

CHILD PROTECTION (SAFE AND SUPPORTIVE ENVIRONMENT)

Policy Reference/Version – 1007-2

Policy

Brigidine College is committed to providing a safe and secure environment for students to optimise their learning and ensure their wellbeing. As such, the College will enact all procedures required under the *Child Protection (Working with Children) Act 2012*. The safety, welfare and wellbeing of children and, in particular, protecting them from child abuse, is the paramount consideration in the operation of this policy.

In accordance with the Child Protection (WWCC) Regulation 2013, no person shall be employed without satisfying the regulation and the College will respond to all reportable matters in accordance with legislative requirements. This includes all teaching and non-teaching staff. Accredited investigators and/or the Principal will undertake an investigation into any allegation of reportable conduct in accordance with the NSW Ombudsman Class or Kind Determination.

If an investigation is being conducted, in accordance with the NSW Ombudsman Class or Kind Determination, it is a **mandatory** requirement by the Ombudsman that the Principal (Head of Agency) or Investigator contact the relevant staff at AISNSW to notify and to seek support at key milestones of the investigation. College staff will notify AISNSW of an investigation or to discuss a related issue as the accredited Investigator.

Purpose

The purpose of this policy is to ensure a child safe and child friendly environment within the College.

Guiding Principles

As an employer, BCSI has a moral responsibility and a legal obligation to

- respond to allegations of a child protection nature specifically related to the actions of an employee and ensure appropriate action is taken in relation to the finding, including disciplinary action
- report to the Ombudsman certain allegations or convictions of a child protection nature made against an employee
- notify NESA of any allegations or convictions of a child protection nature made against a teacher and, following due process, notify of the outcome
- report to the Commission for Children and Young People (CCYP) the names of employees for whom it has completed relevant employment proceedings
- ensure its employees are treated fairly and the rights of each individual are respected during an investigation and any applicable disciplinary process
- ensure these proceedings are readily accessible to all employees and are incorporated into the initial child protection training provided at induction and annual child protection updates for all employees.

This policy reflects the implementation of the [Child Protection \(Working with Children\) Act 2012](#) and the [Child Protection \(Working with Children\) Regulation 2013](#).

This policy outlines processes for conducting the:

- Working with Children Check (WWCC) for child related-work which includes a National Criminal History check for paid employees of Brigidine College to determine a person's suitability for employment or engagement with children
- This policy applies to people who are employed or engaged (or who are seeking to be employed or engaged) in child-related work at Brigidine College, in any one of the following capacities:
 - as a paid employee;
 - as a volunteer;
 - as a person undertaking practical training as part of an educational or vocational course (other than as a student undertaking work experience);
 - as a contractor.

The College will ensure that all staff/volunteers, outside tutors and external providers are informed of:

- their legal responsibilities related to child protection and mandatory reporting. This will include all teaching and support staff and all coaches employed in cocurricular activities.
- the requirement to notify and investigate allegations of reportable conduct. This will be carried out by Deputy Principal Faith and Mission or the Year Coordinators who are trained investigators.

Supporting Legislation and Procedures (see further pages)

SECTION 1: Relevant Legislation and Definitions

SECTION 2: Brigidine College Procedures

Related Procedures and Documents

www.kids.nsw.gov.au for legislation and information such as

Child Protection (Working with Children) and Other Child Protection Legislation Amendment Act 2016, making amendments to the following Acts:

- *Child Protection (Working with Children) Act 2012*
- *Children and Young Persons (Care and Protection) Act 1998*

Working with Children Check Procedures

CYPP – Working With Children Guidelines

NSW Ombudsman's Office Guidelines www.ombo.nsw.gov.au

NSW Family and Community Services www.community.nsw.gov.au

The Children's Guardian (formerly the NSW Commission for Children and Young People)

Brigidine policies and Procedures:

Employment 805-1

Code of Conduct – Staff 800-1

Complaints and Grievances – Parents 1009-1

Complaints and Grievances- Students 1010-1

Persons Responsible

Deputy Principal Faith and Mission – student matters

Director Staff – employee matters

Approved by: Principal Version Control: replaces 1007-1

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SECTION 1 – Relevant Legislation and Definitions

THE NSW CHILD PROTECTION LEGISLATION

Brigidine College St Ives is committed to compliance with the NSW Child Protection Legislation, general principles of duty of care, as well as other legislative obligations that impact upon the provision of safe and supportive school environments. In this policy, Brigidine College St Ives reaffirms its commitment to the legislative requirements contained in the following Acts that relate to child protection in New South Wales:

