

Safeguarding Procedures for Staff at Trinity Catholic College

- All Staff are to make themselves aware of the content of the Code of Conduct, the Safeguarding Policy and this Safeguarding Procedures document, copies of which are located on the Safeguarding (Child Protection) page of the school website. All Staff are to work in accordance with the guidelines, policy statements and procedures contained therein.
- A Staff member (Teacher or Support Staff) who suspects a child is in immediate serious danger must contact the police immediately by phoning 000 (Emergency). The staff member must take whatever other steps are possible to ensure the safety of the child and must inform the Principal or an Assistant Principal of the situation immediately.
- A Staff member (Teacher or Support Staff) who suspects a child has suffered harm from abuse or neglect or is at risk of significant harm must report the matter to the Principal as soon as possible and certainly within 24 hours of becoming aware of the harm or risk of harm. If the Principal is unavailable, then the report must be made to the Acting Principal or to an Assistant Principal. Note that Staff who have reasonable grounds for suspecting a child has suffered maltreatment, or that there is risk of significant harm, can lawfully make such a report without fear of legal repercussion.
- Depending on the nature of the situation, the Principal may require a House Coordinator or another appropriate person to investigate the matter further before making the decision to report the matter to the Department of Communities & Justice (DCJ).
- If the Principal (or delegate) is unsure as to whether a particular set of circumstances requires a mandatory report to the DCJ, the Principal (or delegate) may run the scenario through the online Mandatory Reporters Guide (MRG) available at:

<https://reporter.childstory.nsw.gov.au/s/mrg>

to determine whether his/her concerns constitute risk of significant harm. The Principal (or delegate) must keep the Decision Report generated by the MRG. Alternatively, the Principal (or delegate) may phone the Prevention and Response Team (PaRT) of The Office of Safeguarding (49 791390) to discuss the situation and ask for advice as to whether a report to the DCJ is warranted.

- If a report to the DCJ needs to be made, the Principal (or delegate) will make a “Risk of Significant Harm (ROSH)” report to the DCJ immediately using the phone Helpline (132 111). The person making the ROSH report must ensure they have all the relevant details – the child’s name, date of birth, address and the details of the situation.
- After making a ROSH report, the person making the report must also report the safeguarding concerns to PaRT within 5 working days.
- The original of the ROSH report must be given to the Principal’s Executive Assistant for filing.
- Any Staff member who receives a child protection allegation made against an employee of the Diocese must report this to the Principal immediately. Employees include volunteers and self-employed persons (eg Music Tutors). The Principal will report the matter to PaRT at The Office

of Safeguarding.

- If necessary, a staff member may report an allegation to the Office of Safeguarding directly. The Principal should also be informed as soon as possible.
- Staff making safeguarding reports are reminded that confidentiality must be maintained at all times.
- Staff are also reminded that any person can report child protection matters to PaRT or to the DCJ as appropriate. Informing the Principal is really a matter of preferred Catholic Schools Office (CSO) & school protocol rather than a matter of law.
- **Staff who are planning to ask volunteers to assist in any aspect of school related activity must ensure that all such volunteers appear on the Volunteers List – Trinity Catholic College Adamstown as an active volunteer. This list is available at the Main Office.**
- **The Diocesan P&C Team will have verified any WWCC for active volunteers who require them, before placing the person on the school's volunteers list.**

The application procedure for volunteers is set out on the [Volunteer page](#) of the Diocesan website. It requires potential volunteers to complete a Volunteer Registration Form.

All volunteers must undergo an appropriate Site Induction before commencing work. Speak with the Principal to ascertain the type of induction required.

- **Staff who intend to invite self-employed people to work unsupervised with students must first ensure that such people are registered with the school as having a valid and current Working With Children Check. Such people must be registered as Approved Contractors.** Speak to the Principal to ascertain this information. All self-employed people who are to work unsupervised with students must undergo an appropriate Site Induction before commencing work. Again, speak with the Principal to ascertain the type of induction required.

Information relevant to obtaining a Working With Children Check is in our **Safeguarding Policy** document, on our school website, on the [Safeguarding](#) (Child Protection) page.

Mr R Emery
Principal
26 February 2025