



PROCEDURE: Protecting and Supporting Young People

UPDATED: 2022

REVIEWED BY: Senior Executive

STATEMENT OF INTENT:

- All staff 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.
- Child Protection reforms introduce an obligation for government and non-government agencies to coordinate decision making and delivery of services.

APPLICABILITY:

All departmental employees, including those in state offices, schools, TAFE NSW, Adult Migrant English Service, Adult and Community Education and State Training Services.

<https://policies.education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm>

CONTEXT:

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 Department of Community & Justice but a collective responsibility.

Keep Them Safe: 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.

DoE POLICY/PROCEDURE REFERENCE:

Protecting and Supporting Children and Young People Policy sets out roles and responsibilities of staff in relation to child protection including training, reporting on safety, and supporting children and young people, as well as monitoring, evaluation and reporting requirements

RATIONALE:

Sets out roles and responsibilities of staff in relation to child protection including training, reporting on safety, and supporting children and young people, as well as monitoring, evaluation and reporting requirements.

PROCEDURES:

- All staff comply with the Department of Education requirements.
Records of attendance in the mandatory child protection training maintained

- Students at risk of harm are identified and reported as appropriate according to DoE policy and records are maintained
- Participate in a child protection induction and in annual updates. This includes all staff – principals, workplace managers, teaching and non-teaching staff, part-time, temporary and casual staff and those who join during the year.
- adhere to mandatory procedures for conveying risk of harm concerns to the principal or workplace manager.
- adhere to mandatory procedures for reporting risk of significant harm to Department of Community & Justice
- ensure, where they have reported any risk of significant harm concerns to the principal or workplace manager, that the principal or workplace manager has reported those concerns to Department of Community & Justice.
- report directly to Department of Community & Justice if they believe the principal or workplace manager has not reported risk of significant harm concerns to Department of Community & Justice, 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 Department of Community & Justice or following contact with the Child Wellbeing unit, is provided to Department of Community & Justice or the Child Wellbeing unit respectively. If the additional information forms concerns about risk of significant harm a report must be made to Department of Community & Justice.

