



## CHILD PROTECTION POLICY

This Version:

Policy Reference	TNS-003
Prepared by	Head of School
Approved by	TNS Board of Directors
Approval date	13 March 2024
Page numbers	43
NESA RANGS Reference	B8
Next review	January 2026

Version history:

1.0	31 March 2017	Proposed policy
2.0	29 January 2018	Draft
2.1	28 March 2018	Final
2.2	16 May 2018	NESA review
3.0	29 March 2019	Final
3.1	16 May 2019	NESA review
4.0	25 March 2020	Legislative update and re-branding
5.0	29 March 2021	Update and review
5.1	27 March 2022	Update and review
5.2	1 March 2023	Update position titles
5.3	14 June 2023	Update procedures
5.4	13 March 2024	Review only – no changes

1. Introduction.....	3
2. Child protection .....	5
3. Training .....	7
4. Working with children.....	9
5. Mandatory reporting.....	15
6. Reportable conduct.....	21
7. Criminal offences.....	35
8. References.....	36
9. Appendices .....	37

# 1. Introduction

## 1.1 Purpose and scope

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 during their employment or engagement with The Nature School (TNS). Staff members who fail to adhere to this policy may be in breach of their terms of employment.

TNS is committed to the implementation of the Child Safe Standards (**Appendix A**), which are embedded throughout this policy. The safety, protection and wellbeing of all students are of fundamental importance to TNS. The policy is publicly available on the School's website (<http://thenatureschool.org.au>) and extracts are additionally highlighted to ensure parents/carers (subsequently referred to as 'parents') know who to report child protection concerns to, and how such reports will be handled.

## 1.2 Key legislation

Relevant legislation	The Children and Young Persons ( <i>Care and Protection</i> ) Act 1998 (NSW) ("Care and Protection Act") Children's Guardian Act 2019 The Child Protection (Working with Children) Act 2012 (NSW) (WWC Act) The Crimes Act 1900 The Child Safe Scheme (The Child Safe Standards) 2021
Related TNS policies	TNS-011 Staff Code of Conduct Policy TNS-009 Work Health Safety (WHS) Policy

	<p>TNS-036 Discrimination, Harassment and Bullying Policy (staff, contractors and volunteers)</p> <p>TNS-004 Safe and Supportive Environment Policy</p> <p>TNS-014 Grievance Resolution Policy</p> <p>TNS-035 Bullying Prevention (students)</p>
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There are four key pieces of child protection legislation in New South Wales:

- the *Children and Young Persons (Care and Protection) Act 1998* (“Care and Protection Act”);
- the *Child Protection (Working with Children) Act 2012* (“WWC Act”);
- the *Children’s Guardian Act 2019* (“Children’s Guardian Act”)
- the *Crimes Act 1900* (“Crimes Act”).

### 1.3 Related policies

There are a number of TNS policies that relate to child protection that staff members must be aware of and understand including (but not limited to):

- TNS-011 Staff Code of Conduct - sets out information about the standards of behaviour expected of all staff members;
- TNS-009 Work Health and Safety Policy - identifies the obligations imposed by work health and safety legislation on the School and staff members;
- TNS-014 Grievance Resolution – provides the steps taken by the School in resolving complaints
- TNS-035 Bullying Prevention (students)
- TNS-036 Discrimination, Harassment and Bullying (staff, contractors and volunteers)

## 1.4 Compliance and records

The Head of School monitors compliance with this policy and securely maintains TNS records relevant to this policy, which includes:

- mandatory reports to the Department of Communities and Justice (DCJ), previously known as Family and Community Services; and
- reports of reportable conduct allegations, the outcome of reportable conduct investigations, and/or criminal convictions.

The Business Manager securely maintains:

- register of staff members who have read and acknowledged that they read and understood this policy;
- working with children check clearance (WWCC clearance) verifications;

## 2. Child protection

The safety, protection and welfare of students is the responsibility of all staff members at TNS and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen; and
- obligations under child protection legislation.

### 2.1 Children protection concerns

There are different forms of child abuse. These include neglect, sexual, physical and emotional abuse.

**Neglect** is the continued failure by a parent or caregiver to provide a child with the basic things needed for his or her proper growth and development, such as food, clothing, shelter, medical and dental care and adequate supervision.

**Sexual abuse** is when someone involves a child or young person in a sexual activity by using their power over them or taking advantage of their trust. Often children are bribed or threatened physically and psychologically to make them participate in the activity. Child sexual abuse is a crime.

**Physical abuse** is a non-accidental injury or pattern of injuries to a child caused by a parent, caregiver or any other person. It includes but is not limited to injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation.

Injuries include bruising, lacerations or welts, burns, fractures or dislocation of joints.

Hitting a child around the head or neck and/or using a stick, belt or other object to discipline or punishing a child (in a non-trivial way) is a crime.

