



# Freemans Reach Public School

## Protecting and Supporting Children and Young People School Procedures

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Related Policies	Protecting and Supporting Children and Young People
Evidence of Implementation Sources	

### Responsibilities as per the policy

#### 4.1 Principals and workplace managers

##### 4.1.1 Training

- ensure all staff have participated in an initial child protection induction and an update during the past year
- ensure all staff are aware of the indicators of abuse and neglect of children and young people
- ensure all staff are aware of their obligation to advise the principal or workplace manager of concerns about the safety, welfare and wellbeing of children and young people that arise during the course of their work
- ensure that all staff are aware of their mandatory obligation to report suspected risk of significant harm and of the procedures for doing so

##### 4.1.2 Reporting

- 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
- 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 Family and 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:
  1. there are concerns about risk of harm, that do not meet the threshold of significant harm but are not trivial
  2. the Mandatory Reporter Guide indicates this should be done
  3. a case has been reported to Family and Community Services and did not meet the risk of significant harm threshold
  4. there is an observable pattern of cumulative harm that does not meet the threshold of significant harm.

##### 4.1.3 Supporting children and young people

- establish effective systems in their workplace for:
  1. child protection concerns to be identified in the course of the work of staff, reported and action taken, where appropriate, so vulnerable children and young people are supported

2. reasonable steps to be taken to coordinate decision making and coordinate services to children and young people and their families with other local service providers, if required
  3. collaborative 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
- exchange relevant information to progress assessments, investigations and case management as permitted by law
  - use best endeavours in responding to a request for a service from Family and Community Services provided that the request is consistent with departmental responsibilities and policies.

## **4.2 Employees**

### **4.2.1 Training**

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

### **4.2.2 Reporting**

- adhere to mandatory procedures for conveying risk of harm concerns to the principal or workplace manager
- adhere to mandatory procedures for reporting risk of significant harm to Family and Community Services
- ensure, where they have reported any risk of significant harm concerns to the principal or workplace manager, that the principal or workplace manager has reported those concerns to Family and Community Services
- report directly to Family and Community Services if they believe the principal or workplace manager has not reported risk of significant harm concerns to Family and 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 Family and Community Services or following contact with the Child Wellbeing Unit, is provided to Family and 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 Family and Community Services

### **4.2.3 Supporting children and young people**

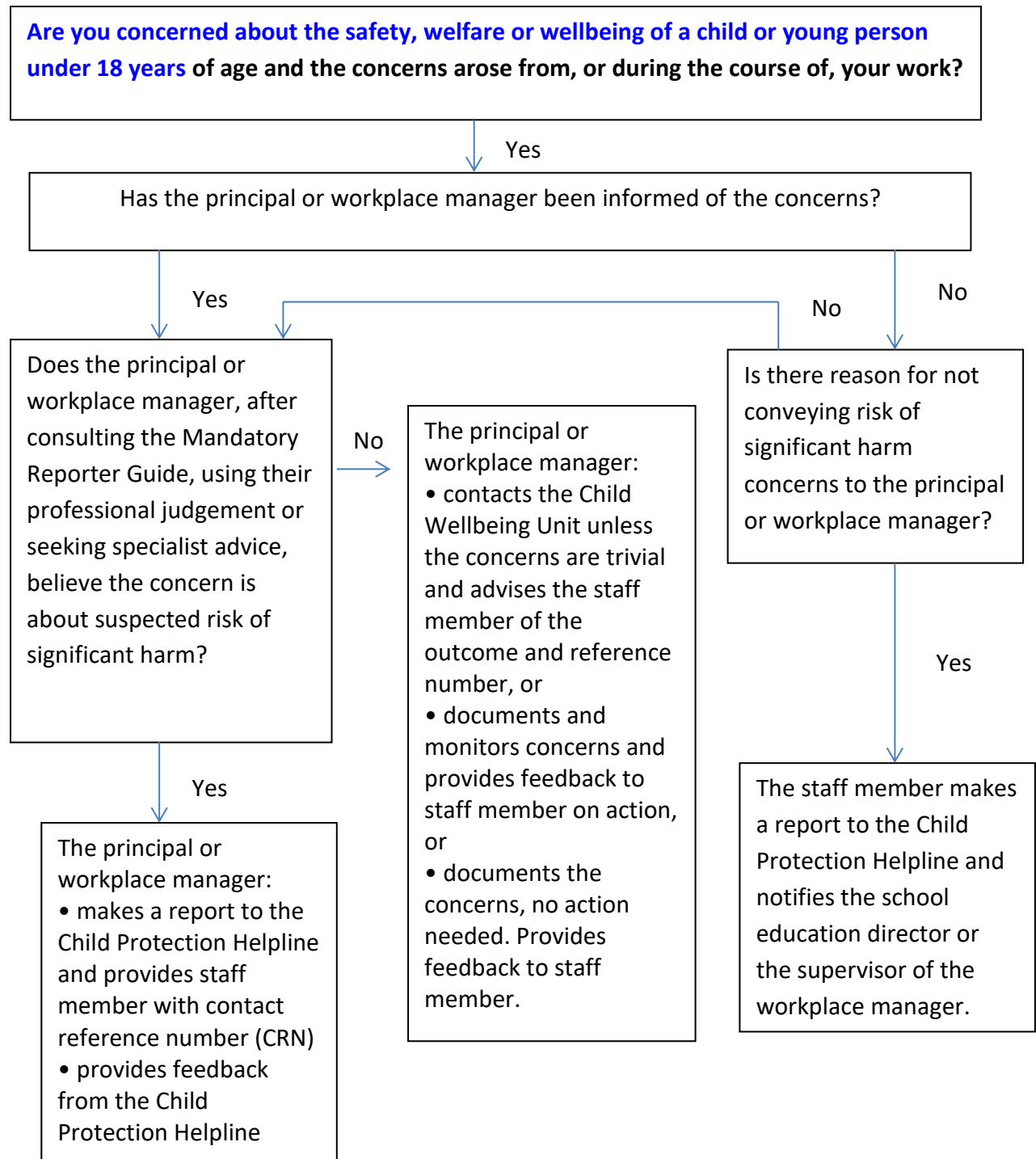
- cooperate with reasonable steps to coordinate service delivery and decision-making with other relevant service providers
- avoid undertaking any investigation of the circumstances giving rise to a report where risk of significant harm has been reported, without the express prior approval of the relevant Family and 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.

