St John’s Vision: 

In the tradition of Mercy, 
Inspiring minds, 
Growing in Christ.
**PURPOSE**

This procedure details the expectations and processes for the staff of St John’s Lambton when reporting Child Protection concerns.

**SCOPE**

This procedure document is guided by the Diocesan and St John’s Child Protection policies. It applies to all staff at St John’s school includes persons who have entered into a relationship with the school for a specified period of time, including volunteers, contractors and consultants.

**RESPONSIBILITIES**

The school principal is responsible for communicating, administering and managing this procedure with staff and volunteers.

**STEP BY STEP PROCEDURES**

Specific procedures to be followed by staff in implementing the Child Protection Policy at St John’s Lambton include:

- Staff understand the content and expectations of the Code of Professional Standards for Staff and St John’s Child Protection Policy documents. Copies are located on the staff drive of the school network in the Policies folder. All staff are to work in accordance with the guidelines, policy statements and procedures contained therein.

- Any staff member who suspects a child is in immediate serious danger must contact the police immediately by phoning 000 (Emergency). Staff must take whatever other steps are possible to ensure the safety of the child and must inform the Principal or a member of the executive staff of the situation immediately.

- Any staff member who suspects a child has suffered harm from abuse or neglect or is at risk of significant harm must report the matter to the Principal as soon as possible and certainly within 24 hours of becoming aware of the harm or risk of harm. If the Principal is unavailable then the report must be made to the Assistant Principal. (Note that staff who have reasonable grounds for suspecting a child has suffered maltreatment, or that there is risk of significant harm, can lawfully make such a report without fear of legal repercussion).

- Depending on the nature of the situation, the Principal may require another appropriate person to investigate the matter further, before making the decision to report the matter to the Department of Community Services (FaCS).

- If the Principal (or delegate) is unsure as to whether a particular set of circumstances requires a mandatory report to FaCS, the Principal (or delegate) may run the scenario through the online *Mandatory Reporters Guide (MRG)* available at:
to determine whether his/her concerns constitute risk of significant harm.

- The Principal (or delegate) must keep the Decision Report generated by the MRG.
- Alternatively, the Principal (or delegate) may phone the Prevention and Response Team (PaRT) of Zimmerman Services (49 791390) to discuss the situation and ask for advice as to whether a report to FaCS is warranted.
- If a report to FaCS needs to be made, the Principal (or delegate) will make a “Risk of Significant Harm (ROSH)” report to the Department of Community Services immediately using the phone Helpline (133 627 or 132 111). The person making the ROSH report must ensure they have all the relevant details – the child’s name, date of birth, address and the details of the situation.
- After making a ROSH report, the person making the report must also report the child protection concerns to PaRT within 5 working days. The original of the ROSH report must be given to the Principal for filing.
- Any staff member who receives a Child Protection allegation made against an employee of the Diocese must report this to the Principal immediately. Employees include volunteers and self-employed persons.
- The Principal will report the matter to PaRT at Zimmerman Services.
- Staff making Child Protection Reports are reminded that confidentiality must be maintained at all times.
- Staff are reminded that any person can report Child Protection matters to PaRT or to FACS as appropriate. Informing the Principal is really the preferred Catholic Schools Office (CSO) & current school protocol rather than a matter of law.
- Staff who are planning to ask volunteers to assist in any aspect of school related activity must ensure that all such volunteers have a valid and current Working with Children Clearance.
- Volunteers must bring proof of identity – 100 points – in order to be placed on the school’s list of allowed volunteers. An information sheet provided with the form explains what is needed for the 100-point check (see office).
- Staff refer to the executive staff if they have questions regarding the Working with Children Clearance requirement.
- Executive staff refer to the CSO & school policies (Requirements for Volunteers sections) to advise staff and volunteers regarding the Working with Children Clearance.
- All volunteers must undergo an appropriate site induction before commencing work. This may include proof of ID, Working with Children documentation, Visitor’s Induction Handbook (P&F), site inspection and WHS information.

**DEFINITIONS & RESOURCES**

Other sources that provide relevant Child Protection information include:

**Legislation:**

- The Ombudsman Act, 1974 and The Ombudsman Amendment (Child Protection and Community Services) Act, 1998
- The Children and Young Persons (Care and Protection) Act, 1998
- The Commission for Children and Young People Act, 1998
The Child Protection (Working with Children) Act, 2012

*Catholic Schools Office documents:*

- Reporting Child Protection Concerns - Policy & Procedures - Updated December 2015
- Child Protection Code of Professional Standards for Catholic School Employees, 2005
- Volunteer Induction Handbook (Federation of P&F Associations)

*Staff Documents:*

- Checklist for Conducting Exempt Investigations 2012
- Child Protection - Info Sheets to CSO Parents 2014
- FACS Risk of Harm Report
- Guide sheet for conducting Exempt Investigation 2013
- Information Sheet – Stages of Investigation – Zimmerman Services
- Information Sheet – What to Expect if you are a Respondent – Zimmerman Services
- Reporting Concerns for Children and Persons with Disabilities Policy
- Working With Children Check Poster
- Zimmerman Services – Form – Report Concerns Child – Person Disabilities
- ZS Investigations Policy 1-3 2013
- 2012 Child Protection In-Service Training Day - Participant’s Workbook – all staff were issued with this on the Training Day on 18 June 2012. A copy is available in the Principal’s Office.