



# Allambie Heights Public School

RESPECT

RESPONSIBILITY

RESILIENCE

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## Protecting and Supporting Children and Young People Procedures

### Rationale

All staff have a duty to recognise safety, welfare or wellbeing concerns for children and young people that arise from or during the course of their work.

### Purpose

*The purpose of this procedure is to ensure that:*

1. Allambie Heights Public School is complying with the Protecting and Supporting Children and Young People Policy (2016).
2. All staff are informed of their responsibilities related to child protection through: mandatory staff participation in a child protection induction (Child Protection Awareness Training-CPAT) and annual child protection training by the Principal and/or delegate.
3. Records of attendance in the mandatory child protection training are maintained eg MyPL or other school-based register.

### Responsibility

- The Principal and their executive delegate/s are responsible for these procedures and the steps devised to ensure compliance with Department of Education policy requirements. This procedure will be evaluated and reviewed annually.
- The Principal and their executive delegate/s are responsible for ensuring that:
  - All staff have participated in an initial child protection induction and an update during the past year
  - All staff are aware of the indicators of abuse and neglect of children and young people
  - All staff are aware of their mandatory obligation to advise the principal and/or delegate of concerns about the safety, welfare and wellbeing of children and young people that arise during the course of their work and of the procedures for doing so.
  - 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.
  - Any additional information that forms concerns about risk of significant harm a report must be made to Family and Community Services
  - Reasonable steps are taken to coordinate service delivery and decision-making with other relevant service providers.
- The Allambie Heights Public School staff will be responsible for following these procedures to ensure Department of Education compliance is met each and every day in relation to protecting and supporting children and young people.

### Guidelines for Protecting and Supporting Children and Young People procedures at AHPS:

#### Reporting:

- Staff inform the principal or workplace manager of the concerns.
- The staff member provides relevant information to assist the Principal or workplace manager in decision making.
- The Principal uses the **Mandatory Reporter Guide**, professional judgment and/or seeks advice to assist them in decision making about whether a situation is one of suspected risk of significant harm.
- The staff member who raised the concerns with the Principal or workplace manager, as well as staff with relevant roles, may have helpful information to clarify concerns.
- The **Child Wellbeing Unit** is contacted on (02) 9269 9400 for further advice on obtaining information about safety, welfare or wellbeing concerns. Investigating concerns that have been identified as meeting the threshold for suspected risk of significant harm are the responsibility of Family and Community Services and the NSW Police Force.

- The Principal seeks advice from the Child Wellbeing Unit about what actions to take in relation to safety, welfare or wellbeing concerns for a child or young person.
- The Principal records the recommended decision of the Helpline case worker about action to be taken, if known, and the contact reference number.
- The Principal completes their details and signs the record of the report
- The Principal reports concerns about suspected risk of significant harm directly to the **Child Protection Helpline** on 133 627.
- If required, the Principal informs the **Director** of Public Schools, Kuring-gai Network, Sue Low of the matter and steps undertaken.

**Monitoring of records:**

All communication is documented on Student Wellbeing and the relevant files attached. A copy is also stored on the Principal drive in the relevant student file, including:

- A copy of the Mandatory Reporter Guide, saved as a PDF following the completion of the MRG process.
- Correspondence from the Child Wellbeing Unit or Family and Community Services.
- In-school notes pertaining to the investigation.