**Emotional abuse** can result in serious psychological harm, where the behaviour of their parent or caregiver damages the confidence and self-esteem of the child or young person, resulting in serious emotional deprivation or trauma.

Although it is possible for 'one-off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or carer behaviour that is instrumental in defining the consequences for the child.

This can include a range of behaviours such as excessive criticism, withholding affection, exposure to domestic violence, intimidation or threatening behaviour.

## 2.2 Child wellbeing concerns

Child wellbeing concerns are safety, welfare or wellbeing concerns for a child or young person that do not meet the mandatory reporting threshold, risk of significant harm in section 5.1.2.

## 2.3 Staff member responsibilities

Key legislation requires reporting of particular child protection concerns. However, as part of TNS's overall commitment to child protection, **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 to the Head of School.

If the allegation involves the Head of School, a report should be made to the Chair of TNS Board of Directors ([chair@tns.nsw.edu.au](mailto:chair@tns.nsw.edu.au)).

# 3. Training

## 3.1 The School

TNS provides all staff members with a copy of this policy and will provide all staff members with the opportunity to participate in child protection training annually. Refer to **Appendix B – Child Protection Training Procedure**.

## 3.2 Staff members

All staff members must read this policy and sign the acknowledgement that they have read and understood the policy (refer to **Appendix C – TNS Child Protection Acknowledgement**).

The Head of School is responsible for ensuring that all staff at TNS are informed annually of their responsibilities regarding child protection and participate in annual child protection training,

preferably in the first week of the school calendar. The training complements this policy and provides information to staff about their legal responsibilities related to child protection and TNS expectations, including:

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

An annual record of staff having read and understood these requirements must be signed and filed securely in staff personnel files by the Business Manager. In conjunction with annual training, additional training may be provided in the form of online modules, external professional development, visiting experts in the field of Child Protection, or discussion of case studies. TNS will vary the method of delivery to ensure staff do not become complacent regarding Child Protection.

If a staff member is absent for the annual training, it is their responsibility to coordinate an alternative time for training with the Head of School. Staff should not sign the annual staff record unless, and until, they have completed the required training and been made aware of their responsibilities regarding child protection, even if they have received this training in previous years.

If a new staff member joins TNS later in the school year, the Head of School is responsible for ensuring that they undertake the required training and sign the annual staff record to be filed by the Business Manager.



## 4. Working with children

The WWCC Act protects children by requiring a worker to have a WWCC clearance or current application to engage in child related work. Failure to do so may result in a fine or imprisonment.

The Office of the Children's Guardian (OCG) is responsible for determining applications for a WWCC clearance. It involves a national criminal history check and review of reported workplace misconduct findings. The result is either to:

- grant a WWCC clearance (generally valid for 5 years); or
- refuse a WWCC clearance (further applications cannot be made for 5 years).

In addition, the OCG may impose an interim bar on engaging in child related work for both applicants and WWCC clearance holders.

WWCC clearance holders are subject to ongoing monitoring by the OCG.

### 4.1 Responsibilities for working with children checks

#### 4.1.1 Staff members

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 Head of School 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.

It is an offence for an employee to engage in child-related work when they do not hold a WWCC clearance or if they are subject to a bar.

All volunteers working with children are required to:

- be aware and follow the expectations of conduct expressed in TNS Code of Conduct
- provide their WWCC number for unpaid work (As per the OCG guidelines, parents or close relatives volunteering at their child's school are NOT required to obtain a WWCC. However, a WWCC clearance **is** required in the case of School Camps, formal mentoring programs, or personal care of a child with a disability.)
- sign the Volunteer Declaration (**Appendix D – Volunteer Declaration**)

#### 4.1.2 The School

The School 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; 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.

At TNS the Business Manager or their nominated delegate is responsible for running the organisation's online verification checks prior to any employee engaging in work, and ensuring clearances are stored securely in staff personnel files. If any verification does not return a positive clearance, the Business Manager will immediately notify the Head of School. Refer to **Appendix E – Working With Children Check Verification Procedure.**

## 4.2 Working with children check clearance

A WWCC clearance is authorisation under the WWC Act for a person to engage in child-related work.

### 4.2.1 Child-related work

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. Child related work includes, but is not limited to work in the following sectors:

- early education and child-care including education and care service, child-care centres and other child care;
- Schools and other educational institutions and private coaching or tuition of children;
- religious services;
- residential services including boarding schools, homestays more than three weeks, residential services and overnight camps;

- transport services for children including school bus services, taxi services for children with disability and supervision of school road crossings; and
- counselling, mentoring or distance education not involving direct contact.

Any queries about whether roles/duties engage in child-related work should be directed to the Head of School.

#### **4.2.2 Application/Renewal**

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.

