



# Safeguarding Procedures

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## 1. Introduction and Purpose

This document outlines the procedures that must be followed by staff members when responding to concerns relating to children and young persons and any alleged breach of the CSPD Code of Conduct When Working With Children and Students. The document also outlines a number of preventative procedures which are part of CSPD's strategy to build child safe communities.

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## 2. Scope

These procedures apply to all staff members of CSPD. These procedures are mandatory and a failure to follow the procedures may result in disciplinary action, including termination of employment. These procedures include a number of actions which are the responsibility of school Principals, CELC Directors and COSHC Operations Coordinators or other workplace managers. These positions are collectively referred to as "Managers" in this document.

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## 3. Definitions

**CELC** means Catholic Early Learning Centres.

**COSHC** means Catholic Out of School Hours Care services.

**Child or children** refers to any person under the age of 18 years.

**Young person** for the purposes of reporting risk of significant harm, means a person who is aged 16 years or above but who is under the age of 18 years.

**CSPD** means Catholic Schools Parramatta Diocese CSPD.

**Managers** means School Principals, CELC Directors and COSHC Operations Coordinators or other workplace manager.

**The Diocesan Safeguarding Office (DSO)** is responsible for supporting a localised approach to safeguarding service delivery by providing a monitoring and educative role.

**Reportable conduct** refers to the definition under Part 4 of the Children's Guardian Act 2019 (NSW) and means any sexual offence, or sexual misconduct, or any ill-treatment, neglect or assault against a child or any behaviour that causes significant emotional or psychological harm to a child, or any offence under section 43B or 316A of the Crimes Act 1900 (NSW).

**Risk of significant harm** exists if current concerns exist for the safety, welfare or wellbeing of a child or young person because of the presence, to a significant extent, of any one or more of the following circumstances:

- 1)
  - (a) the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met
  - (b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care
  - (b1) in the case of a child or young person who is required to attend school in accordance with the Education Act 1990 - the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act
  - (c) the child or young person has been, or is at risk of being, physically or sexually abused or ill treated
  - (d) the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm,
  - (e) a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm
  - (f) the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

*Note:* Physical or sexual abuse may include an assault and can exist despite the fact that consent has been given.

- 2) Any such circumstances may relate to a single act or omission or to a series of acts or omissions.

**Staff member** includes paid employees, religious, volunteers, contractors, sub-contractors, consultants and students on work placements.

**Student** means any student enrolled in a CSPD school, including children and those aged 18 years or over.

**Young person** for the purposes of reporting risk of significant harm, means a person who is aged 16 years or above but who is under the age of 18 years.

## 4. Responding to child protection allegations against staff members

The Bishop of Parramatta is the Head of Agency for the CSPD under the Children's Guardian Act 2019. The Bishop has delegated certain responsibilities contained within Part 4 of the Children's Guardian Act 2019 to the Executive Director. The Bishop has also authorised the Executive Director to sub delegate these tasks to the Head People and Culture, Safeguarding Senior Manager and Safeguarding Manager Operations to accurately reflect CSPD practice.

CSPD and the DSO work together to implement enhanced systems in support, risk management and safeguarding children and students. CSPD has specific responsibilities for responding to allegations as set out in this section.

All staff members involved in an investigation of an allegation shall be offered appropriate support.

### 4.1 Intake and Assessment of an Allegation

Any allegation against a staff member must be immediately referred to the Manager. If the allegation is about the Manager, contact should be made directly with CSPD Safeguarding on 9840 5674.

If the allegation is of a criminal nature, the Manager must also immediately make a report to NSW Police.

If there are reasonable grounds to suspect a child or young person is at risk of significant harm the steps at Section 4 - Risk of Significant Harm Reports, of these procedures must also be followed by the Manager.

The Manager should contact CSPD Safeguarding if they are unsure of the action required in relation to reporting to NSW Police or reporting risk of significant harm. The Manager records verbatim and in writing the information provided by the person making the allegation. The Manager informs the person making the allegation that an investigation will be carried out and advises them of the confidentiality requirements.

The Manager must:

- Contact CSPD Safeguarding within 24 hours of receiving the allegation at [safeguarding@parra.catholic.edu.au](mailto:safeguarding@parra.catholic.edu.au)
- If the allegation involves a CSPD office staff member or Director, the Manager documents and refers the matter to the Executive Director
- If the allegation involves the Executive Director, the Manager documents and refers the matter to the Bishop of the Diocese.

