



Wollondilly Anglican College

Volunteer's Handbook



WELCOME TO WOLLONDILLY ANGLICAN COLLEGE

Wollondilly Anglican College is a Pre-Kindergarten to Year 12 co-educational independent school operated by the Anglican Schools Corporation. Our focus is delivering exceptional Learning, Care and Culture for our students.

Vision Statement

Wollondilly Anglican College endeavours to provide a disciplined, caring, learning community where students and staff pursue excellence and lives are transformed for Christ's glory.

Learning

Wollondilly Anglican College will provide high-quality teaching in every classroom and in every lesson so that all students experience consistently high levels of academic growth.

Care

Our aim is for every student to be cared for, feel connected to teachers and peers and experience the safe, loving community that Jesus calls us to provide.

Culture

We will support all staff and students, within a Christ-centred community, to achieve and contribute to the continued high expectations of the Wollondilly Anglican College.

Christian Education at Wollondilly Anglican College

At Wollondilly Anglican College, we are committed to a Christ-centred education that equips students to engage thoughtfully and faithfully in a society founded on Christian values, yet increasingly secular and deconstructionist in its worldview. Guided by Biblical truth, we aim to nurture students' academic, spiritual and moral development. Schools have the opportunity to be much more than conduits of knowledge. We believe that the 'Second Education', the spiritual, moral, ethical and values development that aligns with truth found in scripture, provides the cornerstone or character development crucial for a flourishing society.

The Volunteer's Handbook

This Volunteer's Handbook outlines general guidelines for Volunteers who will be working with students at Wollondilly Anglican College (the College).

Some of the roles this Volunteer's Handbook covers include:

- Assisting students to help consolidate skills in, for example, reading, Maths number facts
- Being a reader or writer for a student
- Working in the Canteen
- Working in the Clothing Pool
- A member of the Parents and Friends (P&F) Association

Our College is committed to maintaining high standards of child safety and safe working conditions and practices. We seek to evaluate and improve Child Safety Standards and Work Health and Safety Standards through ongoing processes.

When you have read this Handbook and the relevant attachments, please complete the Volunteer Acknowledgement Form.

GENERAL GUIDELINES AND INFORMATION

Code of Conduct at Wollondilly Anglican College:

- Conduct yourself in a manner that upholds the College's Christian ethos and reputation.
- Act ethically and responsibly.
- Follow Work Health Safety requirements at all times. Further information can be provided on request.
- Comply with legislation and College procedures to promote child safety.
- Prior to commencing in any regular volunteer capacity, a working with children's check details will need to be verified by the College.

Sign-In and Out Procedures

If volunteering during the regular College day, upon arrival, all volunteers are required to sign-in at the Front Office each day. When you are finished, please sign-out.

Injury

If you are injured during College hours, the College can provide first aid via the College Nurses located in Student Reception, Deakin building. Any injury sustained while volunteering at the College must be reported to the College.

EMERGENCY PROCEDURES

Evacuation

Notification will be 3 rings of the College bell, followed by an announcement over the Public Address (PA) system. All persons on site will move to the assembly area on the Winning Field at the base of the Deakin steps unless notified otherwise.

Evacuation Diagrams are located in every building within the College

Bushfire

Notification will be 3 rings of the College bell followed by an announcement over the PA system. After taking students back to the classroom, Volunteers will move to the Deakin Staff Lounge.

Lockdown

The College bell will ring for one minute. NO announcement will be made. Remain inside the building or move from outside to the nearest safe place. All doors are to be locked, blinds closed and lights off. It is important that everyone is out of sight of doors and windows and silent. Do not leave until you are notified it is safe to do so.

PRIVACY

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. As such, we are required to treat all information obtained by the College in accordance with the Privacy Act and the College privacy policy. Practically this means that any information about students or staff members needs to be treated with sensitivity and not shared with anyone outside of the those with a genuine reason to know. For example, it would be a breach of privacy to discuss a student's reading fluency with anyone other than those teaching or supporting the student academically.

BULLYING, DISCRIMINATION, HARASSMENT

We want all people who come to our College to feel safe at all times. We have very strict policies related to bullying, discrimination and harassment. Please speak with the Deputy Headmaster if you believe you have experienced any form of bullying, discrimination or harassment.