#### **4.2.3 Refusal/Cancellation**

The OCG can refuse to grant a WWCC clearance or cancel a WWCC clearance. The person is then restricted from engaging in child-related work and not able to apply for another clearance for five years. Employers are notified by the OCG and instructed to remove such persons from child-related work.

#### **4.2.4 Interim bar**

The OCG may issue an interim bar, for up to 12 months, to high risk individuals to prevent them from engaging in child-related work while a risk assessment is conducted. If an interim bar remains in place for six months or longer, it may be appealed to the Administrative Decisions Tribunal.

Not everyone who is subject to a risk assessment will receive an interim bar; only those representing a serious and immediate risk to children.

#### **4.2.5 Disqualified person**

A disqualified person is a person who has been convicted, or against whom proceedings have been commenced for a disqualifying offence outlined in Schedule 2 of WWC Act. A disqualified person cannot be granted a WWCC clearance and is therefore restricted from engaging in child related work.

### **4.3 Ongoing monitoring**

The OCG will continue to monitor criminal records and professional conduct findings of all WWCC clearance holders through a risk assessment process.

#### **4.3.1 Risk assessments**

A risk assessment is an evaluation of an individual's suitability for child-related work.

The OCG will conduct a risk assessment on a person's suitability to work with children when a new record is received which triggers a risk assessment. This may include an offence under Schedule 1, pattern of behaviour or offences involving violence or sexual misconduct representing a risk to children and findings of misconduct involving children.

### **4.4 Process for reporting to OCG**

#### **4.4.1 The School**

Independent Schools are defined as a reporting body by the WWC Act.

TNS 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 OCG's WWCC Directorate. Information must also be referred internally to the OCG's WWCC Directorate if it meets the threshold for consideration of an interim WWCC bar, as per Section 17 of the WWC Act, pending a formal risk assessment.

TNS may also be obliged to report, amend or provide additional information to the OCG as outlined in the WWC Act and the Children's Guardian Act.

#### **4.4.2 Finding of misconduct involving children**

The Head of School will report any finding of reportable conduct to the OCG.

When informing an employee of a finding of reportable conduct against them, the Head of 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.

The WWC Act enables a person who has a sustained finding referred to the OCG to request access to the records held by the School in relation to the finding of misconduct involving children, once final findings are made. The entitlements of a person to request access to information in terms of section 46 of the WWC Act is enlivened when a finding of misconduct involving children has been made.

#### **4.4.3 Other information**

The School may also be required to provide information to the OCG that is relevant to an assessment of whether a person poses a risk to the safety of children or the OCG's monitoring functions.

## 5. Mandatory reporting

The Care and Protection Act provides for mandatory reporting of children at risk of significant harm. A child is a person under the age of 16 years and a young person is aged 16 years or above but who is under the age of 18, for the purposes of the Care and Protection Act.

Under the Care and Protection Act, mandatory reporting applies to persons who:

- in the course of their employment, deliver services including health care; welfare, education, children's services and residential services, to children; or
- hold a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services including health care, welfare, education, children's services and residential services, to children.

All teachers are mandatory reporters. Other staff members may also be mandatory reporters.

Any queries about whether other staff members are mandatory reporters should be directed to the Head of School.

### 5.1 Reports to Communities and Justice

A mandatory reporter 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.

In addition, TNS 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.

In the independent school sector, a mandatory reporter will meet their obligation if they report to their Head of School. This centralised reporting model ensures that one person has all of the information that may be relevant to the circumstances of the child at risk of significant harm and addresses the risk of TNS not being aware of individual incidences that amount to cumulative harm.

#### **5.1.1 Reasonable grounds**

'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.

#### **5.1.2 Significant harm**

A child or young person is 'at risk of significant harm' if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances:

- the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met;
- the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care;



- in the case of a child or young person who is required to attend school in accordance with the Education Act 1990, the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act;
- the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated;
- the child or young person is living in a household where there have been incidents of domestic violence and as a consequence, the child or young person is at risk of serious physical or psychological harm,
- a parent or other caregiver has behaved in such a way towards the child or young person, that the child or young person has suffered or is at risk of suffering serious psychological harm;
- the child was the subject of a pre-natal report under section 25 of the Care and Protection Act and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

What is meant by 'significant' in the phrase 'to a significant extent', is that which is sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent.

What is significant, is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or well-being.

The significance can result from a single act or omission or an accumulation of these.

### 5.3 Process for mandatory reporting

#### 5.3.1 Staff members

Staff members must raise concerns about a child or young person who may be at risk of significant harm with the Head of School 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, using the Mandatory Reporter Guide (MRG) <https://reporter.childstory.nsw.gov.au/s/mrg>. The Head of School will print and store any MRG reports securely.

If there is an immediate danger to the child or young person and the Head of School or next most senior member of staff (Business Manager) is not contactable, staff members should contact the Police and/or the Child Protection Helpline (13 21 11) directly and then advise the Head of School or next most senior member of staff at TNS as soon as possible.

