



CHILD SAFEGUARDING POLICY

Rosebank College has a zero-tolerance policy toward child abuse, promoting a safe, inclusive environment and using transparent, risk-based approaches to ensure child safeguarding

I. Purpose

Rosebank College is committed to fulfilling its duty of care to its students through the implementation of proactive policies, processes, and practices aimed at safeguarding them from harm and abuse. This policy delineates the principles and procedures in place to protect children's rights, ensure their voices are heard, and foster a safe, supportive, and nurturing environment. Furthermore, it outlines the roles and responsibilities of the College and its staff in the execution of child safety protocols, the reporting of concerns, and adherence to relevant legislation and regulatory requirements.

2. Statement of Commitment

Rosebank College has zero tolerance approach to child abuse. We are committed to providing a safe and nurturing culture and learning environments for all children and young people. At all times, the ongoing safety and wellbeing of children and young people in its care will be the primary focus of decision-making, with particular attention paid to the safety and wellbeing of Aboriginal and Torres Strait Islander young people, young people from culturally and/or linguistically diverse backgrounds, and young people with a disability. Staff must read and adhere to the College's *Safeguarding of Children and Young Persons Statement of Commitment*.

3. Scope

This policy applies to all adults within the College community, including staff, contractors, visitors, and volunteers. It covers both the College's physical and online environments, as well as on-site and off-site activities (e.g., excursions). Staff are required to report any breaches of this policy. Violations may result in disciplinary action and legal consequences.

4. Rosebank Child Safe Program

The College's Child Safe Program is a set of documents aimed at ensuring a child safe environment and reflecting the College's zero tolerance for child abuse. The College's Child Safe Program comprises a systems, policies, and procedures, including:

- a) Safeguarding of Children and Young Persons Statement of Commitment
- b) Student Welfare Charter
- c) Staff Code of Conduct
- d) Child Safe Risk Management Plan
- e) Recruitment Policy
- f) Privacy Policy
- g) Risk Management Program



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h) Complaints Management and Resolution Policy

5. Principles

Rosebank College's Child Safe Program is based on the NSW Child Safe Standards and National Catholic Safeguarding Standards.

5.1 NSW Child Safe Standards (NSW CSS)

The NSW Child Safe Standards, based on the National Principles for Child Safe Organisations published by the Australian Human Rights Commission, outline the principles that organisations must follow and implement to create and maintain a safe environment for children.

The NSW Child Safe Standards are:

- a) Child safety is embedded in organisational leadership, governance, and culture.
- b) Children participate in decisions affecting them and are taken seriously.
- c) Families and communities are informed and involved.
- d) Equity is upheld, and diverse needs are considered.
- e) People working with children are suitable and supported.
- f) Processes to respond to complaints of child abuse are child focused.
- g) Staff are equipped with knowledge, skills, and awareness to keep children safe through continual education.
- h) Physical and online environments minimise the opportunity for abuse to occur.
- i) Implementation of the Child Safe Standards is continuously reviewed and improved.
- j) Policies and Procedures document how the organisation is child safe.

5.2 National Catholic Safeguarding Standards (NCSS)

Similarly, to the NSW CSC, the National Catholic Safeguarding Standards provide guidance for the development, implementation, and maintenance of a child safe culture in Catholic organisations.

The National Catholic Safeguarding Standards are:

- a) Committed leadership, governance, and culture.
- b) Children are safe, informed and participate.
- c) Partnering with families, carers, and communities.
- d) Equity is promoted, and diversity is respected.
- e) Robust human resources management.
- f) Effective complaints management.
- g) Ongoing education and training.
- h) Safe physical and online environments.



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- i) Continuous improvement.
- j) Policies and procedures support child safety.

6. Human Resources

6.1 Recruitment

Adequate child-safe recruitment practices are essential for protecting children from harm. The screening of candidates is critical to ensuring the selection of suitable individuals to work with children and foster a child-safe environment and culture. Rosebank College employs robust recruitment practices that prioritise child safety, including:

- a) Rosebank's commitment to child safety is included in all job advertisements.
- b) Jobs descriptions outline the role's responsibility in relation to child safety.
- c) Candidates must **respond** to child safe related questions about their previous positions.
- d) Reference check includes child safe related questions.
- e) The recruitment process includes references and criminal checks (when required).
- f) Hiring panels must ask child-safe questions to candidates. Those questions are included in the interview mandatory bank of questions.
- g) Candidates must have a valid Working with Children Check (WWCC).

