



**PLC**  
PRESBYTERIAN  
LADIES' COLLEGE  
SYDNEY | ARMIDALE

# Policy and Procedure: Child Protection and Mandatory Reporting

## Policy Statement

**PLC Sydney and PLC Armidale has zero tolerance for child abuse and are committed to the protection of all children and young people from all forms of child abuse.**

PLC Sydney and PLC Armidale are committed to the Child Safe Standards as published by the [Office of the Children's Guardian](#).

1. Child safety is embedded in organisational leadership, governance and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld and diversity is taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child abuse are child focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and Procedures document how the organisation is child safe

This policy sets out staff responsibilities for child protection and processes that staff must follow in relation to child protection matters. This policy applies to all employees, contractors and volunteers, referred to as staff or staff members for the purpose of this policy.

Staff members who fail to adhere to this policy may be in breach of their terms of employment.

Policy Owner: College Council

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## Introduction and Scope

1. **PLC Sydney and PLC Armidale (*hereinafter named 'The College'*) has zero tolerance for child abuse and is committed to the protection of all children and young people from all forms of child abuse.**
2. This policy sets out staff responsibilities for child protection and processes that staff must follow in relation to child protection matters. This policy applies to all staff members, which includes employees, contractors and volunteers.
3. Staff members who fail to adhere to this policy may be in breach of their terms of employment.

## Definition

4. At PLC, and for the purposes of our Child Protection Program, a “child safety incident or concern” or “child protection related complaint” means an incident of or concern about:
  - a child or young person being at risk of significant harm, as defined in the Children and Young Persons (Care and Protection Act) 1998 (NSW) (Care and Protection Act)
  - a child, young person or student aged 18 or over being, or at risk of being, the victim of a “child abuse offence” as defined in the Crimes Act 1900 (NSW)
  - Reportable Conduct, as defined in the Children’s Guardian Act 2019 (NSW) (Children’s Guardian Act)
    - a sexual offence;
    - sexual misconduct;
    - an assault against a child;
    - ill-treatment of a child;
    - neglect of a child;
    - an offence under Section 43B (failure to protect) or Section 316A (failure to report) of the Crimes Act 1900; and
    - behaviour that causes significant emotional or psychological harm to a child.
  - any breach of our Child Protection Program

## Responding to an Immediate Emergency

5. All staff, College Council members, Volunteers, Third Party Contractors and External Education Providers must act as soon as they witness a child protection incident or form

a reasonable suspicion or belief that a child or young person has been or is at risk of being abused, neglected or groomed.

6. If a child is at immediate risk of harm you must ensure their safety by:
  - separating alleged victims and others involved
  - administering first aid
  - calling 000 for urgent medical assistance or Police assistance to address immediate health and safety concerns
  - Referring to one of the College's Child Protection Advisors to be the future liaison with Police on the matter.

## Preserving Evidence

7. When a child or young person is harmed, or suspected to have been harmed, at the College or at a College event, preserving as much evidence as possible is crucial. Staff should take the following steps (provided that it is safe to do so):
  - Environment: do not clean up the area and preserve the sites where the alleged incident occurred.
  - Clothing: take steps to ensure that the person who has allegedly committed the abuse and the child or young person who has allegedly been abused remain in their clothing. If this is not possible, ensure the clothes are not washed, handled as little as possible and stored in a sealed bag.
  - Other physical items: ensure that items such as weapons, bedding and condoms are untouched.
  - Potential witnesses: reasonable precautions must be taken to prevent discussion of the incident between those involved in or witnesses of the alleged incident.

## Documenting Observations and Actions

8. It is critical that all Staff keep clear and comprehensive notes relating to any incidents, disclosures and allegations of child abuse and other harm. This information may be sought at a later date if there are court proceedings. Notes may also assist later if there is a requirement to provide evidence to support decisions made regarding the handling of child safety incidents.
9. The College requires all Staff, Volunteers, and Contractors to record all child safety incidents and concerns, including observations, beliefs, suspicions, disclosures or allegations of child abuse, neglect or other harm.