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.

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.

#### 5.3.2 The School

In general, the Head of School will report these matters to the DCJ and where necessary, the Police. This is supported by the DCJ in accordance with best practice principles.

## 5.4 Process for reporting concerns about students

### 5.4.1 Staff members

The Care and Protection Act outlines a mandatory reporter's obligation to report to the DCJ concerns about risk of significant harm. However, to ensure centralised reporting, all TNS staff members are required to report any concern regarding the safety, welfare and wellbeing of a student to the Head of School. Staff members who are unsure as to whether a matter meets the threshold of 'risk of significant harm', should report their concern to the Head of School regardless. The staff member and Head of School will work together to consult the MRG and run the relevant decision tree.

Staff members are required to deal with all reports regarding the safety, welfare or wellbeing of a student confidentially and only disclose it to the Head of School, or if the Head is non contactable the Business Manager.

### 5.4.2 Guidelines for staff members responding to a child's disclosure

When a student discloses abuse, a staff member must be prepared to listen and respond appropriately. Children generally disclose with great hesitation and often with a mix of intense emotions including fear, embarrassment, and guilt. Disclosures may be verbal or non-verbal, accidental or intentional, partial or complete. Children may make disclosure about themselves, or one step removed about a friend or sibling. It is essential that TNS staff members remain calm and supportive, but escalate the report promptly.

If a student discloses that they have been subject to abuse, TNS staff should

- listen in a calm way
- thank the student for making the disclosure

- acknowledge that the disclosure was a difficult step for the student to take
- emphasise that, no matter what happened, it is not the student's fault
- inform the student of the next steps to assist them, including that staff have a responsibility to inform the Head of School
- not make promises that can't be kept, such as saying it will be kept secret or offering assurances that the abuse will stop

TNS staff must not question the child or young person to gain further information when there are reasonable grounds to suspect abuse is occurring. Staff should not ask leading questions or seek details beyond those which the student freely discloses. If the student is hesitant, TNS staff may support the student's disclosure by gently asking, 'And what happened next?' or 'What do you mean by...(that)?' (See also Reference: Disclosure Infographic)

### 5.5 Reporting child-to-child conduct

There are a range of circumstances in which child-to-child conduct may be reportable, either to DCJ or to the Police. In the case of mandatory reporting to DCJ, this would include circumstances of problematic sexual behaviour by a child or young person toward another child or young person (that is, conduct outside the bounds of normal sexual behaviour), including child-to-child sexual abuse.

Child-to-child sexual abuse can occur when a child or young person involves another child in a sexual activity. It can be physical, verbal or emotional and can include but is not limited to a child:

- kissing or holding another child in a sexual manner
- exposing a sexual body part to a child;
- having sexual relations with a child;

- talking in a sexually explicit way;
- making obscene remarks to a child in person, on a phone call or online;
- sending obscene message to a child via technology including social media;
- fondling a child in a sexual manner.

If a staff member has **any** concern that problematic behaviour by a child or young person towards another child or young person is occurring, they must immediately advise the Head of School.

Bullying by students is dealt with in TNS-035 Bullying Prevention Policy (students), however depending on the seriousness and nature of alleged conduct, this may also be reportable to the Police. In such circumstances staff should immediately advise the Head of School.

All matters regarding child-to-child conduct must be treated confidentially and only disclosed to the Head of School.

## 6. Reportable conduct

Section 29 of the Children's Guardian Act 2019 requires the Heads of Entities, including non-government schools in New South Wales, to notify the OCG of all allegations of reportable conduct and convictions involving an 'employee' and the outcome of the School's investigation of these allegations. Under the Children's Guardian Act 2019, allegations of child abuse only fall within the reportable conduct jurisdiction if the involved individual is an employee of the relevant entity at the time when the allegation becomes known by the Head of Entity.

At TNS, the Head of School is the Head of Entity.

Reportable Conduct:

- involves a child (a person under the age of 18 years) at the time of the alleged incident;  
and
- involves certain defined conduct as described in the Act (see below).

The OCG:

- must keep under scrutiny the systems for preventing reportable conduct by employees of non-government schools and the handling of, or response to, reportable allegations (including allegations which are exempt from notification) or convictions;
- must receive and assess notifications from non-government schools concerning reportable conduct or reportable convictions;
- is required to oversee or monitor the conduct of investigations by non-government schools into allegations of reportable conduct or reportable convictions;
- must determine whether an investigation that has been monitored has been conducted properly and whether appropriate action has been taken as a result of the investigation;
- may directly investigate an allegation of reportable conduct or reportable conviction against an employee of a non-government school, or the handling of or response to such a matter (eg arising out of complaints by the person who is the subject of an allegation); and
- may investigate the way in which a relevant entity has dealt with, or is dealing with, a report, complaint or notification, if the OCG considers it appropriate to do so.