Parking

Parking is available on the College grounds. The College takes no responsibility for damage occurring to private vehicles while they are parked on College grounds.

Complaints or Raising Concerns

A complaint is an expression of dissatisfaction made to the College about an observed problem in the way the College operates. If you wish to lodge a complaint or a concern, please arrange to have a meeting with the Deputy Headmaster.

GENERAL

- If a Volunteer is unable to attend an organised event, please ring the College Office so a message can be passed on to the relevant staff member.
- At the beginning of each year, all volunteers are required to complete a volunteer induction and the Volunteer Acknowledgement Form.

CHILD PROTECTION

Every person interacting with students, must comply with legislation and the College's procedures for upholding Child Safe practices. This includes the need to provide a current Working with Children Check, a photo ID and annual participation in child protection training which will be part of the induction. The Child Safe Policy attached to this handbook details the mandatory reporting requirements of staff, contractors and volunteers. If you have any questions related to your mandatory reporting requirements, please meet with the Deputy Headmaster.

The Risk of Significant Harm

When working with children, there are times when you might become aware of a child who is at risk of significant harm. You must report this directly to one of the child protection officers, the Deputy Headmaster or the Head of Primary or Secondary Years.

The risk of significant harm can refer to areas list below.

- neglect
- sexual abuse
- physical abuse
- emotional abuse

Reportable Conduct

There are also behaviours that must be reported to the Office of the Children's Guardian via the Headmaster. These are called 'reportable conduct'. You are responsible to report directly to the Headmaster or Deputy Headmaster any concerns you may have about any employee, visitor or a volunteer engaging in reportable conduct, or any allegation of reportable conduct that has been made to you. This includes self-disclosure if the allegation involves you. It is the Headmaster's responsibility to report allegations of reportable conduct to the Office of the Children's Guardian.

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.

Please note, as a volunteer who could find yourself working in an unsupervised capacity where College students are present, you will be required to complete an annual acknowledgement indicating you have read and understood the legal requirements related to child protection.

1. Observe and follow safe practices and procedures, including:
 - a. Sign-in and out procedures when visiting the College
 - b. Wear the visitor's sticker
 - c. Observe all speed limits
 - d. Park in marked bays, unless the task requires otherwise
2. Prior to commencement, provide the College with contact details, photo ID and a current Working with Children Check for every person whose work will require direct contact with students.
3. Receive an induction from an authorised College staff member regarding the nature of the College, its distinctively Christian ethos, and the expected standards of conduct for working with children.



Child Safe Program (New Policy Format)

Key Information for Staff, Volunteers and Contractors

Key Definition: “Child Safety Incident or Concern”

At Wollondilly Anglican College, we use the phrase “child safety incident or concern” rather than the more limited concept of “significant harm”. A “child safety incident or concern” is an incident of or concern about:

- a child, young person or student aged 18 or over being “at risk of significant harm”, as defined in the Children and Young Persons (Care and Protection Act) 1998 (NSW) (Care and Protection Act)
- a child, young person or student aged 18 or over being, or at risk of being, the victim of a “child abuse offence” as defined in the Crimes Act 1900 (NSW)
- Reportable Conduct, as defined in the Children’s Guardian Act 2019 (NSW) (Children’s Guardian Act)
- a breach of the Child Safe Codes of Conduct.

For more information about each of these concepts, refer to the full definition of “child safety incident or concern” on the [Responding to and Reporting Child Safety Incidents or Concerns Policies and Procedures](#) landing page.

Introduction to this Section of the Child Safe Program

If you are an employed staff member, Volunteer or Contractor (together referred to as “Staff” or “staff members” in this section of the Child Safe Program), there are a variety of different child safety incidents and concerns that you must report to the College and to external authorities.

You also have other legal obligations relevant to child safety, such as obligations relating to Working with Children Checks and sharing information about students.

This section of the Child Safe Program summarises these obligations and links to the relevant Policies and Procedures for more guidance.

