



New Madinah College

Child Protection Procedures

1. PURPOSE

These procedures outline the practical steps that staff at New Madinah College must follow when responding to concerns about the safety, welfare or wellbeing of a child or young person.

These procedures support the College Child Protection Policy and ensure compliance with NSW legislation including the Children and Young Persons (Care and Protection) Act 1998, Child Protection (Working with Children) Act 2012, Children's Guardian Act 2019 and the Crimes Act 1900 (NSW).

These procedures apply to all employees, contractors and volunteers.

2. ROLES AND RESPONSIBILITIES

Principal (Head of Entity)

The principal is responsible for ensuring the College meets all legal obligations relating to child protection. This includes:

- ensuring child protection systems operate effectively
- ensuring staff receive appropriate training
- making mandatory reports to the Department of Communities and Justice (DCJ)
- notifying the Office of the Children's Guardian of reportable conduct allegations
- maintaining child protection records
- ensuring Working with Children Checks are verified.

Staff Members

All staff must:

- maintain professional boundaries with students
- remain alert to signs of abuse or neglect
- respond appropriately to disclosures
- report concerns immediately to Principal.

3. RECOGNISING CHILD PROTECTION CONCERNS

Staff must remain alert to indicate that a child may be experiencing harm.

Possible indicators include:

- unexplained injuries
- signs of neglect



New Madinah College

Child Protection Procedures

- withdrawal or sudden behavioural changes
- fearfulness or anxiety
- sexualised behaviour inappropriate for the child's age
- repeated absences or poor hygiene.

A child may also disclose abuse directly or indirectly.

4. RESPONDING TO A DISCLOSURE

If a student discloses abuse, staff should:

1. Remain calm and supportive.
2. Listen carefully and allow the student to speak freely.
3. Reassure the student that they did the right thing by telling someone.
4. Avoid asking leading questions.
5. Record the disclosure as soon as possible.
6. Report the information immediately to Principal.

5. MANDATORY REPORTING PROCEDURE

Mandatory reporters must report when they have reasonable grounds to suspect a child is at risk of significant harm.

Step 1 – Identify the concern through observation, disclosure or information received.

Step 2 – Report the concern to Principal immediately.

Step 3 – Principal will assess the concern using the NSW Mandatory Reporter Guide.

Step 4 – If the threshold is met, Principal will report the matter to the DCJ Child Protection Helpline (13 21 11).

Step 5 – The College will document the report and maintain secure records.

6. IMMEDIATE DANGER

If a child is in immediate danger:

- Contact Police on 000.
- Contact the DCJ Child Protection Helpline.



New Madinah College

Child Protection Procedures

- Inform the Principal immediately.

7. INTERNAL REPORTING

All concerns about student safety must be reported to Principal, even if the matter may not meet the threshold for mandatory reporting.

The College will assess the concern and determine appropriate actions including monitoring or providing support services.

8. REPORTABLE CONDUCT

Reportable conduct involves behaviour by an employee towards a child that may include:

- sexual offences
- sexual misconduct
- assault
- ill-treatment
- neglect
- behaviour causing significant psychological harm.

Principal must notify the Office of the Children's Guardian within 7 business days of becoming aware of a reportable allegation.

9. CONFIDENTIALITY

All child protection matters must be handled confidentially.

Information should only be shared with those directly responsible for responding to the matter, including the Principal, DCJ, Police or authorised investigators.

10. RECORD KEEPING

The College must maintain secure records of:

- incident reports
- mandatory reports
- reportable conduct notifications
- investigations



New Madinah College

Child Protection Procedures

- training records
- Working with Children Check verification.

11. STAFF TRAINING

Staff will receive training in child protection at induction and annually thereafter.

Training may include:

- mandatory reporting obligations
- responding to disclosures
- professional boundaries
- reportable conduct procedures.

12. REVIEW

These procedures will be reviewed regularly to ensure compliance with NSW legislation, Child Safe Standards and NESA requirements.

Last Reviewed: March 2026