### 6.1 Reportable conduct

Under the Children's Guardian Act 2019, *reportable conduct* is defined as:

- 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.

Reportable conduct does not extend to:

- conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards; or
- the use of physical force that, in all the circumstances, is trivial or negligible and the circumstances in which it was used have been investigated and the result of the investigation has been recorded in accordance with appropriate procedures; or
- conduct of a class or kind exempted from being reportable conduct by the Children's Guardian Act under section 30.

### 6.1.1 Definitions

The following definitions relate to *reportable conduct*:

- ***Sexual offence***: an offence of a sexual nature under a law of the State, another State, a Territory, or the Commonwealth, committed against, with or in the presence of a child, such as:
  - sexual touching of a child;
  - a child grooming offence;

- production, dissemination or possession of child abuse material.

Definitions of 'grooming', within child protection legislation, are complex. Under the Crimes Act, grooming or procuring a child under the age of 16 years for unlawful sexual activity is classed as a sexual offence. The Crimes Act (s73) also extends the age of consent to 18 years when a child is in a 'special care' relationship. Under Schedule 1(2) of the WWC Act, grooming is recognised as a form of sexual misconduct. The Children's Guardian Act 2019 and this Child Protection Policy reflect these definitions within the context of the Reportable Conduct Scheme (Division 2).

An alleged sexual offence does not have to be the subject of criminal investigation or charges for it to be categorised as a reportable allegation of sexual offence.

- **Sexual misconduct:** conduct with, towards or in the presence of a child that is sexual in nature (but not a sexual offence). The Act provides the following (non-exhaustive) examples:
  - descriptions of sexual acts without a legitimate reason to provide the descriptions;
  - sexual comments, conversations or communications;
  - comments to a child that express a desire to act in a sexual manner towards the child, or another child.

Note – crossing professional boundaries comes within the scope of the scheme to the extent that the alleged conduct meets the definition of sexual misconduct. That is, the conduct with, towards or in the presence of a child that is sexual in nature (but is not a sexual offence).

- **Assault:** an assault can occur when a person intentionally or recklessly (ie. knows the assault is possible but ignores the risk):



- applies physical force against a child without lawful justification or excuse – such as hitting, striking, kicking, punching or dragging a child (actual physical force); or
- causes a child to apprehend the immediate and unlawful use of physical force against them – such as threatening to physically harm a child through words and/or gestures regardless of whether the person actually intends to apply any force (apprehension of physical force)
- **Ill-treatment:** is defined as conduct towards a child that is:
  - unreasonable; and
  - seriously inappropriate, improper, inhumane or cruel.

Ill-treatment can include a range of conduct such as making excessive or degrading demands of a child; a pattern of hostile or degrading comments or behaviour towards a child; and using inappropriate forms of behaviour management towards a child.

- **Neglect:** defined as a significant failure to provide adequate and proper food, supervision, nursing, clothing, medical aid or lodging for a child that causes or is likely to cause harm - by a person who has care and/or has responsibility towards a child.  
  
Neglect can be an ongoing situation of repeated failure by a caregiver to meet a child's physical or psychological needs, or a single significant incident where a caregiver fails to fulfill a duty or obligation, resulting in actual harm to a child where there is the potential for significant harm to a child. Examples of neglect include failing to protect a child from abuse and exposing a child to a harmful environment.
- Behaviour that causes significant **emotional or psychological harm** to a child is conduct that is intentional or reckless (without reasonable excuse), obviously or very clearly unreasonable and which results in significant emotional harm or trauma to a child.

For a reportable allegation involving psychological harm, the following elements must be present:

- An obviously or very clearly unreasonable or serious act or series of acts that the employees knew or ought to have known was unacceptable, and
  - Evidence of psychological harm to the child that is more than transient, including displaying patterns of 'out of character behaviour', regression in behaviour, distress, anxiety, physical symptoms or self-harm, and
  - An alleged causal link between the employee's conduct and the significant emotional or psychological harm to the child.
- **Reportable allegation** is an allegation that an employee has engaged in conduct that may be reportable conduct.
  - **Reportable conviction** means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.
  - **Employee** of an entity includes:
    - an individual employed by, or in, the entity
    - a volunteer providing services to children
    - a contractor engaged directly by the entity (or by a third party) where the contractor holds, or is required to hold, a WWCC clearance for the purposes of their work with an entity; and
    - a person engaged by a religious body where that person holds, or is required to hold, a WWCC clearance for the purposes of their work with the religious body.
  - **ESOA** (Employee Subject of the Allegation).

## 6.2 Process for reporting of reportable conduct allegations or convictions

### 6.2.1 Staff members

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 Head of School. Where it is uncertain if the conduct is reportable conduct but is considered inappropriate behaviour this must also be reported.

Staff members must also report to the Head of School 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.