Recruitment Policy outlines in detail Rosebank's recruitment practices.

6.2 Onboarding and Induction

All staff, contractors, and volunteers receive a set of documents to ensure they understand and comply with their reporting obligations and Rosebank's Child Safe Program. This includes:

- a) Code of Conduct
- b) Child Safeguarding Policy
- c) Staff Handbook

Training modules, including Child Safeguarding, First Aid, Emergency Procedures, Incident Management, etc.

All staff, contractors, and volunteers must complete Rosebank's induction program, which includes training on the College's Child Safeguarding Program. This program is designed to build staff capabilities in identifying child abuse, grooming, and other indicators of the risk of harm to children. It also outlines the College's and staff's reporting obligations. The module must be completed before the start of employment or engagement.

Additionally, all staff must:



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- a) Hold and maintain a valid WWCC.
- b) Read and acknowledge Rosebank's Staff Code of Conduct.
- c) Read and acknowledge this policy.

6.3 Continuous Professional Development and Performance Management

Rosebank College recognises that child safety is the responsibility of all staff and members of the College community. It requires continuous training and must be embedded as a core practice. To this end, Rosebank has implemented strict practices, including:

Staff receive regular supervision.

- a) Managers and the leadership team provide support to staff in their day-to-day activities and in relation to their child safety obligations.
- b) The Rosebank Board of Directors completes child safety training every 12 months.
- c) The probationary period for all new staff is six months.
- d) Child safety training is provided to all staff every 12 months, along with any relevant additional training.
- e) Staff performance reviews include assessments of staff contributions and responsibilities related to child safety.

Child-Safe Human Resources practices are outlined in Rosebank's *Recruitment Policy*

7. Child Safe Behaviour

Staff must treat all children with respect and comply with this policy and Rosebank's Code of Conduct. All staff are required to sign the Code of Conduct.

Staff must also declare if they have interacted, or plan to interact, with students outside of school hours, including any relationships of any nature with students (e.g., family-related or family friends).

8. Responsibilities

All persons are responsible for contributing to a safe and healthy environment and culture. At Rosebank, the wellbeing and safety of Children is paramount.

8.1 Principal

The Principal (Head of Entity) is responsible for the operational management of the College and the proper implementation of Rosebank's Child Safe Program. The Principal is also responsible for:

- a) Building, maintaining, and fostering a child-safe culture.
- b) Setting the tone and leading by example.



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- c) Ensuring the implementation and compliance with systems to safeguard children's safety and wellbeing, such as policies and procedures.
- d) Receiving reports related to child safety matters.
- e) Overseeing or determining the investigation of a child safety matter.
- f) Determining whether concerns about the safety of a child or student may constitute a Risk of Significant Harm (ROSH).
- g) Reporting on a child safety matter to the statutory authorities, including:
 - i. Mandatory reports to the Department of Communities and Justice (DCJ), and
 - ii. Reportable Conduct to the Office of the Children's Guardian (OCG).
- h) Sharing information and notify the relevant parties of the investigation status and outcome of a child safety matter.
- i) Ensuring confidentiality of the matter.

8.2 Leadership Team

The Leadership Team is responsible for overseeing their respective areas of operation and ensuring that their activities and environments are child safe. They are also responsible for supporting staff and students, as well as ensuring the availability of necessary resources to implement Rosebank's Child Safe Program.

Together with the Principal, the Leadership Team must build, maintain, and foster a culture and environment that prioritise child safety.

8.3 All Staff

All staff must comply with Rosebank's Child Safe Program, including this policy and Rosebank's Code of Conduct

Staff must:

- a) Be aware of the indicators of abuse or risk of significant harm.
- b) Report any concerns or known facts regarding a Child Safe matter.
- c) Maintain the confidentiality of any Child Safe matter.
- d) Cooperate with the investigation of a Child Safe matter.
- e) Maintain the confidentiality of any matter subject to this policy.
- f) Ensure that records related to matters subject to this policy are securely stored.

Staff are not responsible for investigating a Child Safe matter.

8.4 Child Safe Officer

Child Safe Officers are responsible for being the first point of contact and providing support to staff, students, parents, and the community in relation to Child Safe matters. Child Safe Officers are appointed by the College, and their responsibilities include:



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- a) Assisting and clarifying reporting obligations.
- b) Clarifying questions about Rosebank's Child Safe Program.
- c) Receiving and responding to Child Safe matters

Rosebank's Child Safe Officers include:

- a) House Coordinators
- b) Student Leadership Facilitator
- c) Dean of Pastoral Care
- d) Leadership Team members
- e) Counsellors

9. Risk Management

Rosebank has a robust risk management framework to ensure a safety environment for all Students. Rosebank's Risk Management Framework applies to all College's activities and operations.

