becomes known. The Learning Support Team records should also be updated, if applicable. This information should be made known to staff only if they have a reason, as part of their duties as an employee, to be given this information.

The Principal must establish that the details provided by the Community Services officer/s match those held at the school. The student’s date of birth and current place of residence must be verified by the Principal. The Principal should also speak with the student and, if available, sight the student’s photograph on the school’s record file.

Only after the Principal is confident that the correct student has been identified should he/she release the student.

The Community Services officer must wait in the school’s main administration office. The Principal must:
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- Collect the student and take them to the school administration office
- Together with the Community Services officer/s verify that the correct student is being collected.

This verification should include, in the presence of the Principal, the Community Services officer:

- Speaking with the student to establish their name and date of birth
- Informing the student of the officer/s names and their authority
- Informing the student of the reason for being collected, where they are going and what is likely to happen
- Informing the student, if he or she is over 10 years of age that he or she may choose to contact any person. If the student chooses to do so, he or she should be given reasonable opportunity and appropriate assistance to contact that person.

The Principal must verify:

- How the student will be transported
- The arrangements whether or not the student will be returned to school that day
- The arrangements when reporting the student’s return.

The Principal and Community Services officer may agree that any activity in which the student is currently participating can continue for an agreed time before the departure from the school takes place.

When a student is collected all staff who have supervisory responsibility for the student must be informed that student has left the school.

When a student is returned to school all staff who have a supervisory role for the student must be informed.

The Principal must ensure that the Attendance Register is completed using the approved attendance register codes.

The Principal must ensure that the completed and signed Proforma is filed in a secure central place in the school.

The Principal and the Community Services officer will each retain a copy of the completed Proforma. The Principal and the Community Services officer will each retain a copy of the completed Proforma.
ST CHARBEL’S COLLEGE
St Charbel’s College Child Protection Proforma

The Principal and the Community Services officer will each retain a copy of the completed proforma. The Principal and the Community Services officer must countersign each copy.

**Student’s name:** ..................................................................................................................  
**Date of birth:** ................................................................. **Roll class** ..........................................................  

Place of residence:  ❑ with parent/s  ❑ in out of home care  
**Current residential address:** ..................................................................................................  

Parent or carer’s name: .............................................................................................................  
**Telephone:** ..............................................................................................................................  

The student’s parents or carers have been be informed by Community Services. Yes or No (circle)  
If no, when will they be informed? ................................................................................................  

**The reason the student is being collected:** .............................................................................  

The Community Services officer’s photo identification and authorisation have been sighted. Identification number or other details of how the officer’s identity is known .........................................................  
...................................................................................................................................................  

Name of Community Services officer: ....................................................................................  
**Position:** ......................................................................................................................................  

Community Services Centre: ......................................................................................................  
**Telephone:** ...............................................................................................................................  

The student will be collected on (date) ................................................................. (time)  

Provide details if a regular collection ..............................................................................................  

Name of the person who will supervise the student while in Community Services care.  
**Destination:** ............................................................................................................................  

Mode of transport: .........................................................................................................................  

Anticipated date  ....... and time  ........... the student will be returned to main school administration office  

The arrangements if the student will not be returned to school this day  

The Principal and Community Services officer agree that the correct student has been presented for collection. Principal’s name: ..................................................................................................  

Signature: .......................................................................................................................................  

School: ...........................................................................................................................................  
**Telephone:** .........................................................  

COMMUNITY SERVICES officer’s name: .................................................................................  
**Signature:** ..................................................................................................................................  
**Date:** ...........................................................................................................................................  

**Time** .........................................................................................................................................
Protection of the notifier in relation to Community Services reporting

Notification of risk of harm attracts the following safeguards:

- Notification shall not, in any proceedings before a court, tribunal or committee, be held to constitute a breach of professional etiquette or ethics or a departure from accepted standards of professional conduct.
- No liability for defamation is incurred for the person making the notification.
- The notification shall not constitute a ground for civil proceedings for malicious prosecution or for conspiracy.
- The notification shall not be admissible in evidence in any proceedings before a court, tribunal or committee, or to disclose, and no evidence of its contents shall be admissible.
- A person shall not be compelled in any proceedings before a court, tribunal or committee to produce the notification, or to disclose, or give any evidence of, any of the contents of the notification.

Documentation and Record Keeping

All documents relating to all allegations against employees are confidential. Information regarding notifications to the Ombudsman are kept indefinitely and are stored in a secure location separate to the employee’s personnel file.

The Principal (HOA) is responsible for security and storage of the records. The following persons will have access to the records:

- Head of Agency
- Delegate (if assigned by the Principal and only during the course of the investigation)
- Personal Assistant to the Principal: (for filing purposes only).

Rights of All Parties

St Charbel’s College is committed to:

- Acting fairly and without bias
- Conducting an investigation without undue delay
- Ensuring that the case is not investigated or determined by someone with a conflict of interest
- Encouraging all parties to maintain sensitivity and confidentiality during the investigation
- Ensuring that the outcome is supported by evidence
Child Protection Policy & Procedures

- The decision making processes are in place to ensure the safety and the well being of students and employees during the investigative process

- Any allegation or conviction of reportable conduct will be forwarded to the Ombudsman

- Employees’ rights will be upheld in the event of an allegation being made against them; for example:
  
  - The Principal (HOA) will inform the employee of the substance of any allegation against them and provide the employee with an opportunity to respond to the allegation (The Principal will decide the timing and the particular form this will take, ensuring the investigation is not compromised)

  - If the finding is adverse, the employee will be given an opportunity to respond to the finding and recommended disciplinary action (if any)

  - The employee is entitled to have a support person present during any interviews.

- Employees and parents have the right to complain to the Ombudsman if they are not satisfied with the agency's response to their complaint, the outcome or the way the agency investigation was conducted.

Support Available

- Children who are involved or affected in any way will be offered support through the school’s pastoral care arrangements, with special support being provided by the class teachers, school counsellor and Principal

- Employees who have received disclosures, or who have been the subject of allegations, will be offered appropriate and timely support by the College Principal (or delegate) and counselor

- Relevant staff members will be informed of the ACCESS Employee Assistance Program.