The Manager should make a report even if the allegation relates to a student who is aged 18 years or older.

CSPD Safeguarding will assess the information provided by the Manager. This assessment determines whether the allegation:

- does not involve reportable conduct and will be managed in accordance with Section 5.2 below; or
- involves reportable conduct which will be notified to the Office of the Children's Guardian and managed in accordance with Section 5.3 below; or
- will be referred back to the Manager to be managed locally as it is not within the jurisdiction of the Office of the Children's Guardian.

The allegation must not be discussed with the staff member who is the subject of the allegation or children or students involved unless otherwise directed by CSPD Safeguarding.

The Manager and CSPD Safeguarding will undertake a risk assessment to determine whether the staff member who is the subject of the allegation will be suspended from duties on full pay or no pay while the allegation is investigated. A suspension is authorised by the Executive Director.

#### **4.2 Responding to Allegations – Not Reportable Conduct**

Investigation of allegations which do not involve reportable conduct are managed by CSPD Safeguarding. If the investigation causes the investigator to consider that the allegation does involve reportable conduct, the investigation will be halted and the procedures at Section 5.3 below will be commenced.

All parties must observe strict confidentiality in relation to the investigation.

The staff member who is the subject of the allegation should:

- be provided with written details of the allegation at an appropriate time
- have the matter dealt with promptly, noting that there may be delays due to circumstances outside the control of CSPD
- have the investigation process explained
- be provided with a copy of these procedures
- be provided with reasonable notice of proposed meetings
- be advised of the right to have a support person at any meetings
- receive a copy of their record of interview
- have the matter dealt with in a confidential manner
- have access to CSPD's Employee Assistance Program.

The Manager provides support to the staff member who is the subject of the allegation. If the staff member is the Manager, the relevant Director provides support. The staff member may seek union or legal representation.

CSPD Safeguarding in conjunction with the School will also plan the involvement of the child. The child will be offered appropriate support throughout the process. The parent/caregiver of the child will be contacted and provide consent prior to

any interviews being conducted. If the parent/caregiver is unable to attend an interview with a child, they will be offered the option of an employee of the school attending in their absence.

The investigator gathers relevant information and prepares an investigation report including a recommended finding.

CSPD is responsible for determining the finding and outcomes.

The allegation may be found to be:

- sustained
- not sustained (insufficient evidence)
- not sustained (lack of evidence of weight)
- false.

The staff member who is the subject of the allegation is advised in writing of:

- the finding of the investigation
- any disciplinary action and/or support initiatives
- the requirement for the file to be stored confidentially with CSPD separately from personnel files
- the opportunity for the finding/s to be reviewed
- the need for continued confidentiality
- the availability of counselling through the CSPD Employee Assistance Program.

The staff member who is the subject of the allegation may apply to the Executive Director for a review of the finding/s of the investigation. Reasons outlining why the review is being requested are to be included in the request. The Executive Director will decide whether to conduct the review, based on the information provided to them.

If the review occurs, the reviewer will provide a report to the Executive Director who will make the decision on the review and advise the staff member of the review outcome and status of the decision. If not satisfied with the response to their request for a review, the staff member may make contact with the NSW

Office of the Children's Guardian to determine whether they can submit a complaint about the investigation.

Where appropriate, CSPD Safeguarding will advise the person who made the allegation and/or parent and child that the matter has been addressed.

#### **4.3 Responding to Allegations - Reportable Conduct**

Investigations into allegations of reportable conduct may be undertaken by CSPD Safeguarding. External investigators may be used.

All parties must observe strict confidentiality in relation to the investigation.

As a designated agency under the Children's Guardian Act 2019, CSPD must notify the NSW Office of the Children's Guardian of allegations of reportable conduct within 7 business days of becoming aware of them (unless there is a reasonable excuse for not meeting this timeframe).

The staff member who is the subject of the allegation should:

- be provided with written details of the allegation at an appropriate time
- have the matter dealt with promptly, noting that there may be delays due to circumstances outside the control of CSPD
- have the investigation process explained
- be provided with a copy of these procedures and supporting documentation
- be provided with reasonable notice of proposed meetings
- be advised of the right to have a support person at any meetings
- receive a copy of their record of interview
- have the matter dealt with in a confidential manner
- have access to CSPD's Employee Assistance Program.

