



New Madinah College

Child Protection Procedures

1. Recruitment

New Madinah College adopts robust recruitment procedures to ensure child safety through pre-employment screening including in the following ways:

- a. By conducting interviews and referee checks of applicants for employment
- b. NMC's website publishes a copy of this policy and procedures
- c. By following the School's Working with Children Check Procedures
- d. It is a condition of employment at NMC that all staff obtain and maintain a valid Working with Children Check clearance during their employment
- e. NMC will not employ or continue to employ a person in child-related work that the School knows or has reasonable cause to believe that the person: is not a holder of a Working with Children Check clearance or is subject to an interim bar.

2. Informing Staff

The School ensures that:

- a. staff who have direct contact with students are informed annually of their legal responsibilities related to child protection and other relevant School expectations
- b. the requirements to notify and investigate allegations of reportable conduct in compliance with the Children's Guardian Act are made known to staff annually
- c. all staff who are mandatory reporters under the Care and Protection Act are informed annually of their obligations and the process that the School has in place in relation to mandatory reporting.

The School adopts the following processes in relation to training and informing staff about child protection, mandatory reporting, reportable conduct and other relevant school expectations:

- a. Induction: as they are appointed, all staff, casual teachers, volunteers and external contractors working with children are provided with a copy of the Child Protection Policy, Child Protection Procedures, the Staff Code of Conduct and other policies and procedures that set out the School's expectations. They are also provided with face-to-face training in relation to the policies by a senior staff member. Upon completion of the induction, each person is required to sign and date an acknowledgement form and the Policy Acknowledgement Register for each of the policies provided, which states that they have read, understood and agree to comply with all aspects of the Child Protection Policy and Procedures and other School policies provided to them including:

- Child Protection Policy
 - Child Protection Procedures
 - Staff Code of Conduct
- b. Annual all staff training: at the commencement of each school year, all permanent and part-time staff must attend and participate in annual child protection training and additional training as directed by the Principal (face-to-face and/or online). Attendance is compulsory and staff are required to attend the training, even if it is not their usual day of work. Staff are required to sign an attendance sheet on the day of the training. The training complements the Child Protection Policy and provides information to staff about their legal responsibilities related to child protection and School expectations, including:
- i. mandatory reporting
 - ii. reportable conduct
 - iii. working with children check, and
 - iv. professional boundaries

Induction and annual staff training are conducted by a senior member of staff (Principal, Deputy Principal or Coordinator). During the induction staff members are given the opportunity to discuss the policies and to ask questions and clarify their understanding. Records of the induction training (e.g. signed policy acknowledgment) are maintained by the staff member who conducted the training and a hard copy is placed in the Child Protection folder, located in the Principal's office. Records of the annual training of all staff (e.g. dates and signed attendance sheets) are maintained by the Deputy Principal/Co-Ordinator with the assistance of the IT Manager, and stored in the Child Protection folder, located in the Principal's office. The Deputy Principal/Co-Ordinator is responsible for following up any staff members who do not attend annual training and ensuring that they receive the training.

All new staff members and any current staff members who commence work after the official commencement date, will receive a copy of this Child Protection Policy and Procedures and are required to read it and return the signed acknowledgement form to the Deputy Principal, who then files it in the school's Child Protection folder, located in the Principal's office. A Coordinator is assigned to set up a meeting to discuss the policies and allow the new employee to ask questions and clarify their understanding.

- c. Child Protection is a standing agenda item at meetings and staff members are encouraged to ask questions and contribute to the continuous improvement of child safe policies, procedures and practices in the workplace.
- d. The School's policies and procedures in relation to child protection, mandatory reporting and other relevant expectations are reviewed at least biannually and are available for staff to access on the School's website.

3. Mandatory Reporting

Staff Members

- a. Staff members must raise concerns about a child or young person who may be at risk of significant harm with the Principal as soon as possible to discuss whether the matter meets the threshold of 'risk of significant harm' and the steps required to report the matter (See Section 5 of the School's Child Protection Policy). However, if there is an immediate danger to the child or young person and the Principal or next most senior member of staff is not contactable staff members should contact the Police and/or the Child Protection Helpline (13 21 11) directly and then advise the Principal or next most senior

member of staff at the school as soon as possible.

Note: Mandatory reporters in NSW should use the Mandatory Reporter Guide (MRG) if they have concerns that a child or young person is at risk of being neglected or physically, sexually or emotionally abused.

- b. Staff members are not required to, and must not, undertake any investigation of the matter. Staff members are not permitted to inform the parents or caregivers that a report to the DCJ has been made.
- c. Staff members are required to deal with the matter confidentially and only disclose it to the persons referred to above or as required to comply with mandatory reporting obligations. Failure to maintain confidentiality will not only be a breach of this policy, but could incite potential civil proceedings for defamation.