## **5. Monitoring, evaluation and reporting requirements**

- 5.1** Principals and workplace managers must 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.
- 5.2A** record is to be kept of reports to Family and Community Services as confirmation that mandatory reporting requirements have been met. The report reference number should be recorded.
- 5.3** The record and related papers are to be retained by principals or workplace managers in secure storage and kept confidential. These records are to be provided to any successor.

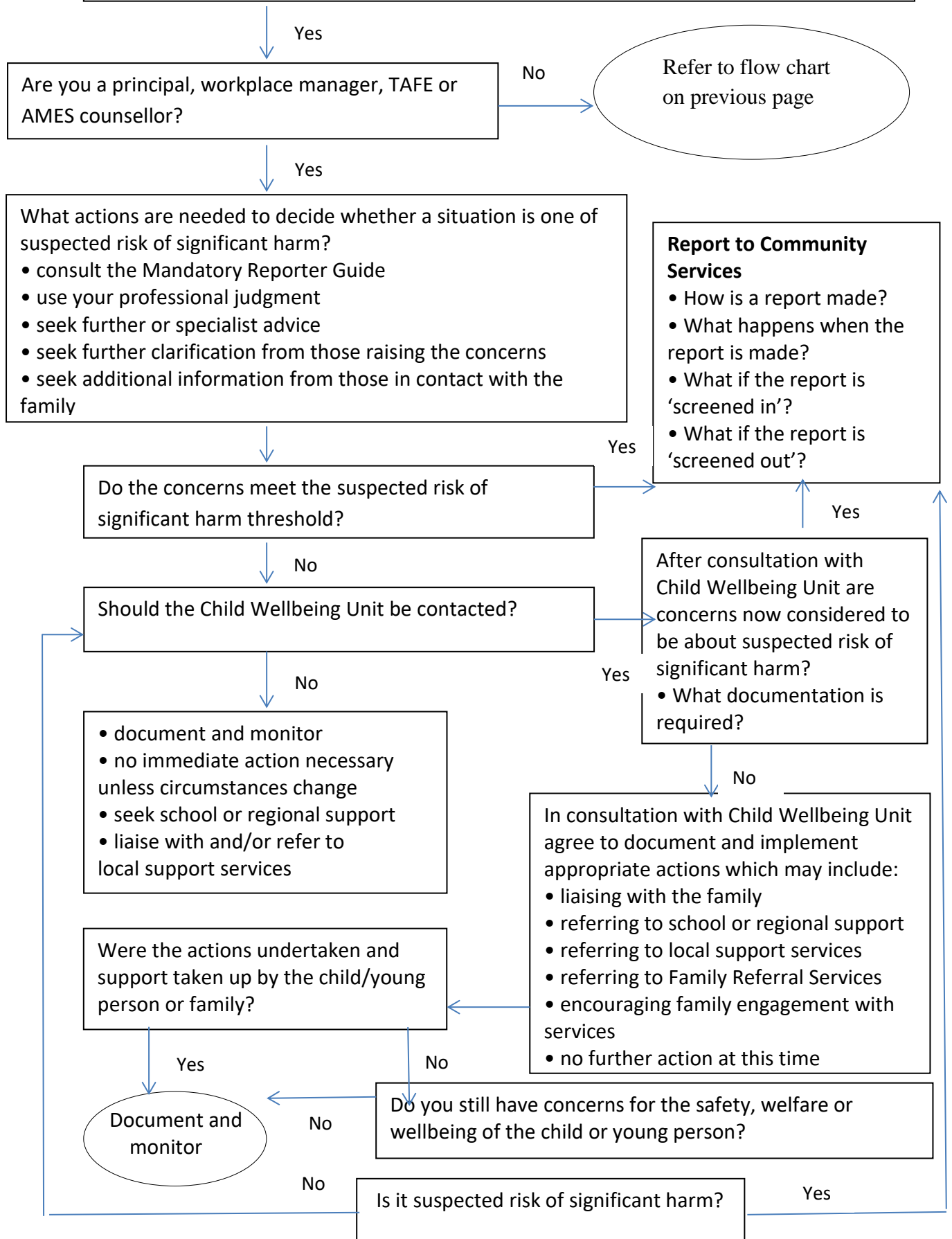
- 5.4** Where a reference number has been provided by the Child Wellbeing Unit it must be recorded and kept.
- 5.5** If serious safety issues remain after a report has been made to, and accepted by, Family and Community Services, principals or workplace managers will refer the matter to the departmental regional officer responsible for student services so the case can be taken up at a senior level within Family and Community Services.