If the allegation involves the Head of School, the staff member must report to the Chair of TNS Board of Directors ([chair@tns.nsw.edu.au](mailto:chair@tns.nsw.edu.au)).

### 6.2.2 Parents, carers and community members

Parents, carers and community members are encouraged to report any conduct that is in their view inappropriate, reportable or criminal conduct to the Head of School. All such reports will be dealt with in accordance with TNS Grievance Resolution Policy.

### 6.2.3 The School

The Head of School, as the Head of Entity under the Children's Guardian Act 2019, 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 Head of the Entity has a reasonable excuse),

The notification should include the following information:

- (a) that a report has been received in relation to an employee of the School, and
- (b) the type of reportable conduct, and
- (c) the name of the employee, and
- (d) the name and contact details of School and the Head of Entity, and
- (e) for a reportable allegation, whether it has been reported to Police, and
- (f) if a report has been made to the Child Protection Helpline, that a report has been made, and
- (g) the nature of the relevant entity's initial risk assessment and risk management action,

- The notice must also include the following, if known to the Head of Entity:

- (a) details of the reportable allegation or conviction considered to be a reportable conviction,
- (b) the date of birth and working with children number, if any, of the employee the subject of the report,
- (c) the police report reference number (if Police were notified),
- (d) the report reference number if reported to the Child Protection Helpline,
- (e) the names of other relevant entities that employ or engage the employee, whether or not directly, to provide a service to children, including as a volunteer or contractor.

- Maximum penalty for failure to notify within 7 business days —10 penalty units.

### 6.3 Process for investigating an allegation of reportable conduct

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

#### 6.3.1 Initial steps

Once an allegation of reportable conduct against an employee is received, the Head of School is required to:

- determine whether it is an allegation of reportable conduct;
- 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 TNS 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);
- notify the OCG within 7 business days of receiving the allegation;
- carry out a risk assessment and take action to reduce/remove risk, where appropriate; and
- provide an initial letter to the ESOA 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.

### **6.3.2 Investigation principles**

During the investigation of a reportable conduct allegation TNS will:

- follow the principles of procedural fairness;
- inform ESOA of the substance of any allegations made against them, at the appropriate time in the investigation, and provide them with a reasonable opportunity to respond to the allegations;
- make reasonable enquiries or investigations before making a decision;
- avoid conflicts of interest;
- conduct the investigation without unjustifiable delay;
- handle the matter as confidentially as possible; and
- provide appropriate support for all parties including the child/children, witnesses and the ESOA.

### **6.3.3 Investigation steps**

In an investigation the Head of School or appointed investigator will generally:

- interview relevant witnesses and gather relevant documentation;
- provide a letter of allegation to the ESOA;
- provide the ESOA 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 ESOA of the preliminary finding in writing by the Head of Entity 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 ESOA;
- make a final finding in accordance with the OCG guidelines;
- decide on the disciplinary action, if any, to be taken against the ESOA;
- 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.
- should the final report be unfinished within 30 days, the Head of Entity must provide, at minimum, an interim report to the OCG within 30 days of having received the allegation, as per section 38 of the Children's Guardian Act 2019.

Submission of an interim report must include;

- a reason for not providing the final report within 30 days and an estimated time frame for completion of the report.
- specific information, including (if known); the facts and circumstances of the reportable allegation; any known information about a reportable conviction; action taken since the OCG received a notification about the reportable allegation or reportable conviction; further action the Head of Entity proposes to take in relation to the reportable allegation or reportable conviction; including if the Head of Entity proposes to take no further action; the reasons for the action taken and the action proposed to be taken or the reasons for the decision to take no further action; other information prescribed by the regulations; and
- be accompanied by copies of documents in the School's possession, including transcripts of interviews and copies of evidence.

The steps outlined above may need to be varied on occasion to meet particular circumstances.

For example, it may be necessary to take different steps where the matter is also being investigated by the DCJ or Police.

An ESOA may have an appropriate support person with them during the interview process. Such a person is there for support only and as a witness to the proceedings and not as an advocate or to take an active role.

#### 6.4 Risk management throughout an investigation of a reportable conduct allegation

Risk management means identifying the potential for an incident or accident to occur and taking steps to reduce the likelihood or severity of its occurrence.

The Head of School is responsible for risk management throughout the investigation and will assess risk at the beginning of the investigation, during and at the end of the investigation.

##### 6.4.1 Initial risk assessment

Following an allegation of reportable conduct against an employee, the Head of School conducts an initial risk assessment to identify and minimise the risks to:

- the child(ren) who are the subject of the allegation;
- other children with whom the employee may have contact;
- the ESOA;
- TNS, and
- the proper investigation of the allegation.