9.1 Child Safe Risk Management Plan (CSRMP)

The College has conducted a risk assessment focused on child safety within its operations and premises. This assessment enabled the College to identify measures and actions to mitigate risks deemed unacceptable. The identified risks and corresponding actions and measures are detailed in the College's Child Safe Risk Management Plan (CSRMP).

The CSRMP will consider several factors, including:

- a) The College's environment, such as buildings and the online environment.
- b) Activities undertaken by students, both on and off campus.
- c) The students' profile.

The CSRMP is a living document in which the College records new risks as they are identified, tracks the status of treatment measures, assesses levels of risk, and monitors ongoing risks. The CSRMP will be reviewed annually.

9.2 Excursions and Other Activities

Staff are required to conduct a risk assessment for activities such as excursions or events. This assessment must consider child safe risks including potential abuse and the risk of significant harm.

9.3 Incident Management



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All staff members are responsible for reporting Child Safe matters in accordance with this policy. Additionally, staff must report any other incidents (i.e., incidents not related to Child Safe matters) following the procedures outlined in Rosebank's Assurance Program.

10. Responding to a Child Safe Matter

Staff may become aware of a Child Safe matter through witnessing an incident, receiving a disclosure, or identifying red flags, indicators, or observations. These will guide the response and management of the matter.

10.1 Witnessing

If staff witness a child or young person at risk of harm or being harmed, they must act immediately. Staff are required to call emergency services (000) and report the matter, as outlined in the section below, "Responding to an Emergency."

10.2 Disclosure

Staff may become aware of a Child Safe matter through a disclosure made by a child, young person, or any third party. Staff must always be available and accessible to listen to students.

A. Private Disclosure by a Student

At times, a student making a disclosure may not be aware that they are sharing a Child Safe matter. They might feel they are simply telling staff about something that happened to them or that they are uncomfortable or unhappy about. Staff must remain calm and supportive of the students, following these steps:

Listen

- a) Allow the students to speak and use their own words.
- b) Give the student time to elaborate; do not interrupt.
- c) Use open-ended questions; staff must avoid using leading questions.
- d) Staff must not make assumptions.
- e) Do not dismiss the students' comments.

Reassure

- f) Assure the Student the event/situation is not their fault.
- g) Affirm the Student is trusted.
- h) Affirm disclosing the matter/event was the right thing to do.

Staff must not promise the student that they will not report the Child Safe matter. Staff should be honest with the student, explaining that it is their responsibility, as well as the College's, to address and report the matter. Staff must reassure the students that the matter



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will remain confidential and that there will be no consequences for disclosures made in good faith

B. Public Disclosure by a Student

If staff observe a student disclosing a Child Safe matter to their peers, in class, or to a group of people, they must intervene to prevent the student from continuing the disclosure in public. This is called "Protective Interrupting," a strategy to prevent the matter from becoming public and potentially creating further risks of harm to the student, while offering the student the opportunity to continue the disclosure in a safe and confidential environment.

When speaking privately with the student, staff must refer to the section above, "Private Disclosure by a Student".

C. Disclosure by a Third-Party

If staff receive a disclosure from a third party (a person other than the individual who is the subject of the abuse or risk of significant harm), staff must:

- a) Listen to and acknowledge the concerns of the disclosing party.
- b) Advise them of the College's policies and procedures.
- c) Report the matter, referring to the section below, "Reporting a Child Safe Matter."

Staff must inform the disclosing party that the matter will be handled confidentially.

If the disclosed matter does not relate to a Child Safe matter, staff must refer the disclosing party to Rosebank's Complaint Handling Program and provide appropriate guidance.

10.3 Recording information

Upon receiving a disclosure or witnessing an event that may raise a concern, staff must:

- a) Write notes of the disclosure / event as soon as possible. Notes must be unbiased. Staff may only include a factual report of the events. Staff must not use their judgment or assessment about a statement made by the student. Staff must use the students' words in describing the events.
- b) The notes must be comprehensive and contain as many details as possible, including date of disclosure(s).
- c) Report on the matter internally.
- d) Report on the matter to the Statutory Authorities (if applicable). Staff must refer to the section below Reporting a Child Safe Matter.



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All information about an event relating to a Child Safe Matter is crucial to enable and facilitate the investigation. Staff must document all communications relating to a Child Safe Matter.