Pages in this Section

- [Do I Have a Child Safety Concern?](#)
- [Who to Speak to if You Have a Child Safety Concern: the College’s Child Safe Officers](#)
- [Response and Reporting Obligations: Flowcharts and Summaries](#)
- [Information About Students’ Safety, Welfare or Wellbeing: Can I Share It?](#)



Child Safe Program (New Policy Format)

Do I Have a Child Safety Concern?

The Definitions and Key Indicators of Abuse and Other Harm section of the Child Safe Program includes:

- definitions of legal phrases that are relevant to child safety incidents and concerns in NSW
- examples of conduct that might amount to a child safety incident; and
- descriptions of key physical and behavioural indicators of abuse and other harm in victims and perpetrators.

The Reportable Conduct Policies and Procedures describe what is “Reportable Conduct” by Staff and the Codes of Conduct (Child Safe) Policies and Procedures describe inappropriate and prohibited behaviours relevant to child safety.

If you have witnessed, or are concerned about, something that falls into **any** of these definitions, examples or descriptions, then you have witnessed a child safety incident or have a child safety concern. You **must** follow any Responding and Reporting Obligations that apply to you.

If you are not sure if something that you have witnessed or something that you are concerned about amounts to a child safety incident of concern, you can:

- refer to the Definitions and Key Indicators of Abuse and Other Harm section of the Child Safe Program to see if it falls into these definitions, examples or descriptions
- speak with a **Child Safe Officer** for advice

- contact DCJ for advice on 132 111 or 1800 212 936.



Child Safe Program (New Policy Format)

Who to Speak to if You Have a Child Safety Concern: the College's Child Safe Officers

Wollondilly Anglican College has appointed one or more Child Safe Officers. They are your first port of call for most situations involving child safety incidents or concerns.

They can assist in clarifying your reporting obligations and managing the next steps.

They can also answer any questions that you may have about the [Child Safe Policy](#) and the Child Safe Program more generally.

Our Child Safe Officers are:

Name	Position	Contact No.	Email Address
Mr Paul Burns	Deputy Headmaster	02 4684 2577	p.burns@wac.nsw.edu.au
Mr Liam Toland	Head of Secondary Years	02 4684 2577	l.toland@wac.nsw.edu.au

Ms Jacqui Huxtable	Head of Primary Years	02 4684 2577	j.huxtable@wac.nsw.edu.au
Mrs Lisa Maher	Leader of Learning, Care and Culture (5-6)	02 4684 2577	l.maher@wac.nsw.edu.au
Mr Stuart Houweling	Director of Care and Culture (7-12)	02 4684 2577	s.houweling@wac.nsw.edu.au
Mr Stuart McIntosh	Advanced Learning and Learning Support Coordinator (T-6)	02 4684 2577	s.mcintosh@wac.nsw.edu.au
Mr Chris Pettett* *if the allegation involves the Headmaster	Chairman of the College Council	02 4684 2577	chair@wac.nsw.edu.au

Please be aware that reporting to or consulting with a Child Safe Officer does not change any obligation you have under legislation to report to an external authority.

students can also talk to a Child Safe Officer if they have a child safety concern. However, the College does not place any limits on to whom or the ways in which students can disclose child safety incidents or concerns. Students therefore may raise child safety incidents or concerns, including about inappropriate behaviour by Staff, Volunteers and Contractors, by any means.



Child Safe Program (New Policy Format)

Response and Reporting Obligations: Flowcharts and Summaries

If you have witnessed a child safety incident or have a child safety concern, you **must** follow any responding and reporting obligations that apply to you.

To help you determine:

- what obligations apply to you; and
- who to report to and how

you can refer to the flowcharts below and to the high-level summaries of various response and reporting obligations that you may have. Each summary links to the relevant College Policy and Procedure.

It is important to remember at all times that the safety and welfare of the student are paramount.

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including suspicions, allegations or disclosures of abuse or other harm, that are reported internally by Staff or that may be contained in a complaint made to the College. Where appropriate, all matters that meet the required thresholds will be reported externally to the Department of Communities and Justice (DCJ), the Office of the Children's Guardian, the Police and/or NESA (for child safety incidents or concerns that involve teachers), depending on the information contained in the report.