## Mandatory Reporters

10. At PLC Sydney and PLC Armidale the following persons are Mandatory Reporters:

- a. College council members
- b. the Principal
- c. the Executive Team
- d. teachers including casual or temporary teachers
- e. all other paid employees at the College who interact with students
- f. college nurse
- g. college counsellor/psychologist
- h. any person in religious ministry (such as clergy) or other religious leadership roles (such as chaplains)
- i. any staff, volunteers or contractors who provide religious based activities to children
- j. direct contact contractors
- k. external education providers engaged by the College

11. A Mandatory Report must be made when a person has reasonable grounds to suspect that a child (aged under 16) is, or a particular group of children are, at risk of significant harm, and those grounds arose during the course of their work.

12. All staff are required to report any child protection or child wellbeing concerns about the safety, welfare or wellbeing of a child or young person using the College's **Child Protection Reporting Structure in Attachment 2 and 3** of this policy and procedure.

13. The report can be made via an email to the Principal or by using the form *Child Protection Report Form* available on the Intranet.

## Additional Reporting Responsibilities as Presbyterian Schools

14. For PLC Sydney and PLC Armidale as Presbyterian Colleges, there are additional reporting responsibilities.

15. The College, through the Principal, will contact the Manager, **Conduct Protocol Unit**, NSW Presbyterian Church (NSWPC), to notify their office when an allegation of reportable

conduct has been made. The Church's guidelines outlined in *Breaking the Silence* (available from the office of the Head of Human Resources or [this link](#)) will be followed.

16. The College, through the Principal (or delegate), will contact the Trustees of the NSW Presbyterian Church Property Trust should the police or any other authority seek information from the College regarding child protection matters of any kind. The Principal must be alerted immediately of any such contact. Notification to the Trustees is usually through the Secretary and General Manager of the Presbyterian Church of Australia. Only the Principal (or delegate) may provide such information to either the Trustees, the police or any other authorities.
17. The College must also report a finding that a serious allegation of reportable conduct has been sustained to the NSW Education Standards Authority (**NESA**).
18. If the first person in the Reporting Structure cannot be contacted staff must go directly to the next person in the Structure.
19. Staff **MUST NOT** discuss any aspect of their suspicions with any person not listed in the appropriate line of communication in the Reporting Structure. To do so could compromise any investigation that may proceed.
20. The **role** of each person in the Reporting Structure is shown:

<b>WHAT EACH PERSON IN THE REPORTING STRUCTURE MUST DO</b>		
<b>STEP</b>	<b>PERSON INVOLVED</b>	<b>ACTION</b>
<b>1.</b>	Any member of staff	<ul style="list-style-type: none"> <li>•Receives disclosure of alleged reportable conduct about another member of staff</li> <li>OR</li> <li>•Suspects a child is at risk of significant harm</li> </ul>
<b>2.</b>	Same member of staff	Must: <ul style="list-style-type: none"> <li>•Listen and observe attentively</li> <li>•NOT ask questions requiring further detail</li> <li>•Determine the appropriate person to notify using the Reporting Structure and notify that person</li> <li>•NOT discuss the matter with any other member of staff not in the appropriate line of notification</li> <li>•Maintain confidentiality at all times</li> <li>•Keep their own verbatim notes after following the Reporting Structure</li> </ul>
<b>3.</b>	Deputy Principal/Head of Senior School Head of Junior School Head of Human Resources	<ul style="list-style-type: none"> <li>•Ensures that a clear written statement of the allegation is completed</li> <li>•Ensures appropriate care and support are afforded to the child and/or the reporting staff member</li> <li>•Maintains confidentiality</li> </ul>

WHAT EACH PERSON IN THE REPORTING STRUCTURE MUST DO		
STEP	PERSON INVOLVED	ACTION
		•(For <b>PLC Sydney only</b> : takes all information immediately to the Senior Counsellor)
4.	Counsellor/Psychologist	•Takes written notification of allegation and all relevant agency information immediately to the Principal
5.	Principal	<ul style="list-style-type: none"> <li>•Conducts initial risk assessment in consultation with the School Counsellor</li> <li>•Formulates investigation strategy to gather all relevant facts, ensures appropriate procedures are followed</li> <li>•Notifies all relevant agencies</li> <li>•Receives Investigation Report, assesses and makes recommendation</li> </ul>