10.4 Identifying Barriers to Disclosure

Rosebank recognises that children and young people may find it challenging to disclose a concern or a Child Safe matter. The College encourages students to speak up and raise concerns with their teacher, any staff member, or any person they feel comfortable with.

Rosebank conducts student surveys twice a year to assess their wellbeing, identify students who may need support, and address any other issues students may wish to report.

10.5 Encouraging Students to Speak Up

Rosebank encourages students to speak up and raise concerns regarding their safety and wellbeing. Children and young people should not be afraid to voice their concerns or disclose a Child Safe matter. Rosebank has implemented strategies to encourage and support children in speaking up or disclosing a Child Safe matter, including:

- a) Rosebank's Child Safe Program, which is easy to understand and child friendly.
- b) Educating students about abuse and the Risk of Significant Harm (ROSH).
- c) The CARES program.
- d) Counseling services.
- e) Meetings with Student Champions.
- f) The Students' Wellbeing Survey.

A. Protective Behaviours

Rosebank recognises that Protective Behaviours are a crucial tool in keeping Children and Young People safe and encouraging them to speak-up. Protective Behaviours provide children with a powerful tool for recognising situations where they might be unsafe, personal safety, and knowing their rights to not accept and say 'no' to those situations.

10.6 Observation

Staff may become aware of a Child Safe matter by observing indicators of abuse or risk of significant harm (ROSH). Recognizing these indicators, whether alone or in conjunction with other observations, is a crucial tool in identifying a Child Safe matter. If staff identify an indicator, they must seek guidance and discuss the matter with a Child Safe Officer. Staff must make detailed notes of their observations and follow the procedures outlined in this policy.

Indicators include:

- a) Behaviour change: the student becomes withdrawn, sad, or angry.



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- b) The student avoids a specific person.
- c) Self-harm.
- d) Eating disorder.
- e) Sexualised behaviour.
- f) Staff breach of the Code of Conduct (e.g., inappropriate staff behaviour).
- g) Grooming.

10.7 Grooming

Grooming is a strategy used by offenders to gain the trust or manipulate a child or young person, or their support network, with the intent of abusing the child or young person and concealing the abuse. Indicators of grooming include:

- a) Breach of professional conduct.
- b) Breach of Rosebank's Code of Conduct.
- c) Seeking information about a student's movements.
- d) Requesting a student's contact details.
- e) Secondary employment.
- f) Communication with students for reasons other than professional.
- g) Physical contact with children.
- h) Providing special treatment to a student.
- i) Undermining peers to deflect attention from their behaviour.
- j) Ignoring warnings about professional boundaries.
- k) Trivialising behavioural changes in students.
- l) Unnecessary supervision of students.
- m) Staff must report concerns of grooming as outlined in this policy.

Staff must report concerns of grooming as outlined in this policy.

11. Responding to an Emergency

In the event of an emergency, Staff must:

- a) Ensure the persons involved are safe, including their own safety.
- b) Administering first aid.
- c) Call the emergency services (000) if necessary.
- d) Notify the Principal, the Assistant Principal, or the Child Safe Officer.

12. Support

The College has a duty of care to ensure the safety and wellbeing of students. In the event of an incident or disclosure related to a Child Safe matter, the College will provide the student with the necessary support. If required, the College will develop a Student Support Plan in consultation with the student and relevant stakeholders such as parents and teachers.



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The College will also support staff who witness, receive, or make a disclosure of a Child Safe matter.

All Child Safe matters will be kept confidential, including the identity of the individuals who made the report.

13. Reporting a Child Safe Matter

Staff must call the police (000) if they have any concerns that a child or young person is in immediate danger.

13.1 Internal Reporting

All staff must report, either verbally or in writing, any concerns, suspicions, or knowledge of a Child Safe matter, including the following:

- a) A student is at risk of significant harm, including grooming.
- b) A student is being abused, including
 - i. Sexual abuse.
 - ii. Physical abuse.
 - iii. Emotional abuse.
 - iv. Neglect.
 - v. Ill-treatment.
- c) Unacceptable behaviour towards students, including sexual misconduct.

Reports must be made to the Principal, Assistant Principal, or Child Safe Officer. Staff should refer to the section below, "Definitions," for examples of abuse and risk of significant harm.

Staff must also encourage students to speak up and raise any concerns related to a Child Safe matter. Students are encouraged to reach out to their teachers, House Coordinators, the Principal, or any trusted individual they feel comfortable speaking with. Students may also use the CARES program to report or disclose a Child Safe matter.