The Manager provides support to the staff member subject to the allegation. If the staff member subject to the allegation is the Manager, the Director - Strategic Delivery provides support. Alternatively, the staff member may seek union or legal representation.

CSPD Safeguarding in conjunction with the School will also plan the involvement of the child. The child will be offered appropriate support throughout the process.



The parent/caregiver of the child will be contacted and seek consent prior to any interviews being conducted with the child. If the parent/caregiver is unable to attend an interview with a child, they will be offered the option of an employee of the school or other support person attending in their absence.

The investigator gathers relevant information, prepares an investigation report and provides a report to the Executive Director or their delegate, who is then responsible for determining the finding.

The allegation may be found to be:

- sustained
- not sustained (insufficient evidence)
- not sustained (lack of evidence of weight)
- false
- not reportable conduct.

The staff member who is the subject of the allegation is advised in writing of:

- the finding of the investigation
- any disciplinary action and/or support initiatives
- the requirement for all documentation to be forwarded to the NSW Office of the Children's Guardian, including for the purpose of the Working With Children Check
- the requirement for the file to be stored confidentially with CSPDP
- the right to inspect the file in the case of an adverse finding (if such a right is provided under an industrial instrument covering the staff member or under any relevant legislation)
- the opportunity for the finding/s to be reviewed
- the need for continued confidentiality
- the availability of counselling through the CSPD Employee Assistance Program.

The staff member who is the subject of the allegation may apply to the Executive Director for a review of the finding/s of the investigation. Reasons outlining why the review is being requested are to be included in the request. The Executive

Director will decide whether to conduct the review, based on the information provided to them.

If the review occurs, the reviewer will provide a report to the Executive Director who will make the decision on the review and advise the staff member of the review outcome and status of the decision.

If not satisfied with the response to their request for a review, the staff member may make contact with the NSW Office of the Children's Guardian to determine whether they can submit a complaint about the investigation.

Where appropriate, CSPD Safeguarding will advise the person who made the allegation and/or parent and child that the matter has been addressed.

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## 5. Risk of significant harm

Managers are the centralised reporting officers for reports of risk of significant harm. Principals may delegate the task of making the ROSH report to the System Wellbeing Counsellor.

Staff members who have direct responsibility to provide child related services are required to report to the Manager immediately where they have concerns that a child or young person is at risk of significant harm.

Where the report relates to the actions of the Manager, the report should be made to the Director - Strategic Delivery.

Where the report relates to the actions of a staff member, the steps outlined at Section 4 of these procedures must also be followed by the Manager.

Where the concern is of a criminal nature, the Manager must also immediately make a report to NSW Police.

Please refer to the 'Managing Child Protection Concerns' flow charts for Schools, CELC and COSHC ([click here](#)).

It is advised that the Manager complete the ChildStory Reporter: Mandatory Reporter Guide (MRG) on each occasion they have risk concerns, regardless of their level of experience or expertise.

For urgent suspected risk of significant harm or if the ChildStory Reporter: Mandatory Reporter Guide (click here) decision report states 'Immediate report to Community Services' contact Family and Community Services Child Protection Helpline: Phone - 132 111.

For non-imminent suspected risk of significant harm consult the ChildStory Reporter: Mandatory Reporter Guide, if the decision report states 'Report to Community Services' reports can be submitted via the ChildStory Reporter website.

For concerns that do not meet threshold or if ChildStory Reporter: Mandatory Reporter Guide decision report recommends 'consult with professional' or 'document and continue relationship' you can consult with the Wellbeing Coordinator, plan on-going monitoring and/or follow up with your Wellbeing Counsellor.

**IMPORTANT:** After a Risk of Significant Harm Report to the Department of Communities and Justice is completed, you must enter the details of the report on CSPD RoSH Online system. Access is only available to School Principals, Wellbeing Counsellor, CELC Directors and Early Years Education and Care Compliance Manager, Compliance.

Managers can contact the Wellbeing Coordinator on 9407 7008 or 0439 886 245 if further assistance is needed.

The Manager should inform the staff member who made the report that a risk of significant harm (RoSH) report has been made to the Department of Communities and Justice and advise them generally of the outcome.