## Reports To Dept Communities And Justice

21. Where the School Counsellor and Principal form a belief on reasonable grounds that neglect or abuse may be occurring, the [Mandatory Reporter Guide \(MRG\)](#) must be used to determine whether or not their concerns reach the suspected Risk of Significant Harm (ROSH) threshold. In the independent College sector, **a mandatory reporter will meet their obligation if they report to the Principal in the School.**
22. The Principal must, where they have reasonable grounds to suspect that a child (under 16 years of age) is at '*risk of significant harm*', report to the Department of Communities and Justice (DCJ) as soon as practicable. The report must include the name, or a description, of the child and the grounds for suspecting that the child is at risk of significant harm.
23. In addition, the School may choose to make a report to the DCJ where there are reasonable grounds to suspect a young person (16 or 17 years of age) is at risk of significant harm and there are current concerns about the safety, welfare and well-being of the young person.
24. '*Reasonable grounds*' refers to the need to have an objective basis for suspecting that a child or young person may be at risk of significant harm, based on:
  - first-hand observations of the child, young person or family;
  - what the child, young person, parent or another person has disclosed;
  - what can reasonably be inferred based on professional training and/or experience.



'Reasonable grounds' does not mean a person is required to confirm their suspicions or have clear proof before making a report.

25. If a staff member disagrees with the view taken by the Principal that a child is at risk of significant harm, they have the right to inform the Police of their concerns.

## Child-Focused Complaints Handling

26. Anyone can make a child protection-related complaint:

- to the Principal
- a Child Protection Advisor
- a trusted staff member

in person, in writing or over the phone. It is recommended that they confirm the contents of the complaint via email to the person identified in the reporting structure in order to ensure a timely and accurate record is made.

27. Parents/carers, family members and other community members who have child protection concerns about the College, its students or staff members are asked to contact our Child Protection Advisors. Please see Attachments 2 and 3 of this Policy and Procedure for contact details.

28. Students have multiple pathways to make complaints, including child protection-related complaints, at the College. These include disclosing child safety incidents or concerns, including abuse or other harm of themselves or of any other child or student aged 18 or over, to any staff member or a Child Protection Advisor. This might be done:

- verbally
- in writing
- through electronic means (such as email)
- indirectly (such as in written assignments, in artworks or in any other way)
- by contacting Kids Helpline: 1800 551 800 or [www.kidshelpline.com.au](http://www.kidshelpline.com.au)

## Child-initiated Complaints

29. Examples of child Initiated complaints include:

- A. A child or young person may express dissatisfaction in relation to our services or dealings with them, including any gaps in service provision.
- B. A child or young person may disclose or complain they have been mistreated or abused in any way by an individual engaged by the School (including staff or volunteers) or another child or young person at the School.

- C. A child or young person may raise concerns about the treatment or alleged abuse of another child or young person by an individual engaged by the School.

30. The disclosure or complaint will be actioned as per the reporting structure at Attachment 2 or 3 of this Policy and Procedure.

## Adult-initiated Complaints

The following are examples of complaints initiated by adults:

- A. A parent, carer or guardian may raise suspicions, concerns or alleged breaches of the Staff Code of Conduct. This may include allegations of inappropriate behaviour towards their child by an individual engaged by the School or by another child or young person at the School.
- B. A parent, carer or guardian may raise concerns about an incident (including actions, omissions, events or circumstances) connected with services provided to, or interactions with, their child. This incident harmed, or could have harmed, their child or another child or young person at the School.
- C. A staff member or volunteer may report concerns or allegations about the conduct of an individual engaged by the School, or in relation to an issue affecting a child or young person at the School.
- D. A statutory body such as a child protection authority or the police may notify the School of conduct involving an individual engaged by the School relating to a child or young person at the School.
- E. An individual from another service provider who may provide services to, or interact with, a child or young person at the School may raise a concern or allegation about the conduct of an individual engaged by the School or an issue affecting a child or young person at the School.

31. Any complaint related to Child Protection will be actioned as per the reporting structure included in Attachments 2 and 3 of this Policy and Procedure.

## Process For Reporting Reportable Conduct

### The School's Responsibility For Reportable Conduct

32. In general, the **Principal** will report matters to the Conduct Protocol Unit of the NSWPC, and the DCJ and where necessary, the Police.

## Staff Members

33. Any concerns about any other employee engaging in conduct that is considered inappropriate, or reportable conduct, or any allegation of inappropriate or reportable conduct made to the employee or about the employee themselves must be reported to the Principal. **Where it is uncertain if the conduct is reportable conduct but is considered inappropriate behaviour this must also be reported.**
34. Staff members must also report to the Principal when they become aware that an employee has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving reportable conduct. This includes information relating to the employee themselves.
35. If the allegation involves the Principal, the staff member must report to the Chair of College Council.