If the matter refers to the Principal, the Staff may report to the Chair of the Board chair@rosebank.nsw.edu.au

a) Verbal report

Upon receiving a verbal report, the Principal, Assistant Principal, or Child Safe Officer must document the event in writing within 48 hours.

b) Child Safe Matter Register



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Child Safe matter reports will be recorded in the Child Safe Matter Register (CSMR). The purpose of the CSMR is to ensure the College maintains a comprehensive record of all Child Safe matter reports, including the date of the event/allegation, the student's age and date of birth, the status, and the outcome.

13.2 Obligation to Report / Mandatory Reporter

Rosebank College is a Mandatory Reporter, meaning the College is required by law to report any suspected (on reasonable grounds) or known risk of, or actual, child abuse or neglect to the statutory authorities. The College's obligation to report extends to all staff, including:

- a) Board members
- b) Principal
- c) Teachers (including casuals)
- d) Counsellors

At Rosebank, all staff are responsible for responding to and reporting any Child Safe matter. If staff witness, receive a disclosure, or have concerns that a student may be at risk of harm, they must report the matter to the Principal, Assistant Principal, or Child Safe Officer.

If parents or members of the community have concerns about a child being at risk of harm or wish to disclose/report a Child Safe matter, they should contact the Principal, Assistant Principal, or Child Safe Officer.

If the matter involves the Principal, the report must be made to the Chair of the Rosebank Board at chair@rosebank.nsw.edu.au

All reports are confidential.

13.3 Mandatory Report Guide (MRG)

The Mandatory Report Guide (MRG) is a decision-making tool designed to assist Mandatory Reporters in determining whether they are required to make a report to the Department of Communities and Justice (DCJ) identify alternative supports or refer the matter to or consult with other professionals.

Staff must complete the MRG every time they suspect or become aware of a Child Safe matter. The MRG outcome will indicate the appropriate action staff must take regarding that specific matter, and staff must act accordingly.

The MRG can be accessed at <https://reporter.childstory.nsw.gov.au/s/mrg>

If staff disagree with the MRG outcome, they should consult with the Child Safe Officer, Assistant Principal, or Principal, or call the NSW Child Protection Helpline at 132 111.



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Staff must print or save the MRG outcome as a PDF. The MRG outcome must be included in the Child Safe Matter Internal Report and recorded in the Child Safe Matter Register.

13.4 Department of Communities and Justice (DCJ)

The College must report to the DCJ if there are reasonable grounds to believe a child is at risk of significant harm. Although not mandatory, the College will also report concerns if a young person is at risk of significant harm to the DCJ. Therefore, staff must report any concerns related to a Child Safe matter involving a child or young person.

A report to the DCJ can be made through:

- The NSW Child Protection Helpline by calling 132 111
- eReport: child protection report

Information to Make a Report

It is crucial to have detailed information when making a report to the Child Protection Helpline, including:

- a) The name, date of birth, address, and phone number of the child or young person.
- b) Any other relevant background information (e.g., language barrier, disability, cultural identity).
- c) Information about the parents or carers.
- d) Any information relating to risk factors.
- e) The type of harm (e.g., physical abuse, neglect, emotional abuse).

If staff do not have all the information, they must still report the matter to the DCJ. If staff require assistance, they must contact the Child Safe Officer.

The DCJ, Catholic Schools NSW, and the Association of Independent Schools of NSW (AISNSW) have signed a Memorandum of Understanding (MOU) that centralises the mandatory reporting obligation with the Principal. Therefore, upon receiving an internal report, the Principal will report the matter to the DCJ.

13.5. Reportable Conduct

Staff must report to the Principal if they believe another staff member has engaged in Reportable Conduct with or involving a child or young person.

The Principal must report to the **Office of the Children's Guardian (OCG)** within **seven days** of becoming aware of the Reportable Allegation or Reportable Conviction.

Staff must refer to Rosebank's Code of Conduct and report any breach of this policy or the Code of Conduct.



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An allegation of Reportable Conduct may also require a report to the DCJ.

13.6 Police Assistant Line

All Staff must report to the NSW Police any matter relating to

- a) Concerns that a student is at immediate danger.
- b) Any situation Staff considers to be a criminal offence, such as abuse and grooming.
- c) A student being involved in criminal activity.

If the Student is 18 years old or older, the report must only be made if they consent with the report. In the absence of consent, the matter must be reported if to prevent or mitigate the risk of serious harm to the student's life, health, safety or wellbeing.