Reporting Flowcharts

- [Child Protection Reporting Flowchart](#)
- [Reporting to Police Flowchart](#)

Responding to an Emergency

Summary of the Obligation and How to Meet It

You **must** act as soon as you witness a child safety incident or form a reasonable belief that a student has just been or is at immediate risk of being harmed.

If a student has just been or is at immediate risk of being harmed, you must ensure their immediate safety. This may include:

- separating alleged victims and others involved
- administering first aid; and/or
- calling 000 for urgent medical assistance or Police assistance to address immediate health and safety concerns.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to the Responding to an Emergency section of the [Managing Your Initial Response to a Child Safety Incident or Concern Policy and Procedures](#).

Managing Your Initial Response to a Child Safety Concern or Incident

Summary of the Obligation and How to Meet It

There are several ways that you may become aware of a child safety incident or concern. The following sections of the [Managing Your Initial Response to a Child Safety Incident or Concern Policy and Procedures](#), set out strategies, guidelines, policies and procedures for managing each situation and for assisting the students involved.

- Witnessing a Child Safety Incident
- Observing Indicators of Abuse and Other Harm
- Private Disclosure by a Current Student
- Public Disclosure by a Current Student
- Third Party Disclosure
- Disclosure by a Former student.

You **must** also follow procedures for Preserving Evidence and Documenting Your Observations and Actions.

Information on how you and the College should support students following an incident or a disclosure of abuse, harm or inappropriate behaviour is also found in Support Following Child Safety Incident or Disclosure.

Reporting a Child Safety Incident or Concern Internally

Child safety situations can be very complex, not only from the perspective of ascertaining whether abuse or other harm has occurred but also in terms of understanding what steps to take to protect the student/s involved.

Obtain Advice

If you suspect that a student may be experiencing abuse or other harm, or that their safety may be at risk, but you are unsure whether your concern rises to the levels required for external reporting to the relevant authority, you should immediately raise your concerns with a Child Safe Officer. They can assist you in clarifying your concerns and managing the next steps.

Summary of the Obligation and How to Meet It

Internal Reporting Procedure

If you:

- witness a child safety incident at the College or a College event, or in any other College environment; or
- have a child safety concern about a student, staff member, Visitor or any other person associated with the College

you **must** report the matter internally to the College in addition to making any required external reports.

You can report internally to a Child Safe Officer or the Headmaster. If the child safety incident or concern involves the Headmaster, then you must instead report to the CEO by emailing Peter Fowler pfowler@tasc.nsw.edu.au or calling 02 8567 4000.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Reporting a Child Safety Incident or Concern Internally Policy and Procedures](#).

Reporting a Child Safety Incident or Concern Involving a Staff Member

If the child safety incident or concern involved conduct by a staff member, Volunteer or Contractor, this is likely to be Reportable Conduct and you **must** report this directly to:

- the Headmaster; or
- if the matter involves the Headmaster, the Chief Executive Officer by emailing Peter Fowler pfowler@tasc.nsw.edu.au or calling 02 8567 4000.

For more information, refer to Reportable Conduct below, to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Reportable Conduct for Staff: Reporting Reportable Conduct Internally Policy and Procedures](#).

Other Actions

In addition to reporting internally, you **must** also follow any appropriate external reporting procedures that apply to you. They are listed below.

You **must** document your internal report. For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Record Keeping \(Child Safe\) Policy and Procedures](#).

Duty to Protect and the Failure to Protect Offence

Summary of the Obligation

The Failure to Protect Offence

Sometimes, people who:

- know that someone else might abuse a child or young person; and
- have the power to stop it; but
- do nothing

have committed a crime.

If you are an adult (aged 18 or over) who is working or volunteering at the College in any capacity, it is a crime if you:

- know that another adult who is engaged in “child-related work” at the College poses a serious risk of committing a child abuse offence against a student aged under 18; and
- have the power or responsibility, by reason of your position, to reduce or remove that risk; and
- negligently fail to reduce or remove that risk.

This criminal offence is known as the “Failure to Protect” offence.

Adults who are engaged in “child-related work” at the College, and from whom you must protect students, include employed staff members, Direct Contact Volunteers and Direct Contact Contractors.