## Parents, Carers And Community Members

36. Parents, carers and community members are encouraged to report any conduct that is in their view inappropriate, reportable or criminal conduct to the Principal or their delegate. All such reports will be dealt with in accordance with this Policy and Procedure.

## Former Students

37. A former student of the College may come forward to a current staff member, or Volunteer, and disclose past abuse or grooming behaviour from their time at the College. If you receive a disclosure from a former student about historical abuse, you must act.
38. If the former student is still of schooling age in NSW and currently attending a NSW school, you must follow the Procedures in this Policy and Procedure.
39. If the former student is no longer of schooling age or attending a school in NSW, you must still act.
40. If you are aware of an incident of past serious abuse of someone who is now an adult, the incident can be reported to the Police by calling the Police Assistance Line on 13 14 44. Please note that the Police will usually require a statement from the victim, and some people may be uncomfortable or not ready to do this. It is important that the former student is directed to support and counselling services available through [NSW Health](#).

## The Principal's Responsibilities

41. The Principal must:
  - ensure specified systems are in place for preventing, detecting and responding to reportable allegations or convictions

- [submit a 7-day notification form to the OCG](#) within 7 business days of becoming aware of a reportable allegation or conviction against an employee of the entity (unless the Principal has a reasonable excuse)

## Process for Investigating an Allegation of Reportable Conduct

42. The Principal is responsible for ensuring that the following steps are taken to investigate an allegation of reportable conduct.

43. Once an allegation of reportable conduct against an employee is received, the Principal is required to:

- determine whether it is an allegation of reportable conduct and notify the OCG within 7 days of becoming aware of the information, if assessed to be reportable conduct (either a reportable allegation or reportable conviction)
- assess whether the DCJ or the Police need to be notified (ie, if reasonable grounds to suspect that a child is at risk of significant harm or a potential criminal offence). If they have been notified, seek clearance from these statutory agencies prior to the School proceeding with the reportable conduct investigation;
- notify the child's parents (unless to do so would be likely to compromise the investigation or any investigation by the DCJ or Police);
- carry out a risk assessment and take action to reduce/remove risk to:
  - ❖ the child(ren) who are the subject of the allegation;
  - ❖ other children with whom the employee may have contact;
  - ❖ the Person Subject of the Allegation (PSOA);
  - ❖ the School, and
  - ❖ the proper investigation of the allegation.
- provide an initial letter to the PSOA advising that an allegation of reportable conduct has been made against them and the School's responsibility to investigate this matter under Section 34 of the Children's Guardian Act 2019; and
- investigate the allegation or appoint someone to investigate the allegation.

44. The Principal will take appropriate action to minimise risks. This may include the PSOA duty being temporarily relieved of some duties, being required not to have contact with certain students, being asked to take paid leave, or being suspended from duty. When

taking action to address any risks identified, the School will take into consideration both the needs of the child(ren) and the PSOA.

45. A decision to take action on the basis of a risk assessment is not indicative of the findings of the matter. Until the investigation is completed and a finding is made, any action, such as an employee being suspended, is not to be considered to be an indication that the alleged conduct by the employee did occur.

## Investigation Steps

46. In an investigation the Principal or appointed investigator will generally:

- interview relevant witnesses and gather relevant documentation;
- provide a letter of allegation to the PSOA;
- provide the PSOA with the opportunity to provide a response to the allegations either in writing or at interview;
- consider relevant evidence and make a preliminary finding in accordance with the OCG guidelines;
- inform the PSOA of the preliminary finding in writing by the Principal and provide them with a further opportunity to respond or make a further submission prior to the matter moving to final findings;
- consider any response provided by the PSOA;
- make a final finding in accordance with the OCG guidelines;
- decide on the disciplinary action, if any, to be taken against the PSOA;
- send an interim report to the OCG about the actions taken since the initial notification, any further actions proposed to be taken and an estimated timeframe for providing the final report ([use the 30-day interim report form](#));
- if it is completed, send the final report to the OCG within 30 days after having received the allegation, as per section 36 of the Children's Guardian Act 2019 using the [entity report form](#).

## Investigation Findings

47. At the completion of the investigation, a finding will be made in relation to the allegations and a decision made by the Principal regarding what action, if any, is required in relation to the PSOA, the child(ren) involved and any other parties.