Staff must call 131 444.

14. Investigation

Staff are not responsible for investigating a Child Safe matter.

Upon receiving a report of a Child Safe matter, the College will take appropriate action, including:

- a) Ensuring the parties involved (including the child, young person, and staff member who reported the matter, if known) are safe and supported.
- b) Reporting the Child Safe matter to the statutory authorities (if required).
- c) Sharing information with external parties (if required).
- d) Reviewing the Child Safe Program, including this policy and the Child Safe Risk Management Plan.
- e) Implementing any other required or identified measures.

The investigation process must begin as soon as practicable and must be fair and transparent. Individuals involved in the investigation process must disclose any conflicts of interest that may affect (or create the perception of affecting) the investigation. Staff must refer to Rosebank's Conflict of Interest Policy and Procedure.

The investigation may be conducted internally, or Rosebank may engage an external investigator.

The Office of the Children's Guardian (OCG) may monitor or oversee the investigation process.

14.1 Preliminary Assessment

Upon receiving the report, the Principal will assess the report, make enquiries and determine the next steps, including:

- a) Ensure the student's safety.



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- b) Provide
- c) Report to the Statutory Authorities.
- d) Investigation.
- e) Assess the risks involved with the student/staff relating to that allegation.
- f) Decide on the action related to the person allegedly creating the risk of significant harm or abuse.

In matters relating to Reportable Conduct, the Principal must assess the risks the employee subject to the Reportable Allegation poses to the student, and mitigate such risks, including prevent contact between the employee and the child. The notification to the OCG must include information about the management of risks.

14.2 Investigation plan

The investigator must develop an Investigation Plan that outlines the allegation or report, identifies sources of information (e.g., documents, witnesses), assigns tasks, sets timeframes, and considers any other relevant factors or requirements (e.g., cultural considerations, special needs).

14.3 Information Gathering

The Principal will gather information related to the reported Child Safe matter, including:

- a) Notifying the employee (if the allegation pertains to an employee)
- b) Interviewing witnesses and relevant individuals
- c) Collecting documents

All information related to the investigation, as well as any other matters that arise during the investigation, must be recorded.

14.4. Notify Employee

If the allegation involves an employee, the Principal will review the evidence and provide the employee with an opportunity to respond to the allegation.

14.5 Draft Report

The Principal will draft a report that includes the evidence, submissions, and their assessment. The report will be submitted to the Leadership Team for endorsement.

14.6 Findings and Next Steps

The Principal will review the evidence, submissions, and input from the Leadership Team, and will outline their findings or seek additional information. The Principal will



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also consider any breaches of legislation, standards, Rosebank's Code of Conduct, and other relevant policies, procedures, and acceptable community standards.

The findings will determine the next steps.

If a Reportable Allegation investigation reveals that the employee has committed an offence under the Crimes Act 1900 (NSW), the Principal must report the matter to the police. If necessary, the Principal may suspend the internal investigation.

The investigation will be conducted in accordance with OCG's guidelines.

14.7 Communication

Upon conclusion of the investigation, Rosebank will notify the relevant parties of the outcome.

If the matter relates to a Reportable Allegation, the Principal must notify the employee subject to the allegation and the OCG in writing of the investigation outcome and the next steps.

14.8 Other Obligations

If the matter relates to Reportable Conduct, the Principal must provide the OCG with an interim or final report **within 30 days** of becoming aware of the Reportable Allegation. The report must include copies of relevant documents, such as transcripts of interviews and other evidence.

The Principal must cooperate with the OCG and provide the required information, including details of the Reportable Allegation, Rosebank's response, and Rosebank's systems and processes.

15. Root Cause Analysis

Following an incident related to a Child Safe Matter, Rosebank will conduct a root cause analysis to identify the underlying causes of the event and determine actions to prevent recurrence. The root cause analysis will consider:

- a) Organisational risks
- b) Vulnerabilities
- c) Physical/online environments
- d) Any other relevant matters

16. Record Keeping

Rosebank College maintains a record of all reports related to a Child Safe Matter, including:



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- a) Child Safe reports
- b) Responses by staff/College
- c) Notes, including dates, names, witnesses, and other relevant details
- d) The investigation process and documented outcome
- e) Mandatory Report Guide outcome
- f) Report details to the Statutory Authority

The College keeps and stores these records in accordance with Rosebank's Privacy Policy and the Management of Records Policy. Any allegation related to a Child Safe Matter will be kept for a minimum of 50 years.