Duty to Protect

If you have students under your care, you also have a duty, under the common law, to protect them (no matter their age) from reasonably foreseeable risks of harm while they are at the College or College events, including risks of **all** types of abuse or other harm that may arise from **any** person.

The College itself has:

- a similar legal duty to protect **all** students (no matter their age) from reasonably foreseeable risks of harm, including risks of **all** types of abuse or other harm that may arise from other people
- an additional legal duty to take reasonable precautions to prevent **any** person “associated with” the College from perpetrating the physical or sexual abuse of a student aged under 18.

How to Meet These Obligations

To meet these obligations, if you are:

- a Anglican Schools Corporation Board and College Council member
- a Anglican Schools Corporation officer
- the Headmaster, a member of the Executive Team and College Council or a Child Safe Officer;
or
- a staff member who has students under your care or who supervises other Staff

and you know that **any** person associated with the College (including another staff member, a student who is in a position of supervision or authority over other students, a parent/carer or other family member of a student) poses:

- a serious risk of sexual or physical abuse to a student aged under 18; or
- a reasonably foreseeable risk of any kind of harm to a student of any age

you **must**:

- take steps to reduce or remove that risk that are within your power or responsibilities to take
- report the matter directly to the Headmaster or, if the matter involves the Headmaster, to the CEO
- follow the appropriate external reporting procedures listed below
- document the actions you take to protect students.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Duty to Protect-Failure to Protect Policy and Procedures](#).

Mandatory Reporting to DCJ

Summary of the Obligation

Certain people are required, by law, to report certain kinds of harm to children and young people to the Department of Communities and Justice (DCJ). These people are called “Mandatory Reporters”.

NSW law says that if you are a Mandatory Reporter, you **must** report to the Department of Communities and Justice (DCJ) if – during the course of your work – you have reasonable grounds to suspect that a child (aged under 16) is, or a particular group of children are, at risk of significant harm.

We call this reporting obligation “Mandatory Reporting to DCJ”.

If you are one of the following people, you are a Mandatory Reporter and this reporting obligation applies to you:

- the Headmaster
- a teacher, including a casual or temporary teacher
- a College nurse

- any other paid employee at the College who interacts with students
- a person in religious ministry (such as a member of the clergy) or in another religious leadership role (including voluntary roles)
- a staff member, Volunteer or Contractor who provides religion-based activities to students
- a Direct Contact Contractor (including an External Education Provider engaged by the College).

You **must** comply with your Mandatory Reporting to DCJ obligations.

How to meet the Obligation

To make a Mandatory Report to DCJ, you **must** either:

- report directly to DCJ by calling 132 111; or
- under the Memorandum of Understanding between DCJ, Catholic Schools NSW and the Association of Independent Schools of NSW, report to the Headmaster or, if the matter involves the Headmaster, to the Headmaster's supervisor (who is the Chief Executive Officer). They will then make the necessary report to DCJ.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Mandatory Reporting to DCJ Policy and Procedures](#).

Non-Mandatory Reporting to DCJ

Summary of the Obligation

You can report to DCJ even if you are not a Mandatory Reporter. In fact, in some cases the College may require you to report.

NSW law says that **anyone** can report to DCJ if they reasonably suspect that a child (aged under 16) or young person (aged 16 or 17) is at risk of significant harm. We call this "Non-Mandatory Reporting to DCJ".

This means that if you **are not** a Mandatory Reporter, you can still report to DCJ if you are concerned that a student aged under 18 is at risk of significant harm.

It also means that if you **are** a Mandatory Reporter and your concerns about a child (aged under 16) are formed outside the course of your work at the College, you can still report to DCJ.

However, if you are a Mandatory Reporter and you have reasonable grounds to suspect that a student aged 16 or 17 at the College is at risk of significant harm, the College requires that you **must** make a Non-Mandatory Report to DCJ, even though these reports are voluntary under the law and even though your legal Mandatory Reporting to DCJ obligation does not apply to these students.

Whenever safe, possible or practical, you should seek the student's informed consent before making the report.

How to Meet the Obligation

To make a Non-Mandatory Report to DCJ, call 132 111.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Non-Mandatory Reporting to DCJ Policy and Procedures](#).

