Mosman Preparatory School

Reporting a Child Safety Incident or Concern: Policy and Procedures

Reporting a Child Safety Incident or Concern Internally Policy and Procedures

Introduction

With Christian faith as our foundation, we focus on developing and strengthening positive relationships, honourable character, pursuit of excellence and commitment to contribute to the lives of others. This creates a sense of belonging and self-identity that lays the foundations for academic, physical, social, emotional, and spiritual development

Our School values and faith foundations are a lighthouse for our relationships and learning. COMPASSION - EXCELLENCE - RESPECT - COURAGE - INTEGRITY

Purpose and Objectives

The Child Safety Response and Reporting Obligations Policy and Procedures summarises the School's procedures for responding to child safety incidents and concerns, including internal reporting obligations.

This Policy and its Procedures provide additional guidance on implementing it and outline when and how you must report child safety incidents or concerns internally to the School.

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

Scope

If you are a staff member, Volunteer or Contractor, and you:

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

this Policy and its Procedures apply to you.

This Policy and its Procedures apply in all School environments, including physical and online environments, and on-site and off-site School grounds (e.g. camps and excursions, and interstate and overseas travel).

Policy

1. You **must** report, internally to the School, any and all child safety incidents or concerns that:

- occur at the School, at School events, or in School environments; or
- involve students (including students aged 18 or over), Staff, Volunteers, Contractors, Visitors or any other person associated with the School.

2. You **must** document your internal report using the Responding to an Incident, Disclosure or Suspicion of Child Abuse, Grooming or Other Harm Form, following Record Keeping (Child Safety) Policy and Procedures.

3. Following this Policy and its Procedures does not replace other legal and policy obligations that you may have. In addition to reporting internally, you **must also** follow all responding and reporting obligations that apply to you. Depending on the circumstances, these obligations may include:

- reporting to DCJ
- reporting to the Police
- reporting Reportable Conduct to the Office of the Children's Guardian
- taking steps to protect students from future risks of abuse or other harm, where those steps are within your power or responsibilities to take (to meet your duty to protect obligations)
- reporting teacher misconduct to NESA
- providing information to other external agencies.

Procedures

What to Report Internally

You must report child safety incidents or concerns that occur at the School or School events, or that involve students or Staff, Volunteers or Contractors. These include (but are not limited to):

- children, young people and students aged 18 or over who are “at risk of significant harm”
- criminal offences against any child or young person, or against a student aged 18 or over
- Reportable Conduct
- breaches of the Child Safety Codes of Conduct
- any and all other child safety incidents or concerns that occur at the School or a School event or that involve students, Staff, Volunteers, Contractors or Visitors.

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 (School-Level) landing page.

How to Report Internally

In most cases, you can report internally to either the Headmaster or a Child Protection Officer.

However, if the child safety incident or concern involves:

- conduct by a staff member, Volunteer or Contractor that has caused or has the potential to cause harm to students, this is likely to be “Reportable Conduct” and you **must** report it directly to the Headmaster, or if the matter involves the Headmaster, to the Child Protection Officer by Liza Campbell 9968 4044 lcampbell@mosmanprep.nsw.edu.au
- harmful sexual behaviour by a student, you **must** report it directly to the Headmaster.

For more information, refer to the internal reporting procedures set out in the Reportable Conduct Policies and Procedures and Recognising and Responding to Sexual Behaviour in Children and Young People Policy and Procedures.

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 Protection Officer. They can assist you in clarifying your concerns and managing the next steps.

However, if you sought advice from, or reported internally to, a Child Protection Officer, the Headmaster or another person, and they tell you not to report externally, you **muststill** comply with any legal external reporting obligations that apply to you if – in your own mind – your concerns reach the required threshold for reporting.

Implementation

The School implements this Policy and its Procedures through:

- making them available to all Staff, via the School's Intranet
- including information about them in induction training and in ongoing refresher training for Staff and relevant Volunteers and Contractors
- making them available to parents/carers, students and the wider School community in summary in the Child Safe Policy and Procedures for Managing Child Safety Incidents or Concerns Involving the School or its Staff Members (Summary), which are available on our public website as well as
    - the School's website
    - the School's Annual Report
- providing a hard copy by request.

Breaches

If you breach this Policy and its Procedures, the School can investigate your conduct. You could face disciplinary action, such as (depending on the severity of the breach):

- attending remedial education
- attending counselling
- increased supervision
- restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Definitions

Definitions of particular terms used in this Policy and its Procedures can be found in **Child SafetyProgram Definitions** and **Definitions and Key Indicators of Abuse and Other Harm**.

Source of Obligation

This Policy and its Procedures help the School and its Staff, Volunteers and Contractors to meet obligations in:

- Children's Guardian Act 2019 (NSW), section 8D
- NSW Child Safe Standards, Standard 6
- Education Act 1990 (NSW), section 47(1)(g)

.

Related Policies and Procedures

- Reporting Obligations and Complaints Management (Child Safety) Policy and Procedures
- Duty to Protect-Failure to Protect Policy and Procedures
- Mandatory Reporting to DCJ Policy and Procedures
- Non-Mandatory Reporting to DCJ Policy and Procedures
- Reporting to Police Policy and Procedures
- Reportable Conduct Policies and Procedures
- Reporting Teacher Misconduct to the NSW Education Standards Authority Policy and Procedures
- Recognising and Responding to Sexual Behaviour in Children and Young People Policy and Procedures
- Sharing Information About Students' Safety and Wellbeing Policies and Procedures
- Record Keeping (Child Safety) Policy and Procedures
- Child Safety Program Definitions
- Definitions and Key Indicators of Abuse and Other Harm

Policy History and Schedule

VERSION NUMBER	V14.07.26

Reviewed:

December 2022

December 2024

February 2026

July 2026