17. Failure to Protect

Staff have a duty to protect children and young persons from abuse, the risk of significant harm, and foreseeable risks. Staff must report and take reasonable steps (within their abilities and authority) to remove or reduce these risks. A staff member commits a criminal offence or Failure to Protect (s. 43NB, Crimes Act 1900 (NSW)) if they:

- a) Know that another staff member at the College poses a serious risk of committing a child abuse offence against a child or young person, and
- b) Fail to reduce or remove the risk, when they have, by virtue of their position, the power or responsibility to do so.

18. Disclosing/Sharing Information to Students and Parents

The Principal must disclose information about a Child Safe Matter to the child or young person to whom the information relates, as well as to their parent, unless the Principal determines that it is not in the public interest to do so. For example, this may include situations where disclosing the information could protect the child or young person or hinder the investigation (s. 57, Children's Guardian Act 2019 (NSW)).

The decision to disclose or withhold information must be documented and recorded.

19. Students' Voice

Rosebank has systems in place to enable, empower, and support students' voices, including:

- a) CARES
- b) SRC
- c) Student wellbeing survey
- d) Regular meetings with student representatives, e.g., House Captains



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20. Parents and Community

The College acknowledges the importance of connecting and communicating with Parents and the community. Rosebank has implemented several initiatives to foster a healthy and close relationship with Parents, as well as provide families with learning and feedback opportunities. These include:

- a) Parent Code of Conduct
- b) Parents and Friends meetings
- c) Newsletters
- d) Parents survey.

21. Complaints and Feedback

Rosebank College recognises and values feedback from staff, students, parents, and the community. Staff, students, parents, and the community are encouraged to provide feedback or raise a complaint (if they wish to do so). Complaints and feedback must be submitted according to Rosebank's Complaints Handling Program.

Staff, students, parents, and the community may direct their feedback or complaints to complaints@rosebank.nsw.edu.au, a staff member, or Risk and Compliance Department.

Complaints and feedback can be made anonymously and will be kept confidential.

Staff, students, parents, and the community may also refer to Rosebank's Whistleblower Policy to raise any matter.

Complaints related to the investigation process may also be made directly to the OCG.

22. Any other concerns

Staff must report to the Principal, Assistant Principal, or Child Safety Officer any concerns about the safety or wellbeing of students that do not relate to abuse or the risk of significant harm.

If the report concerns the Principal, staff must report the matter to the Chair of the Board at chair@rosebank.nsw.edu.au.

23. Privacy and Confidentiality

Rosebank will handle and store information related to a Child Safe Matter in accordance with the College's Privacy Policy. All information will be kept confidential, including the identities of those reporting the matter, the child or young person involved, and any



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employees, unless required by law (refer to the section on Disclosing Information to Students and Parents).

In some cases, the College may be required to share information with statutory authorities. If any information is shared with another party, the College must maintain a record of the disclosure.

24. Breach of Policy

Staff must report any breach of this Policy to the Principal, Assistant Principal, or Child Safety Officer. A breach of this Policy may result in disciplinary action and/or potential legal consequences.

25. Definitions

Abuse means any form of abuse to a Child(ren) that might cause them harm or distress.

- a) **Physical Abuse** means the intentional or reckless use of physical force against a child that results in risk or actual harm to a Child(ren) health, development, dignity. Includes the threat of abuse. For example, physical punishment, pushing, shoving, punching, kicking.
- b) **Sexual Abuse** means any act that exposes or includes a Child(ren) to/in sexual activity or sexual behaviour. It includes **Sexual Offence**: an offence of sexual nature under law or statute, e.g., touching, grooming, or distribution or possession of child abuse material/child pornography; or **Sexual Misconduct**, a conduct sexual in nature with, towards or in the presence of a Child(ren) that is not a sexual offence, e.g., description of sexual acts without a legitimate reason, sexual comments, conversations, or communications.
- c) **Emotional Abuse** means a behaviour towards a Child(ren) likely to damage their self-esteem, social competence, e.g., bullying, threatening of a Child(ren), abusive language, intimidation, shaming, name calling, ignoring or isolating a Child(ren), exposure to domestic violence.
- d) **Neglect** means the failure to provide adequate food, supervision, nursing, or medical assistance by a person responsible for the care of a Child(ren). E.g., failure to protect a child from child abuse, expose a child to a harmful environment.
- e) **Ill-treatment** means a conduct towards a child that is unreasonable and seriously inappropriate, improper, inhumane or cruel. E.g., making excessive or degrading demands to a child, degrading comments to a child, use of inappropriate forms of behaviour management.