Reporting to Police

In some situations, you **must**, by law or by College policy, report a child safety incident or concern to the Police.

Summary of the Obligation

Mandatory Reporting to Police (the Failure to Report Offence)

Sometimes, people who:

- believe that someone has committed a criminal offence against a child or young person; and
- do not report this to the Police

have committed a crime.

If you are an adult (aged 18 or over), it is a crime if you:

- know, believe or reasonably ought to know that a "child abuse offence" has been committed against another person; and
- know, believe or reasonably ought to know that you have information that might be of material assistance in securing the apprehension of the offender or the prosecution or conviction of the offender for that offence; and

- fail to bring that information to the attention of a member of the NSW Police as soon as it is practicable to do so.

Child abuse offences include sexual and physical harm offences where the victim is a child or young person (and attempts to commit these offences).

This criminal offence is known as the “Failure to Report” offence. We call the legal obligation created by it “Mandatory Reporting to Police”.

If you are an adult, this reporting obligation applies to you.

In particular, if you reasonably believe that a child abuse offence has been committed:

- by **any** person against:
 - a student aged under 18; or
 - **any** child or young person, while on College premises, at a College event, or in a College environment
- by **any** person who is associated with the College (including a staff member, a student aged 10 or over, or a parent/carer or other family member of a student) against **any** child or young person

you **must** immediately report your concerns to the Police unless you have a reasonable excuse for not reporting.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to the [Mandatory Reporting to Police](#) section of the [Reporting to Police Policy and Procedures](#).

Non-Mandatory Reporting to Police

Even though it’s not required by law, the College requires all Staff to immediately report to the Police if they have certain concerns about a student.

If you have any concern that a student is in any of the following situations, you **must** immediately report your concerns to the Police:

- concerns for a student’s immediate safety
- concerns that a student aged under 18 has been the victim of a criminal offence other than a child abuse offence, but where a Mandatory or Non-Mandatory Report to DCJ will not be made (for example, a report to DCJ would generally not be made if the offender is not a family

member and the student's parent is willing and able to protect them). These kinds of incidents could include possible criminal offences committed by students against other students

- concerns that a student aged 18 or over is being abused or harmed, but only if the student consents to the report or, if they do not consent, to lessen or prevent a serious or imminent threat to an individual's life, health, safety or welfare
- concerns that a student aged 18 or over is engaging in illegal activity that is extreme in nature or poses a high risk to the student.^

^ If the student is aged under 18 , you **must** instead report this to DCJ.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to the [Non-Mandatory Reporting to Police](#) section of the [Reporting to Police Policy and Procedures](#).

How to Meet These Obligations

- In emergencies, or if the crime is happening now or has just happened and the suspected offender may still be in the area: call 000
- All other matters: call the Police Assistance Line on 131 444. This line operates 24 hours per day, seven days per week.

If you make a Mandatory or Non-Mandatory Report to Police in response to a child safety incident or concern, you **must** document the fact that this report has been or will be made.

You should also consider whether you need to take any other action (for example, under Duty to Protect/Failure to Protect or Reportable Conduct obligations).

Reportable Conduct

Summary of the Obligation

NSW law says that the "head" of the College must report to the Office of the Children's Guardian any incident or allegation that an "employee" has engaged in "Reportable Conduct" or misconduct that may involve Reportable Conduct (a "reportable allegation") or has a conviction for an offence involving Reportable Conduct (a "reportable conviction").

"Employees" include:

- members of Anglican Schools Corporation Board and College Council

- all employed staff members, including teaching and non-teaching Staff, and casual and temporary Staff
- Direct Contact Volunteers
- Direct Contact Contractors
- the “head” of any company or other contracted service provider with multiple employees that is engaged as a Direct Contact Contractor by the College
- ministers of religion and other individuals (such as Anglican Schools Corporation officers, employees, Volunteers and Contractors) who hold, or who are required by Anglican Schools Corporation to hold, a Working with Children Check clearance for the purposes of engagement with Anglican Schools Corporation-governed schools.