**Protecting and supporting children and young people procedures - Flowchart for staff members**  
**For use by all staff, other than principals.**



**Protecting and supporting children and young people procedures - Flowchart**  
**For use by principals, workplace managers**

**Are you concerned about the safety, welfare or wellbeing of a child or young person under 18 years and the concerns arose from, or during the course of, your work?**



## What must be reported to Community Services?

Interventions by the statutory child protection system can be intrusive and have an impact on families. The decision about whether or not intervention is needed should not be made lightly. It requires a considered approach based on quality information.

The Child Protection Helpline **must** be contacted when:

- there are current concerns about suspected risk of significant harm and/or
- the Mandatory Reporter Guide indicates this should be done.

All staff, when they have reasonable grounds to suspect that a child or young person is at risk of harm, and those grounds arise during the course of or from the person's work, must inform their principal or workplace manager. The staff member should provide relevant information to assist the principal or workplace manager to determine if there is suspected risk of significant harm and a report to the Child Protection Helpline is required.

Principals, workplace managers, TAFE and AMES counsellors must report concerns about suspected risk of significant harm directly to the Child Protection Helpline.

A child or young person is "at risk of significant harm" if current concerns exist for the safety, welfare and wellbeing of the child or young person because of the presence, to a significant extent, of one or more of the following circumstances:

(a) the child's or the young person's basic physical or psychological needs are not being met or are at risk of not being met;

(b) the parent or other carers 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) the parent or other carer 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.

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### Record of a report to the Child Protection Helpline about suspected risk of significant harm

Name of child or young person..... Age .....

Date of birth..... Sex: M \_\_\_ F \_\_\_

Home address.....Postcode .....

Home phone.....

School attended.....

School location.....

Names of parents or carers and relationship to child or young person:

Name.....Name.....

Phone No.....Phone No.....

Relationship.....Relationship.....

What actual significant harm or risk of significant harm is suspected? (For grounds for suspected risk of significant harm refer to Section 3 of these procedures. Record critical pieces of information that informed your decision to report or your answers to questions in the Mandatory Reporter Guide

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If known, what are the wishes of the child or young person about this matter?

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Is this a report related to the homelessness of a young person who has given permission for the report to be made? Yes \_\_\_ No \_\_\_

#### **Report made to Child Protection Helpline**

Date ...../...../..... Time .....

Recommended decision of Helpline caseworker about action to be taken, if known.

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**Note:** If the report was not screened in as reaching the risk of significant harm threshold, inform the Child Wellbeing Unit on (02) 9269 9400.

Contact reference number allocated to this report by Community Services.....

Principal Name..... Signature .....

Address..... Postcode.....

Telephone .....

Facsimile .....

Mandatory Reporter Guide final Decision Report attached? Yes \_\_\_ No \_\_\_