Allegation(s) means a report verbal or in writing made by any person of a Child Safety Matter concern. An Allegation may require a report to a Statutory Authority.

Child or Children means all persons younger than 18 years old.



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Child Safety Matter means a concern, incident, event, or any matter related to Abuse, Risk of Significant Harm to a Child, safety, wellbeing, or welfare of a Child. Includes Reportable Conduct.

Child Safe Officer(s) means an employee appointed by the College to be a child safeguarding champion, receive reports relating to child safe matters, and perform their role as outline in this policy.

Concerning Sexualised Behaviour means a harmful sexual behaviour exhibit by a Child that is not age appropriate for that Child. Concerning Sexualised Behaviour may also result in Abuse or ROSE and must be reported.

Disclosure means the revelation verbal or in writing by a Child that they are being / had suffered Abuse or are at Risk of Significant Harm. A Child might not be aware or recognise that they are disclosing such information.

Grooming means a behaviour intended to manipulate and control a Child(ren), their family or support network with the purpose of gaining access to the child, obtaining their compliance and silence to cover the Abuse, it includes the use of alcohol and gifts. Grooming indicators include breach of Code of Conduct, e.g., spending time alone with a Child, attending a child's event not related to the professional relationship, inviting a child on holiday, secondary employment, contacting a child directly, using Social Network to connect and communicate with a child, especial treatment.

Incident means an event that involves a Child, but it does not relate to a Child Safety Matter, e.g., student injured during a sport activity.

Parent(s) means a parent of a Child, includes carers and legal guardians.

Principal means the head of Rosebank College, and responsible for the compliance with legislation and regulations.

Mandatory Reporter(s) means a class of persons required by law to report suspected or actual Risk of Significant Harm (e.g., Abuse or Neglect) to a Statutory Agency, includes the College's Employees.

Mandatory Reporter Guide (MRG) means the DCJ resource available to guide Mandatory Reporter's decision-making about their concerns relating to a Child Safety Matter.

Reportable Allegation means an Allegation that an Employee engaged in conduct that might be Reportable Conduct, includes conduct that might have happened before or during the Employee's employment with Rosebank. A Reportable Allegation must be reported to the OCG.

Reportable Conduct means Sexual Offence, Sexual Misconduct, Ill-treatment, Neglect, assault of a child, failure to protect and failure to report (s. 43B and 316A, Crimes Act 1900), behaviour that might cause significant harm to a child.



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Reportable Conviction means a conviction or finding of guilt in relation to an Employee involving a Reportable Conduct.

Risk of Significant Harm (ROSH) means circumstances that are sufficiently serious to warrant a response by a Statutory Authority. A significant risk to a Child or Young Person safety, welfare or wellbeing. Includes Abuse.

Rosebank or **College** means Rosebank College.

Staff or **Employee** means all persons employed by Rosebank, paid or unpaid, on a casual or permanent basis, including contractors and volunteers.

Social Network means an online platform that allows users to connect with other people and share information, e.g., videos, photos, events, ideas. Social Networks includes Facebook, Instagram, TikTok, Twitter, Snapchat.

Student(s) means a Child, Young Person, or any person enrolled at the College. Includes former Students.

Statutory Authority means a government body established by legislation, includes the Department of Communities and Justice (DCJ) and the Office of the Children's Guardian (OCJ).

26. Review

This policy will be reviewed in 24 months or upon a change of legislation or upon any event that requires the review of Rosebank's practices

27. References

- Children's Guardian Act 2019 (NSW)
- Child Protection (Working with Children) Act 2012 (NSW)
- Child Protection (Working with Children) Regulation 2013 (NSW)
- Children and Young Persons (Care and Protection) Act 1998
- Crimes Act 1900 (NSW)
- Children and Young Persons (Care and Protection) Regulation 2012
- Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015
- Education Act 1990 (NSW)
- Civil Liability Act 2002 (NSW)
- Disability Inclusion Act 2014 (NSW)
- Anti-discrimination Act 1977 (NSW)
- ISO 3100:2018

28. Rosebank Related Documents

- Staff Code of Conduct



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- Privacy Policy
- Child Safe Risk Management Plan
- Child Safe Matter Register
- Safeguarding of Children and Young Persons Statement of Commitment
- Student Welfare Charter
- Recruitment Policy
- Risk Management Program
- Complaints Program
- Whistleblower Policy

9. Version Control

Policy Owner	Principal
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