“Reportable Conduct” includes:

- sexual offences, committed against, with or in the presence of a child (a person aged under 18), including child pornography offences, child abuse offences and grooming offences
- sexual misconduct with, towards or in the presence of a child, including grooming behaviours that do not meet the definition of a grooming offence
- any assault, ill-treatment or neglect of a child
- any behaviour that causes significant emotional or psychological harm to a child
- the criminal offences of Failure to Protect and Failure to Report.

It does not matter whether the child is a student at the College, whether the conduct occurred in the course of the employee’s employment with the College or, for reportable convictions, whether the offence occurred in NSW.

How to Meet the Obligation

The “head” of the College for the purposes of the Reportable Conduct Scheme is the Chief Executive Officer, who has authorised the Headmaster to assist them to undertake their responsibilities under the Scheme.

To help them meet their obligations under the Reportable Conduct Scheme, if you are:

- a College Council member
- an employed staff member
- a teaching student on placement at the College
- a Direct Contact Contractor
- a Direct Contact Volunteer

- a minister of religion, religious leader or other officer of the College

and you believe or suspect that an employee has engaged in Reportable Conduct or been convicted of an offence involving Reportable Conduct, you **must** immediately report your concerns to:

- the Headmaster; or
- if the matter involves the Headmaster, the Chief Executive Officer by emailing Peter Fowler pfowler@tasc.nsw.edu.au or calling 02 8567 4000.

You should also consider whether you need to make a Mandatory or Non-Mandatory Report to DCJ, take any other action under the Duty to Protect/Failure to Protect obligations or make any other external reports (such as Reporting to Police).

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Reportable Conduct for Staff: Reporting Reportable Conduct Internally Policy and Procedures](#).

For information about how the College must respond to reportable allegations and reportable convictions, refer to the [Reportable Conduct for the Executive Team and College Council and Child Safe Officers Policies and Procedures](#) section of the [Reportable Conduct Policies and Procedures](#).

Reporting Teacher Misconduct to the NSW Education Standards Authority

Summary of the Obligation

The College is required, by law, to notify the NSW Education Standards Authority (NESA) of certain matters that are relevant to child safety.

NSW law says that the College must notify NESA when it:

- makes a “relevant decision” in relation to a teacher; or
- has, or is aware of, any information that is, or may be, relevant to any of the grounds for revocation or suspension of a teacher’s accreditation.

“Relevant decisions” that must be notified to NESA include matters that are relevant to child safety, such as the College:

- starting disciplinary proceedings against the teacher, and the teacher is suspended or placed on alternate duties outside a classroom during the proceedings because of serious risk to students or colleagues
- dismissing the teacher from employment for a reason that accords with the grounds for revocation of the teacher's accreditation (explained below); or
- including the teacher on the NSW Department of Education's "not to be employed" list.

Grounds for revocation include matters that are relevant to child safety, such as a teacher:

- becoming disqualified from holding a Working with Children Check
- being found guilty of certain offences
- being dismissed, or resigning before being dismissed, as a result of disciplinary proceedings
- being included on the NSW Department of Education's "not to be employed" list.

Grounds for suspension include all of the above, as well as the teacher being subject to pending disciplinary proceedings for misconduct or criminal proceedings that would result in revocation.

Together, we refer to all of the above as "teacher misconduct".

How the College Meets the Obligation

Anglican Schools Corporation notifies NESA when one of the above grounds apply to a College teacher.

Anglican Schools Corporation makes these notifications when they are about the Headmaster.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Reporting Teacher Misconduct to the NSW Education Standards Authority Policy and Procedures](#).

Recognising and Responding to Sexual Behaviour in Children and Young People

Summary of the Obligation

The College requires all Staff to report, both internally to the College and to relevant external authorities, concerns about certain kinds of sexual behaviour by students.

We use the Framework for understanding and guiding responses to harmful sexual behaviours in children and young people (Sexual Behaviour Guidelines), developed by the Australian Centre for Child Protection, to help Staff identify, recognise and respond to all forms of sexual behaviour. The Sexual Behaviour Guidelines say that sexual behaviour in children and young people ranges from developmentally appropriate through to harmful sexual behaviour.