If the staff member becomes aware that the report of significant harm was not made to the Department of Communities and Justice, the staff member should contact the Wellbeing Coordinator for further guidance.

## 6. Recruitment procedures and pre-engagement screening

### 6.1 Recruitment Procedures

Critical pre-engagement procedures to safeguard children and students must be followed. This ensures the most suitable selection of staff members to work with children and students in CSPD services. The following must occur:

- Following the recruitment and selection procedures of CSPD as set out on the Talent and Workforce OSCAR page

- As part of any recruitment process, Managers and other supervisors must ensure applicants complete the Child Protection Questions for Applicants for Child Related Employment
- Recent and proper referee checks must be undertaken. Applicants' referees must complete the Child Protection Referee Questions for Child Related Employment
- These documents can be accessed here If any of the questions are answered 'yes' an immediate referral should be made to the Head People and Culture for appropriate follow up
- Managers and other supervisors must ensure that Working With Children Checks are in place for all relevant persons prior to them commencing work. Details are set out in Section 7.2 below
- Volunteers and contractors are to complete the online Building Child Safe Communities – Undertaking form which confirms their acceptance of CSPD's expectations of volunteers and contractors. Completion of the form will also determine whether they are required to obtain a Working With Children Check. The form can be found [here](#).

## **6.2. Working With Children Checks**

New paid employees, students on work placements and their supervisors who have direct face-to face contact with children or access to confidential information about vulnerable children must have a Working With Children Check clearance verified prior to commencing work with CSPD.

Staff members occupying any role with CSPD require a Working With Children Check clearance verified prior to commencing work with CSPD.

It is a requirement of CSPD that all employees are registered with the OCG and with CSPD under the same legal name listed on the employees WWCC. Any name change will trigger a change to your CSPD email address.

Clergy and members of religious orders are required to have a Working With Children Check clearance verified prior to commencing work with CSPD. They are also required to complete the online Building Child Safe Communities – Undertaking form for volunteers which confirms their acceptance of CSPD's expectations of volunteers. The form can be found [here](#).

Transport providers, school crossing supervisors and school cleaners are designated child related and must have a Working With Children Check clearance verified prior to commencing work with CSPD.

Volunteers and contractors are to complete the online Building Child Safe Communities – Undertaking form which determines whether they are required to obtain a Working With Children Check. The form can be found [here](#). Working With Children Checks must be verified centrally by CSPD Safeguarding. The person's name, date of birth and Working With Children Check number is emailed to [safeguarding@parra.catholic.edu.au](mailto:safeguarding@parra.catholic.edu.au) to enable verification. Verification records will be retained centrally by CSPD.

Further information on Working With Children Checks can be found [here](#).

A Working With Children Check is valid for five years. It is a staff member's obligation to ensure their Working With Children Check is renewed.

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## 7. Training in child protection

All new permanent, temporary and casual employees are required to complete online child protection training as part of their induction.

Managers must also ensure staff members undertake annual training on Safeguarding. The topic of this training may vary each year.

Staff newly appointed to leadership roles in CSPD are required to complete seven hours of foundation child protection training delivered by The Diocesan Safeguarding Office in partnership with CSPD. Staff in leadership roles must also complete seven hours of child protection training each subsequent year.

Volunteers, religious and contractors are required to complete a child protection online training module on commencement and then every second year. The online training can be accessed via the CSPD Building Child Safe Communities website (click [here](#)).

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## 8. Inappropriate student conduct

If a staff member becomes aware of:

- serious bullying, cyber bullying or violent behaviours (of a serious or of a criminal nature)
- sexting
- making, distributing or selling pornography or child pornography, including images of other students
- making, distributing, selling or consuming alcohol or drugs
- possession of weapons
- any other criminal activity,

the staff member must report such matters to the Manager as soon as possible. If the staff member seizes items they must provide these to the Manager for secure storage.

If the conduct is criminal in nature, the Manager must contact the local police station immediately, hand over any seized items and follow police advice. The Student Wellbeing Team can be contacted for advice on whether the matter is criminal or not.

If the conduct is not considered criminal in nature, the Manager should manage the issue according to relevant student behaviour/management policies.

If the Manager considers the inappropriate conduct indicates that a child or young person may be at risk of significant harm, the Mandatory Reporting Guide must be used and its recommendations followed – see Section 4 of these procedures.