## Process For Reporting Findings To OCG

48. The School is required to advise the OCG of the findings they have made after completing a reportable conduct investigation, including whether they have made a finding of reportable conduct. A finding of reportable conduct in relation to sexual misconduct, a sexual offence or a serious physical assault, must be referred to the WWCC Directorate. When informing an employee of a finding of reportable conduct against them, the School

should alert them to the consequent report to the WWCC Directorate in relation to sustained findings of sexual misconduct, a sexual offence or a serious physical assault.

## Disciplinary Action

49. As a result of the allegations, investigation or final findings, the School may take disciplinary action against the PSOA (including termination of employment).

## Confidentiality

50. The School requires that all parties maintain confidentiality during the investigation including in relation to the handling and storing of documents and records.

51. Records about allegations of reportable conduct against employees will be kept in a secure area and will be accessible by the Principal or with the Principal's express authority.

52. No employee may comment to the media about an allegation of reportable conduct unless expressly authorised by the Principal to do so.

53. Staff members who become aware of a breach of confidentiality in relation to a reportable conduct allegation must advise the Principal.

## Support for Students Interviewed at the College

54. The College has certain obligations when a request is made by the Police or the Department of Communities and Justice (DCJ) workers to interview students regarding child protection incidents at the College. Students to be interviewed may include victims, witnesses or those alleged to have perpetrated the abuse, neglect or grooming.

55. All students interviewed by the Police or DCJ at the College must be supported. Where possible, the student's parents/carers should be present for any interview. Where this is not practicable, one of the following persons may provide support to the student during the interview, as appropriate:

- the Principal
- a College Child Protection Advisor
- in the case of Police interviews, an independent support person over the age of 18 who is not connected with the College, for example, a social worker or non-College nurse.

56. Consideration should be given to whether there may be a conflict of interest between the independent supportive adult and the student being interviewed. For example, a situation may arise where the Principal or a Child Protection Advisor is related to the alleged perpetrator or the student, or the Principal or a Child Protection Advisor is the alleged perpetrator.

## General Protocols

57. It is the Principal's responsibility to:

- facilitate interviews requested by the Police or DCJ workers
- advise students of their right to have an independent supportive adult, parent or carer present at such an interview
- arrange for the student to choose an independent supportive adult to be present
- balance their obligation to protect the rights of students with their obligation to assist the Police and DCJ in their exercise of duty
- ensure there is someone acting as an independent supportive adult for students interviewed at the College by the Police or DCJ workers
- observe confidentiality at all times in the management of a Mandatory Reporting or criminal case.

## Contacting Parents/Carers

58. Before contacting a student's parents/carers, the Principal must seek advice from the Police or DCJ to determine if parents/carers should be present at the interview.

59. Where appropriate, parents/carers must be advised of the scheduling of an interview with the Police. Parents/carers should also be advised of interviews that have been scheduled with DCJ where it is deemed to be appropriate. However, DCJ may conduct interviews with students without parental/carers knowledge or consent in exceptional circumstances.

## Student as a Victim/Witness

60. When the Principal allows interviews involving students who may be victims or witnesses, they should:

- support and encourage the student to provide as much information as possible, and
- inform the student that a note of the circumstances and the content of the interview will be made and communicated to their parents/carers as soon as possible unless doing so would cause a risk of abuse.

## Student as a Suspect

61. If Police need to speak with a student who has allegedly abused another child or student at the College, this should preferably be done in the presence of the student's parents/carers, or another independent supportive adult.

## Complying with Court Orders

62. A subpoena or witness summons is a court order that compels the College to produce documents, or attend court and give evidence, or both. The Principal or a staff member will usually be issued with a subpoena or witness summons because a party to legal proceedings believes that the College, the Principal or a staff member has information or documents that are relevant to the proceeding.
63. The Principal will seek external legal advice and support relating to complying with subpoenas or witness summons.