As a general guide:

- Developmentally appropriate behaviours are those that are expected for a child's developmental stage, socially acceptable and aligned with community expectations. They are typically considered appropriate sexual expression and/or exploration.
- Developmentally inappropriate behaviours are those that are developmentally, socially, contextually and/or culturally inappropriate but that are on the fringe of being developmentally acceptable. These behaviours may involve a single incident that is slightly outside the developmental norm or behaviours that may be outside the developmental norm but that are readily accepted within a social peer group or set context.
- Harmful sexual behaviours include the following behaviours:
- Concerning sexual behaviours are those that are clearly outside developmental expectations, as well as developmentally inappropriate behaviours that are displayed as part of a pattern of behaviour. Regardless of context, these behaviours are generally socially unacceptable even within diverse peer groups.
- Very concerning sexual behaviours are those that are both clearly outside developmental expectations and considered socially unacceptable. These behaviours are often intrusive and harmful to the child or young person displaying the behaviours and/or others. The child or young person's intent or motivation for the behaviour may also differ markedly from the norm and, when directed at another person, they may disregard the other person's wishes or resistance in favour of their own gratification.
- Serious/extreme sexual behaviours are those that may include elements of physical violence, sadism, degradation, and be highly intrusive and harmful to others. Particularly in early adolescence and adolescence, these behaviours may involve sexual arousal linked to levels of violence and use of power and force.

How to Meet the Obligation

You **must** report, internally to a Child Safe Officer or the Headmaster, all incidents of or concerns about developmentally inappropriate sexual behaviour or concerning sexual behaviour by a student.

Depending on the circumstances, you **might also** need to report concerning sexual behaviour by a student externally to DCJ or the Police.

You **must** report all incidents of or concerns about very concerning or serious/extreme sexual behaviour **both**:

- directly to the Headmaster; and
- externally to DCJ or to the Police, depending on the circumstances.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Recognising and Responding to Sexual Behaviour in Children and Young People Policy and Procedures](#).

Responding to Other Concerns About a Student's Wellbeing

Summary of the Obligation

If you have any concern about the wellbeing of a student, regardless of whether it relates to abuse or other harm, you **must** take your concern seriously and act on it.

The College and its Staff owe a duty of care to all students to ensure that they feel safe and are supported at the College.

How to Meet the Obligation

Concerns about the wellbeing of a student that do not appear to be the result of abuse or other harm can be reported to:

- a Child Safe Officer
- DCJ
- the Police

depending on the age of the student and the nature of the concern.

You could also consider whether a referral to a support service may assist.

For more information, refer to [Reporting Obligations and Complaints Management \(Child Safe\) Policy and Procedures](#) or, for more detailed guidance, to [Responding to Other Concerns About a Student's Wellbeing Policy and Procedures](#).



Child Safe Program (New Policy Format)

Information About Students' Safety, Welfare or Wellbeing: Can I Share It?

Summary of the Obligation

Only certain people at the College are allowed to share information about students' safety, welfare or wellbeing with external people and agencies. They are called "authorised information sharers".

However, you can – and indeed must – still make any reports to external authorities that are required by law or by College policy.

How to Meet the Obligation

The College has specific procedures that you **must** follow if you are asked, or want, to share information about the safety, welfare or wellbeing of students with people or agencies external to the College. This includes information about:

- a child safety incident or concern that occurred at the College or a College event
- a student's safety, welfare or wellbeing within their family
- a staff member's behaviour towards students.

We refer to information about the safety, welfare or wellbeing of students as "Information".

Only authorised information sharers can share Information. Our authorised information sharers are:

Child Safe Officers.

If you are on this list, there are still some situations in which only particular people, such as the Headmaster, can share the Information.

If you are not on this list, you **must not** share Information with external people or agencies unless you have:

- the informed consent of the student and/or their parent/carer; or
- if there is no consent, the prior approval of the Information Sharing Manager or the Headmaster.

However, you can – and indeed **must** – still make any reports to external authorities that are required by law or by College policy. When making these reports, you **can** share any required information without consent/prior approval.

For more information about when and how to share Information, procedures for obtaining consent/prior approval and legal and regulatory obligations to protect the privacy and safety of students, refer to [Sharing Information About Students' Safety and Wellbeing Policies and Procedures](#).