





## 5 GUIDELINES

More detailed guidelines for the internal management of Child Protection related matters are itemised in a separate statement for staff. Other members of the School community should be guided by staff at relevant times.

- 5.1 Members of the School community must treat any Child Protection concern with strict confidentiality and report the matter to the relevant authority as soon as practicable. If the concern is in relation to:
- 5.1.1 a student at 'risk of significant harm,' report to the relevant Head of School;
  - 5.1.2 an employee involved in inappropriate behaviour or 'reportable conduct,' report to the Principal;
  - 5.1.3 an employee who is the subject of any reportable allegation or conviction,' report to the Principal.
- 5.2 If the concern is in relation to the Principal, inform the Chair of the School Board of Directors in writing via the School's postal address.

## 6 POLICY ADMINISTRATION

### 6.1 Origins

- 6.1.1 Requirements – This policy meets the requirements of the following legislation and regulations
- Children and Young Persons (Care and Protection) Act and Regulation 1998 (NSW) (as amended)
  - Child Protection (Working with Children) Act and Regulation 2013 (NSW) (as amended)
  - Child Protection (Prohibited Employment) Act 1998 (NSW)
  - Children's Guardian Act 2019 (NSW)
  - Crimes Act 1990 (NSW)
  - Education Act 1990 (NSW)
  - Education and Care Services National Law Act 2010 [and National Regulations 168(2)(h)]
- 6.1.2 Consultation – The authors undertook consultation of the BMGS executive in formulating this policy.
- 6.1.3 Acknowledgements – AIS Sample Child Protection Policy, Penrith Christian School Child Protection Policy and Arndell Anglican School Child Protection Policy.

### 6.2 Related Documents

- Child Protection Guidelines
- Codes of Conduct
- Complaints and Appeals Policy

### 6.3 Accessibility

This policy will be made available to the School Community via the School's website, to its staff via Shabang. The Guidelines will be made available to staff via Shabang and a summary will be made available to volunteers in their induction training/manual.

### 6.4 Implementation

The Principal will implement this policy and ensure the associated guidelines are embedded and maintained in practice.

### 6.5 Training

Specific training in various practices contained in the Guidelines will be provided to staff periodically and to volunteers in their induction training/manual

### 6.6 Communication

Relevant content will be communicated to:

Students	regularly
Parents	annually
Volunteers	at induction
Staff	annually.

### 6.7 Compliance

Those staff with specific Wellbeing Roles will ensure the compliance of their staff and the practices of their teams with this policy.

### 6.8 Review and Evaluation

The Principal is responsible for monitoring legislation, regulations and industry best-practice and for regularly evaluating this policy and its guidelines in the light of them.

