

## PROTECTING AND SUPPORTING CHILDREN AND YOUNG PEOPLE POLICY

This policy sets out roles and responsibilities of staff at Macquarie Conservatorium in relation to child protection including training, reporting on safety, and supporting children and young people, as well as monitoring, evaluation and reporting requirements at Macquarie Conservatorium.

### 1. Objectives - Policy statement

- 1.1 Education has an important role to support children and young people and to identify where problems arise that may put their safety, welfare or wellbeing at risk.
- 1.2 All employees at Macquarie Conservatorium have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.
- 1.3 Child protection reforms introduce an obligation for government and non-government agencies to coordinate decision making and delivery of services.

### 2. Scope

- 2.1 All employees and volunteers of Macquarie Conservatorium, including those who work in other offices, locations or schools.

### 3. Context

- 3.1 The NSW Government recognises that care and protection for children and young people is a shared responsibility. It begins with parents, but when government support becomes necessary, it is not the sole responsibility of community services but a collective responsibility.

*Keep Them Safe*: is a shared approach to child wellbeing provides the framework for parents, communities, government and non-government agencies to work together to support children and families.

#### 3.2 Legislation

- 3.2.1 Children and Young Persons (Care and Protection) Act 1998; Crimes Act 1900, Privacy and Personal Information Protection Act 1998; Child Protection (Working with Children) Act 2012
- 3.2.2 Other relevant legislation:
  - Privacy And Personal Information Protection Act 1998;
  - Health Records And Information Privacy Act 2002;
  - Commission for Children and Young People Act 1998;
  - Ombudsman Act 1974, Education Act 1990

- 3.3 Document first issue 2015. Maintained by Office Manager / Director

### 4. Responsibilities and delegations

#### 4.1 Directors 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 Director 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 Community Services
- seek advice from Community Services where there is uncertainty about whether concerns amount to risk of significant harm
- contact Community Services about the safety, welfare and wellbeing of children and young people where:
  - a) there are concerns about risk of harm, that do not meet the threshold of significant harm but are not trivial;
  - b) the Mandatory Reporter Guide indicates this should be done;
  - c) a case has been reported to Community Services and did not meet the risk of significant harm threshold;
  - d) 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

Macquarie Conservatorium has established effective systems in the workplace for:

- 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
- 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
- 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 of relevant information to progress assessments, investigations and case management as permitted by law
- use of best endeavours in responding to a request from Community Services provided that the request is consistent with Macquarie Conservatorium's responsibilities and policies.

## **4.2 Employees**

### 4.2.1 Training

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

### 4.2.2 Reporting

- adhere to procedures for conveying risk of harm concerns to the Director or workplace manager;
- adhere to mandatory procedures for reporting risk of significant harm to Community Services, where applicable
- ensure, where they have reported any risk of significant harm concerns to the Director or workplace manager, that the Director or workplace manager has reported those concerns to Community Services
- report directly to Community Services if they believe the Director or workplace manager has not reported risk of significant harm concerns to 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 Community Services or following contact with a child protection agency eg CAPS; Keep them Safe, is provided to Community Services. If the additional information forms concerns about risk of significant harm a report must be made to 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 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 The Director / Workplace manager and workplace supervisor/s must maintain a workplace register of employee / 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.

- 5.2 A record is to be kept of reports to Community Services as confirmation that mandatory or relevant reporting requirements have been met. The report reference number should be recorded.
- 5.3 A copy of the record is to be provided to the Chair of the Management Board, or other board members, as appropriate. The record and related papers are to be retained by the Director or workplace manager 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 Community Services it must be recorded and kept.
- 5.5 If serious safety issues remain after a report has been made to, and accepted by, Community Services, the Director or workplace manager will refer the matter to the Chair Management Board and management board members so the case can be taken up at a senior level within Community Services.

## **6. Contact**

- 6.1 Contact the Director, Macquarie Conservatorium in the first instance

## **7. Associated Documents**

- Working with Children Check Policy
- Complaint Procedure for Allegations of Child Mistreatment or Abuse

*Reviewed and approved by Macquarie Conservatorium Board: 6 March 2018*