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## 9. School facilities

In order to assess the physical environment of schools for risk or harm to children and young people, school principals must ensure an annual review of school sites and facilities is conducted using the School Sites and Facilities Risk Management Audit Tool.

Principals must implement the outcomes and actions resulting from the annual audit.

The CSPD [Child Protection – Facilities Guidelines](#) provide further information on annual reviews and the Audit Tool.

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## 10. Legislative Framework

The legislative framework that underpins this policy include:

- Child Protection (Working with Children) Act 2012 (NSW)
  - Child Protection (Working with Children) Regulation 2013 (NSW)
  - Children and Young Persons (Care and Protection) Act 1998 (NSW)
  - Children and Young Persons (Care and Protection) Regulation 2012 (NSW)
  - Crimes Act 1900 (NSW)
  - Children's Guardian Act 2019 (NSW)
  - Education Act 1990
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## 11. Further information

Further information on child protection allegations, child protection pre-employment screening and training can be obtained from CSPD Safeguarding on 9840 5674 or by email at [safeguarding@parra.catholic.edu.au](mailto:safeguarding@parra.catholic.edu.au).

Further information on risk of significant harm reports or assistance can be obtained from the Wellbeing Coordinator 9407 7008 / 0439 886 245 or by email at [lrowell@parra.catholic.edu.au](mailto:lrowell@parra.catholic.edu.au).