The factors which will be considered during the risk assessment include:

- the nature and seriousness of the allegations;



- the vulnerability of the child(ren) the ESOA has contact with at work;
- the nature of the position occupied by the ESOA;
- the level of supervision of the ESOA; and
- the disciplinary history or safety of the ESOA and possible risks to the investigation.

The Head of School will take appropriate action to minimise risks. This may include the ESOA 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, TNS will take into consideration both the needs of the child(ren) and the ESOA.

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.

#### **6.4.2 Ongoing risk assessment**

The Head of School will continually monitor risk during the investigation including in the light of any new relevant information that emerges.

#### **6.4.3 Findings**

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

#### **6.4.4 Information for the ESOA**

The ESOA will be advised:

- that an allegation has been made against them (at the appropriate time in the investigation); and
- of the substance of the allegation, or of any preliminary finding and the final finding.

The ESOA does not automatically have the right to:

- know or have confirmed the identity of the person who made the allegation; or
- be shown the content of the OCG notification form or other investigation material that reveals information provided by other employees or witnesses.

The WWC Act enables a person who has a sustained finding referred to the OCG to request access to the records held by the School in relation to the finding of misconduct involving children, once final findings are made. The entitlements of a person to request access to information in terms of section 46 of the WWC Act is enlivened when a finding of misconduct involving children has been made.

#### **6.4.5 Disciplinary action**

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

In relation to any disciplinary action the School will give the ESOA:

- details of the proposed disciplinary action; and
- a reasonable opportunity to respond before a final decision is made.

#### **6.4.6 Confidentiality**

It is important when dealing with allegations of reportable conduct that the matter be dealt with as confidentially as possible.

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

Records about allegations of reportable conduct against employees will be kept securely in the Head of School's office and will be accessible only with the Head's express authority.

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

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

## 7. Criminal offences

In 2018 the Crimes Act was amended to adopt recommendations of the *Royal Commission into Institutional Responses to Child Sexual Abuse*. The new offences are designed to prevent child abuse and to bring abuse that has already occurred to the attention of the Police.

### **7.1 Failure to protect offence (Crimes Act 1900 – NSW)**

An adult working in a school, therefore all staff members of TNS, will commit an offence if they know another adult working there poses as serious risk of committing a child abuse offence and they have the power to reduce or remove the risk, and they negligently fail to do so either by acts and/or omissions.

This offence is targeted at those in positions of authority and responsibility working with children who turn a blind eye to a known and serious risk rather than using their power to protect children.

### **7.2 Failure to report offence (Crimes Act 1900 – NSW)**

Any adult, and therefore all staff members of TNS, will commit an offence if they know, believe or reasonably ought to know that a child abuse offence has been committed and fail to report that information to Police, without a reasonable excuse. A reasonable excuse would include where the adult has reported the matter to the Head of School and is aware that the Head of School has reported the matter to the Police.

### **7.3 Special Care Relationships (Crimes Act 1900 – NSW)**

It is a crime in NSW for a staff member, volunteer or contractor to have a sexual relationship with a student where there is a special care relationship. The Act provides that a young person is under an adult's special care if the adult is a member of the teaching staff of the School at which the young person is a student; or has an established personal relationship with the young person in connection with the provision of religious, sporting, musical or other instruction.

The Special Care (sexual intercourse) offence under s73 was supplemented by an additional special care offence involving sexual touching now under s73A of the Crimes Act. The new offence under s73A will expand special care offences to also apply to non-penetrative sexual touching. The offence will protect children aged 16-17 years from inappropriate sexual contact with teachers and others who have special care of the child.

## **8. References**

NSW Department of Communities and Justice

<https://www.dcj.nsw.gov.au>

The Office of the Children's Guardian

<https://www.kidsguardian.nsw.gov.au>

Department of Premier and Cabinet – Keep Them Safe

[www.keepthemsafe.nsw.gov.au](http://www.keepthemsafe.nsw.gov.au)

Australian Institute of Family Studies – Disclosure infographic

<https://aifs.gov.au/cfca/sites/default/files/disclosure-infographic.pdf>

## 9. Appendices

A – Child Safe Standards

B – Child Protection Training Procedure

C – TNS Child Protection Acknowledgement

D – TNS Volunteer Declaration

E – Working With Children Check Verification Procedure

## Appendix A – Child Safe Standards

# The Child Safe Standards



Office of the  
Children's Guardian

## Appendix B – Child Protection Training Procedure

### **1. During Week 0 of Term 1 annually:**

The Head of School:

- addresses all staff to inform them of their responsibilities regarding Child Protection and TNS's Code of Conduct
- ensures all staff participate in Child Protection training, including but not limited to certified online module

The Administration Officer:

- provides all staff members with a copy of the Child Protection policy and the Code of Conduct
- collects signed acknowledgement forms and gives to the Business Manager
- collects Child Protection Training certificates and gives to the Business Manager
- provides sign in sheet for attendance at Child Protection training and gives completed form to the Business Manager
- alerts any staff who are absent of their obligations to book an alternative time with the Head of School

