

Sydney Distance Education Primary School

Child Protection Procedures

2019



1 Collins St, Surry Hills NSW 2010
www.sdeps.net

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SDEPS Child Protection Procedures

It is highly recommended that all staff regularly review the NSW Department of Education policy regarding Child Protection in Schools. It is compulsory that all SDEPS staff complete the annual compulsory child protection training as prescribed by the NSW Department of Education.

In addition to the above, SDEPS staff are required to familiarise themselves with the school's procedures in implementing the NSW Department of Education's Child Protection Policy as mandatory reporters.

1. All staff must have a current Working with Children Check prior to the commencement of the 2018 school year. A copy of your WWCC is to be provided to the Administration Manager for future reference.
2. All staff must complete the Department's update to the Child Protection Policy each year and sign a register to confirm their completion of the training.
3. All staff must familiarize themselves with SDEPS's procedures for implementing and managing Child Protection in The School. Staff will need to sign a register to acknowledge they understand the school's procedures to the best of their knowledge.
4. Staff know their legal responsibilities under the Child Protection legislation and will uphold them to the best of their abilities.
5. Staff acknowledge that they are 'Mandatory Reporters' and that if they suspect a child or young person under the age of 18 in their care may be in danger or suffering from some form of neglect, that they are required to report their concerns to their Principal or their principal's Director, if relevant.
6. Staff should not investigate matters themselves, discuss matters with other staff but go straight to the principal with their concerns.
7. Staff will note that recognising concerns in a Distance Education environment may be different to other situations and therefore may need to be mindful of other indicators of abuse or neglect.



8. Staff will send, with the parents' or supervisors' consent the school developed learning materials entitled "Let's Keep Safe". These child protection resources have been developed specifically for a Distance Education context.
9. Staff concerned about the welfare of a student will approach the Principal with their concerns. Together they will evaluate the information and seek assistance from the NSW Child Wellbeing Unit or if the situation merits it, the NSW Family and Community Services (FaCS). Staff should be familiar with the "Decision Making Tree" for guidance.
10. Reporting to either agency will generate a Reference Number which will be noted by both parties. Depending on the level of concerns raised, both parties will seek to ensure the matter is followed up and a timely response received.
11. Records of reports and actions are to be maintained in a safe location by the Principal for possible future reference.
12. Confidentiality is to be maintained at all times.