## Working With Children Clearance Check (WWCC)

### Staff Members' Responsibility for WWCC

64. Staff members who engage in child-related work and eligible volunteers (including those volunteers working at overnight camps) are required to:
  - hold and maintain a valid WWCC clearance;
  - not engage in child-related work at any time that they are subjected to an interim bar or a bar;
  - report to the Principal if they are no longer eligible for a WWCC clearance, the status of their WWCC clearance changes or are notified by the OCG that they are subjected to a risk assessment; and notify the OCG of any change to their personal details within 3 months of the change occurring. Failure to do so may result in a fine.
65. All volunteers are required to:
  - be aware and follow the expectations of conduct expressed in the School Staff Code of Conduct.
  - to have a current WWCC clearance if they are involved in College-determined high-risk roles

### The College's Responsibility for WWCC

66. The College's Human Resources Team is required to:
  - verify online and record the status of each child-related worker's WWCC clearance;
  - only employ or engage child-related workers or eligible volunteers who have a valid WWCC clearance;
  - monitor the WWCC Check status of all staff members. Each month the Human Resources Team checks the status of all staff members' WWCC



Checks and provides notifications to staff prior to their expiry date. The consolidated register and the process for maintaining and monitoring it are evidence of the College's maintenance of WWCC Checks, and

- advise the OCG of the findings they have made after completing a reportable conduct investigation, including whether they have made a finding of reportable conduct. A finding of reportable conduct in relation to sexual misconduct, a sexual offence or a serious physical assault must be referred to the OCG's [Working with Children Check](#) Directorate (WWCC Directorate). It is an offence for an employer to knowingly engage a child-related worker who does not hold a WWCC clearance or who has a bar.
- Child protection related records relating to notifications, allegations, investigations and reports (internal and external), will be retained indefinitely.

## Child-Related Work

67. Child-related work involves direct contact by the worker with a child or children and that contact is a usual part of and more than incidental to the work. Any queries about whether roles/duties engage in child-related work should be directed to the Principal.

## Application/Renewal of WWCC

68. An application or renewal can be made through Service NSW or its replacement agency. The process for applying for and renewing a WWCC clearance with the OCG involves a national police check and a review of findings of misconduct. If the OCG grants or renews a WWCC clearance, the holder will be issued with a number which is to be provided to the School to verify the status of a staff member's WWCC clearance.

## Refusal Or Cancellation of WWCC

69. The OCG can refuse to grant a WWCC clearance or cancel a WWCC clearance. **The College will not employ, or continue to employ, any person who does not have a valid WWCC Clearance.**

## Staff Training and Support

70. The School provides all staff members with a copy of this policy.

71. All new staff members must read this policy and acknowledge that they have read and understood the policy.

72. All staff members must participate in annual child protection training and any additional training, as directed by the Principal. The training complements this policy and provides

information to staff about their legal responsibilities related to child protection and School expectations, including:

- mandatory reporting;
- reportable conduct;
- working with children checks; and
- professional boundaries.

73. This training will generally be undertaken within one month of commencement of new College year or for new starters within the first month of employment.

## Compliance And Records

74. The Principal or their delegate monitors compliance with this policy and securely maintains School records relevant to this policy, which includes:

- register of staff members who have read and acknowledged that they read and understood this policy
- working with children check clearance (WWCC clearance) verifications
- mandatory reports to the Department of Communities and Justice (DCJ) reports of reportable conduct allegations, the outcome of reportable conduct investigations, and/or criminal convictions.

## Related Policies and Documents

Attachment 1: Overview of the Child Protection Framework

Attachment 2: Reporting Structure and Child Protection Advisors for PLC Armidale

Attachment 3: Reporting Structure and Child Protection Advisors for PLC Sydney

Anti Bullying policy

Child Protection Report Form

Dispute Resolution Policy (Complaints Handling)

Social Media Policy

Staff Child Safety Manual

Staff Code of Conduct

Staff Manual (Various versions related to department and/or role of staff)