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## 12. Appendices

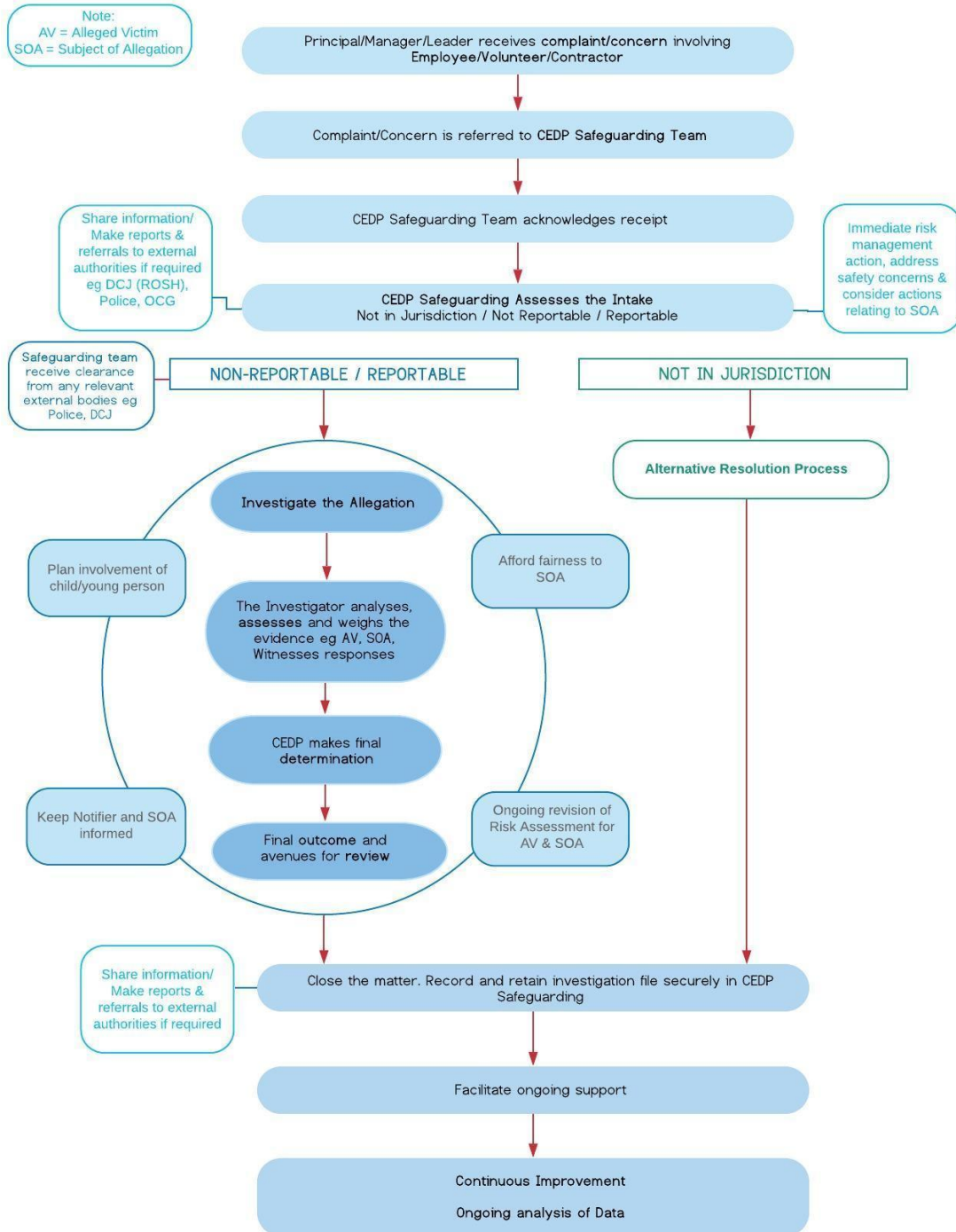
Appendix 1 - Safeguarding Flowchart

Appendix 2 - Safeguarding Organisation Chart

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Appendix 1 -

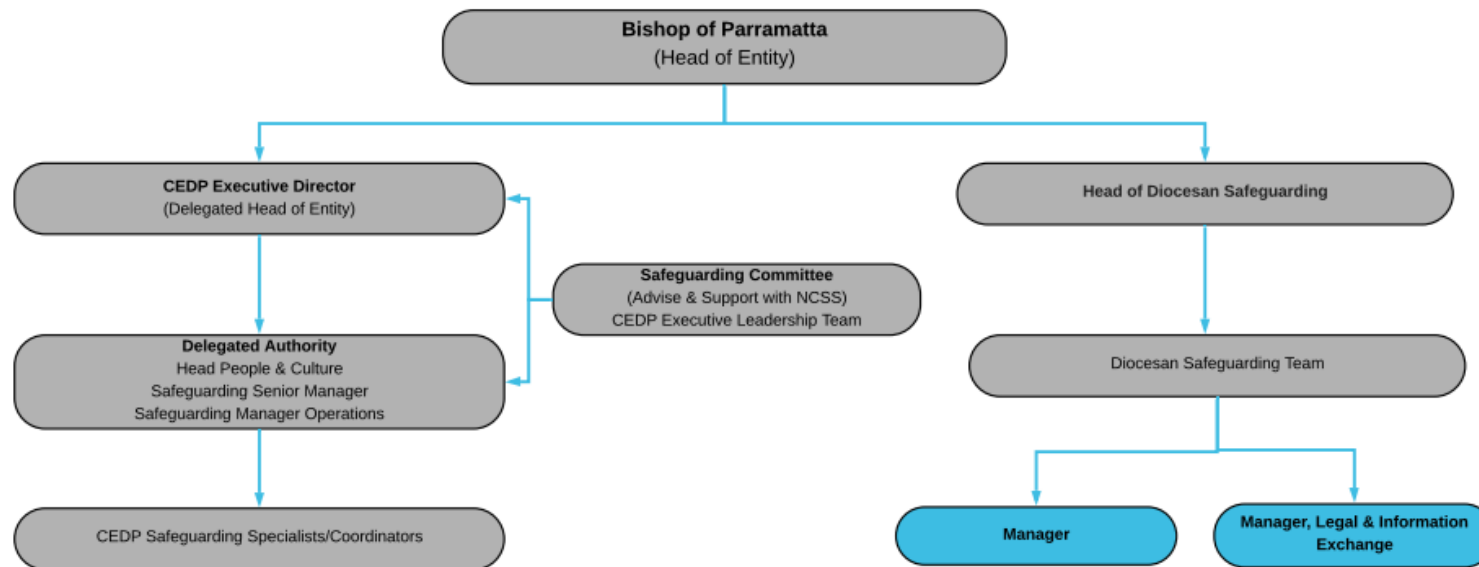
# SAFEGUARDING FLOWCHART



This Flow Chart is to be read in conjunction with the Child Protection Procedures. For additional information contact CEDP Safeguarding on [safeguarding@parra.catholic.edu.au](mailto:safeguarding@parra.catholic.edu.au)



Appendix 2 -



NCSS = National Catholic Safeguarding Standards  
 Disclaimer: Safeguarding is everybody's responsibility