#### **1.1 Following this:**

The Business Manager:

- checks and files all Acknowledgement forms in employee's file
- checks and files all Child Protection training certificates in employee's file
- checks and files completed Child Protection training attendance sheets
- alerts the Head of School regarding any breaches of compliance

The Head of School

- urgently addresses any breaches of compliance

## **2. For NEW staff joining after the beginning of a school year (ie not present Week 0):**

The Head of School:

- addresses new staff to inform them of their responsibilities regarding Child Protection
- provides new staff with access to the Child Protection training, including but not limited to certified online module

The Administration Officer:

- provides new staff member with a copy of this policy prior to beginning
- collects signed acknowledgement form and gives to the Business Manager
- collects Child Protection Training certificate and gives to the Business Manager

### **2.1 Following this:**

The Business Manager:

- checks and files all Acknowledgement forms in employee's file
- checks and files all Child Protection training certificates in employee's file
- alerts the Head of School regarding any breaches of compliance

## **3. Throughout the year:**

The Head of School:

- provides all staff with additional opportunities to participate in child protection training

The Administration Officer:

- provides sign in sheet for attendance at any additional Child Protection training and gives completed form to the Business Manager



## Appendix C – TNS Child Protection Acknowledgement

I \_\_\_\_\_ have read,  
understood and agree to comply with the terms of TNS Child Protection Policy.

WWCC number: \_\_\_\_\_

Expiry: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(date)*

## Appendix D – TNS Volunteer Declaration

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

WWCC number\*: \_\_\_\_\_

*\* Parents or close relatives volunteering at their child's school are NOT required to obtain a WWCC except in the case of School Camps, formal mentoring programs, or personal care of a child with a disability.*

Nature of volunteer work: \_\_\_\_\_

Frequency of volunteering: \_\_\_\_\_

Relationship to school: \_\_\_\_\_

\_\_\_\_\_ Contact number: \_\_\_\_\_

### Emergency Contact

Contact name: \_\_\_\_\_

Contact number: \_\_\_\_\_

### DECLARATION

I have read, understood and agree to abide by TNS Child Protection Policy and TNS Staff Code of Conduct.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

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### OFFICE USE

WWC clearance verified by: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

## Appendix E – Working With Children Check Verification Procedure

**Prior to engaging any employee at The Nature School, or any volunteer where a WWCC is required::**

The Administration Officer:

- Obtains the WWCC number and the date of birth of each employee or volunteer
- Runs the verification through the Office of the Children’s Guardian at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)
- Forwards the email verification to Head of School, Business Manager and Receptionist.
- Prints a copy of the verification for the Business Manager to place in employee/volunteer’s file.
- Saves a digital copy of the verification as a pdf in the WWCC Verifications folder located in the folder TNS Administration – Documents/HR (To be named: WWCC Verification Surname First Name [Date of verification as YEAR MONTH DAY] eg WWCC Verification Gooch Deanne 2021 01 30)
- Moves email containing verification WWCC Verifications Folder in the School admin inbox.

The Receptionist:

- Enters the WWCC Verification details into Expiration Reminder including the date of expiry.

The Business Manager:

- files hard copy of WWCC verification in employee’s file or volunteer file
- updates the WWCC Verification spreadsheet ‘Staff Employment Summary Sheet.xls’ located in the folder TNS Administration – Documents/HR

**Renewal Process for any existing employee or volunteer at The Nature School:**

The same process as above is applied for verifying a WWCC renewal for an existing employee or volunteer.

#### 60 days from date of expiry

- If the WWCC isn't renewed by an employee or volunteer within 60 days of expiry, Expiration Reminder will send a reminder email to the employee or volunteer, Head of School, Business Manager and Office Administration.

#### 30 days from date of expiry

- If the WWCC isn't renewed by an employee or volunteer within 30 days of expiry, Expiration Reminder will send a reminder email to the employee or volunteer, Head of School, Business Manager and Office Administration.

#### 15 days from date of expiry

- If the WWCC isn't renewed by an employee or volunteer within 15 days of expiry, Expiration Reminder will send a reminder email to the employee or volunteer, Head of School, Business Manager and Office Administration.
- The Business Manager will advise the Head of School that the Employee or Volunteer's WWCC is due to expire in 15 days.
- The Head of School will advise the employee or volunteer that they will not be able to work for the School if the WWCC is not renewed before the expiry date.

#### 1 day from date of expiry

- If the WWCC isn't renewed by an employee or volunteer 1 day before expiry, Expiration Reminder will send a reminder email to the employee or volunteer, Head of School, Business Manager and Office Administration.

The Head of School will advise the employee they may not return to work the following day. In the case of a Teacher failing to renew their WWCC, the Head of School will additionally notify NESAs.