Use of email and electronic technologies Policy

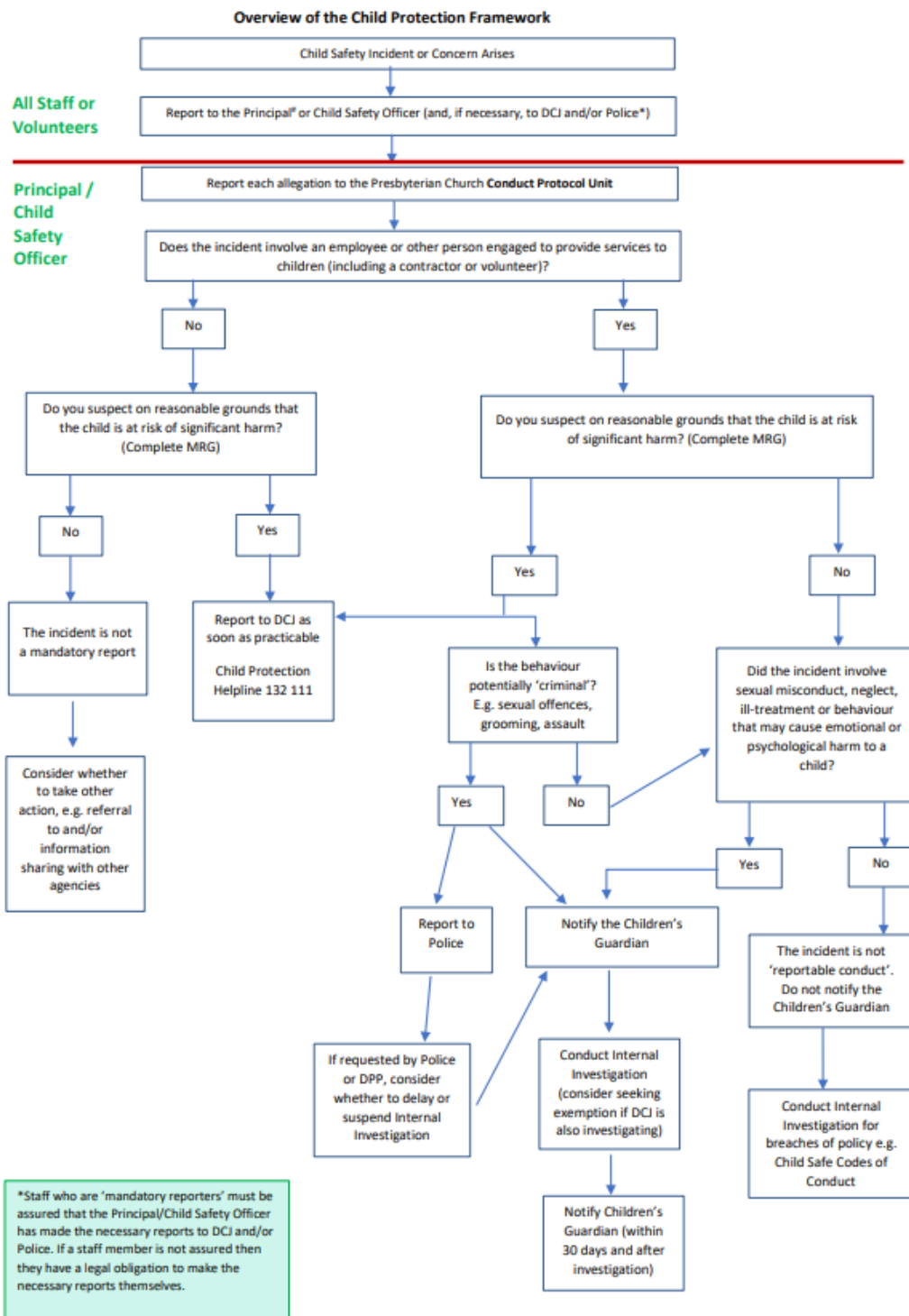
WHS Policy

## References

Office of the Children's Guardian - Child Safe Scheme, 2023,

<https://ocg.nsw.gov.au/child-safe-scheme>

# Attachment 1: Overview of the Child Protection Framework



## Attachment 2: Reporting Structure and Child Protection Advisors for PLC Armidale

<b>REPORTING STRUCTURE for PLC Armidale</b>			
<p><b>Member of staff...</b>  Receives disclosure of alleged reportable conduct about another member of staff</p> <p>OR</p> <p>Suspects a child is at risk of significant harm...</p> <p>OR</p> <p>Receives disclosure or information about alleged inappropriate conduct towards a child or young person by another member staff (even where that conduct may not meet the threshold of reportable conduct)</p>			
...If the child is a <b>Junior School student</b>	report directly to the <b>Head of Junior School</b> , who notifies	the <b>Principal</b> who may notify	the <b>College psychologist</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes
...If the child or young person is as <b>Senior School student</b>	report directly to the <b>Deputy Principal</b> , who notifies	the <b>Principal</b> who may notify	the <b>College psychologist</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes
...If the child or young person is a <b>Boarder</b>	report directly to the <b>Head of Boarding</b> , who notifies	the <b>Principal</b> who may notify	the <b>College psychologist</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes
... If the child or young person <b>attends a co-curricular program</b>	Report directly to <b>Head of Sport</b> or <b>Head of Creative and Performing Arts</b> or <b>Director of Music</b> , who notifies	the <b>Principal</b> who may notify	the <b>College psychologist</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes
...If the child or young person does not attend PLC in any of the above circumstances (however the disclosure involves a member of staff)	report directly to the <b>Head of Human Resources</b> , who notifies	the <b>Principal</b> who may notify	the <b>College psychologist</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes

- if the concern relates to the Principal, report to the Chair of the College Council.