The School

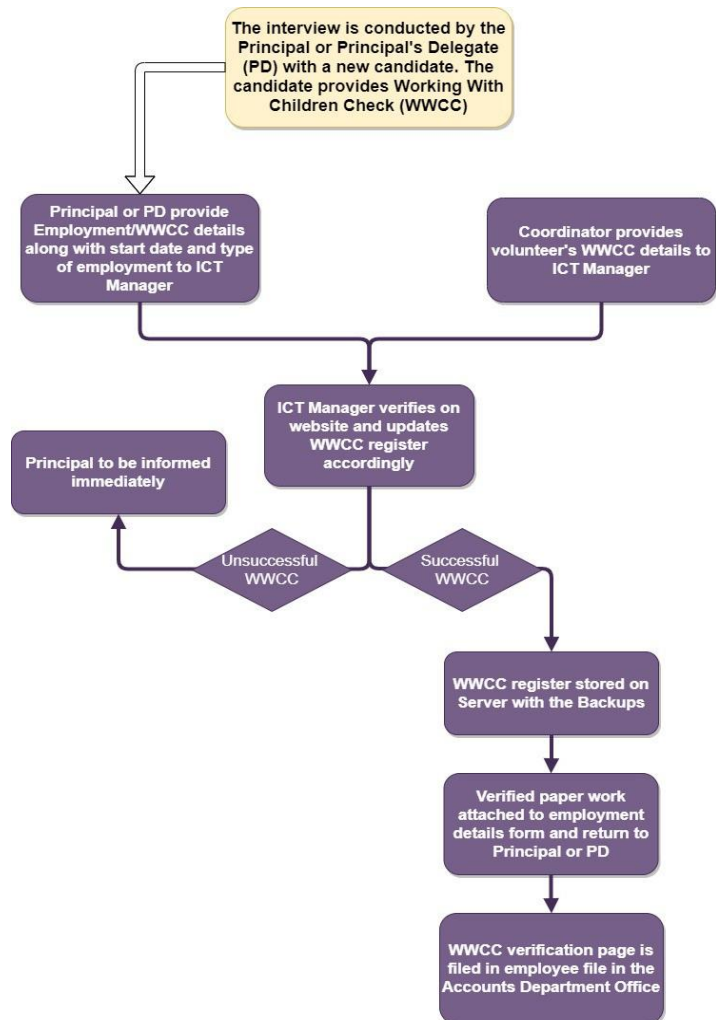
- a. The Principal or her delegate will report these matters to the DCJ and, where necessary, the police. This is supported by the DCJ in accordance with best practice principles.
- b. Records about mandatory reports are kept in a secure area in the Principal's office and are only accessible by the Principal or with the Principal's express authority.

4. Reportable Conduct

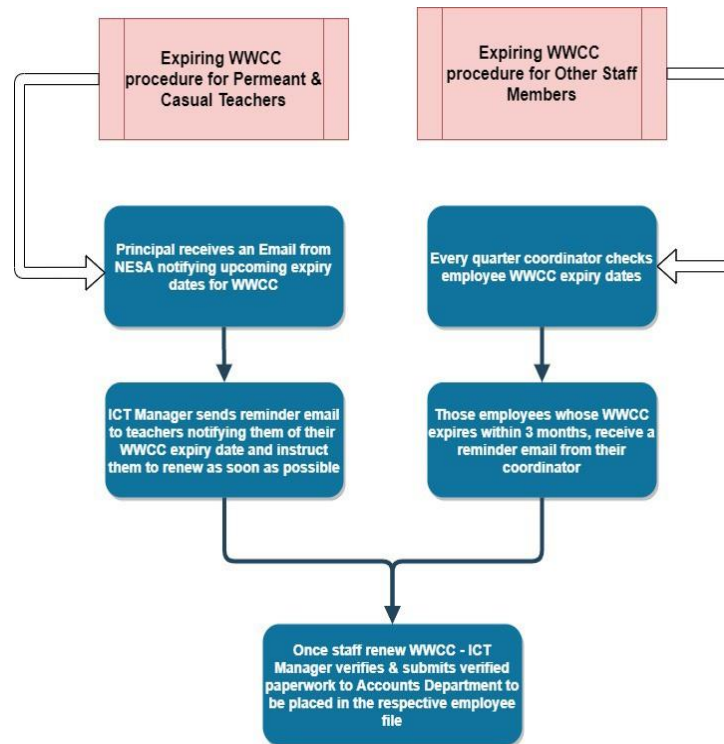
Refer to Section 6 of the School's Child Protection Policy.

5. Working With Children Check (WWCC) Verification

Working with Children Check Procedure



Expiring WWCC follow up process



6. Stakeholder Complaints

1. Complaints raised about staff conduct will follow the procedures in the School's Complaints and Grievances Policy and Procedures.
2. Complaints that are a matter of reportable conduct will follow the procedures in the School's Child Protection Policy.

New Madinah College

ACCEPTANCE DECLARATION

First Name:

Last Name:

I hereby declare that I have read, understood and agree to comply with the terms of this Child Protection Procedures.

Signature:

Date:



Please tear here

COLLEGE COPY

New Madinah College



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