## Child Protection Advisors for PLC Armidale

Name	Relevant Department	Position	Contact No	eMail address
Mitchell Clendinning	<ul style="list-style-type: none"> <li>Boarding House</li> <li>Senior School Students</li> </ul>	Head of Senior School	0438 535 919 or 6770 1715	<a href="mailto:mclendinning@plcarmidale.nsw.edu.au">mclendinning@plcarmidale.nsw.edu.au</a>
Fiona Wake	<ul style="list-style-type: none"> <li>Junior School Students</li> </ul>	Head of Junior School	0427 677 566 or 6770 1625	<a href="mailto:fwake@plcarmidale.nsw.edu.au">fwake@plcarmidale.nsw.edu.au</a>
Jennifer Leahy	<ul style="list-style-type: none"> <li>Boarding House students</li> </ul>	Chaplain/ Head of Boarding	0402 248 418 or 6770 1713	<a href="mailto:jleahy@plcarmidale.nsw.edu.au">jleahy@plcarmidale.nsw.edu.au</a>

## Attachment 3: Reporting Structure and Child Protection Advisors for PLC Sydney

<b>REPORTING STRUCTURE for PLC Sydney</b>			
<p><b>Member of staff...</b>            Receives disclosure of alleged reportable conduct about another member of staff</p> <p>OR</p> <p>Suspects a child is at risk of significant harm...</p> <p>OR</p> <p>Receives disclosure or information about alleged inappropriate conduct towards a child or young person by another member staff (even where that conduct may not meet the threshold of reportable conduct)</p>			
...If the child is a <b>Junior School student</b>	report directly to the <b>Head of Junior School</b> , who notifies	the <b>Principal</b> who may notify	the <b>Counsellor</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes
...If the child or young person is as <b>Senior School student</b>	report directly to the <b>Deputy Principal</b> , who notifies	the <b>Principal</b> who may notify	the <b>Counsellor</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes
...If the child or young person is a <b>Boarder</b>	report directly to the <b>Head of Boarding</b> , who notifies	the <b>Principal</b> who may notify	the <b>Counsellor</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes
...If the child or young person attends the <b>Futures Centre</b> or the <b>Gymnastics Club</b> or the <b>Swim Club</b>	report directly to the <b>Head of Human Resources</b> , who notifies	the <b>Principal</b> who may notify	the <b>Counsellor</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes
...if the child or young person does not attend PLC in any of the above circumstances (however the disclosure involves a member of staff)	report directly to the <b>Head of Human Resources</b> , who notifies	the <b>Principal</b> who may notify	the <b>Counsellor</b> and the <b>Conduct Protocol Unit</b> of NSWPC for reporting or related purposes

- if the concern relates to the Principal, the Chair of the College Council.

## Child Protection Advisors for PLC Sydney

Name	Relevant Department	Position	Contact No	eMail address
Linda Chiba	<ul style="list-style-type: none"> <li>• Boarding House</li> <li>• Senior School Students</li> </ul>	Deputy Principal	0418 263 341 or 9704 5706	<a href="mailto:lchiba@plc.nsw.edu.au">lchiba@plc.nsw.edu.au</a>  <a href="mailto:mclendinning@plcarmidale.nsw.edu.au">mclendinning@plcarmidale.nsw.edu.au</a>
Melissa Watters	<ul style="list-style-type: none"> <li>• Junior School Students</li> </ul>	Head of Junior School	0421 028 307 or 9704 5664	<a href="mailto:mwatters@plc.nsw.edu.au">mwatters@plc.nsw.edu.au</a>
Joel Arnott	<ul style="list-style-type: none"> <li>• Students at Futures Centre</li> <li>• Gymnastics Club</li> <li>• Swim Club</li> <li>• Tennis Club</li> </ul>	Head of Human Resources	0422 878 795 or 9705 5660	<a href="mailto:jarnott@plc.nsw.edu.au">jarnott@plc.nsw.edu.au</a>