- *Part 3A Ombudsman Act 1974*
- *Part 7 Commission for Children and Young People Act 1998*
- *Child Protection (Prohibited Employment) Act 1998*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Part 3A Ombudsman Act 1974*
- *Children Legislation Amendment (Wood Enquiry Recommendations) Act 2009*
- Keep them Safe: A shared Approach to Child Wellbeing (KTS) March 2009
- Working with Children Check Procedures (15 June 2013)
- Amendments to the NSW Crimes Act 1900 (s316A and 43B) August 2018

This legislation requires that designated government and nongovernment agencies must notify the NSW Ombudsman of any allegation of 'reportable conduct' or conviction related to 'reportable conduct' involving an employee. These agencies are also required to properly investigate and respond to reportable allegations and convictions, and 'exempt' allegations involving misconduct by an 'employee' towards a child. For the purposes of this legislation, a 'child' is a person under the age of 16 years and a 'young person' is 16-17 years of age. Brigidine College St Ives acknowledges that where a complaint of inappropriate conduct by an employee towards a student who is 18 years or over is received, while the child protection legislation is not pertinent, similar transparent and accountable enquiry processes will be followed in response to such a complaint.

For the purposes of *Part 3A Ombudsman Act 1974*, the definition of 'employee' is very broad. In keeping with the legislative definition, for the purposes of this policy, an 'employee' includes all paid employees, whether or not employed in connection with work that relates to children, and also includes 'any individual engaged to provide services to children' in a school whether in a paid or voluntary capacity (for example, parent volunteers and members of the clergy who perform a task for a school are included in this definition of 'employee'). The role of the NSW Ombudsman is to audit, oversee, monitor or review the employer's response to 'reportable' or 'exempt' allegations including intake decision-making and appropriate risk assessment and risk management. Brigidine College St Ives acknowledges its responsibility to establish and maintain appropriate procedures for responding to allegations including the implementation of intake, intake assessment, and risk management processes.

Child Protection (Working with Children) Act 2012

Child Protection (Working with children) Regulation 2012

These two pieces of legislation and associated guidelines comprise the NSW *Working with Children Check* that is administered by The Office of the Children's Guardian (NSW). The *Working with Children Check* requires employment screening for preferred applicants for paid child-related employment and prohibits persons who have been convicted of a 'serious sex offence' or the murder or kidnapping of a child (under 18 years old) from applying for, undertaking or remaining in child-related employment. All 'employees', whether paid or voluntary, are required to complete a Working With Children Check and be verified by the employer before commencing employment. A

'prohibited person' may apply for an exemption permitting the person to remain or engage in child-related employment (subject to or without conditions).

Child-related employment screening (WWCC) of a prospective employee involves:

- a national relevant criminal record check (child-related offences)
- a check of relevant Apprehended Violence Orders (involving children), and
- a review of relevant employment proceedings completed by a previous employer and notified to the employment screening database maintained by the NSW Commission for Children and Young People.

The *Working with Children Check* legislation and Guidelines require employers to notify CCYP - the Office of the Children's Guardian of 'relevant employment proceedings' for inclusion in the employment screening database. A 'relevant employment proceeding' means a disciplinary proceeding against an employee by an employer that involves 'reportable conduct', or an 'act of violence committed by the employee in the course of employment and in the presence of a child'. Brigidine College St Ives acknowledges its responsibility to establish and maintain appropriate recruitment, selection and screening processes in accordance with this aspect of the child protection legislation.

The Office of the Children's Guardian (NSW) is an independent government agency that:

- administers the Working With Children Check;
- encourages organisations to develop their capacity to be safe for children;
- administers a voluntary accreditation scheme for persons working with persons who have committed sexual offences against children.

The above responsibilities were transferred from the Commission for Children and Young People to the Office of the Children's Guardian on 15 June 2013. Further information about these responsibilities can be found on the Commission's website at <http://www.kids.nsw.gov.au>

Part A: The Care and Protection Act

The Care and Protection Act provides for mandatory reporting of children at risk of significant harm.

Note: any concern regarding the safety, welfare or wellbeing of a student must be reported to the Principal.

1. Who is a mandatory reporter?

Under the Care and Protection Act persons who:

- a) in the course of their employment, deliver services including health care; welfare, education, children's services and residential services, to children; or
- b) hold a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services including health care, welfare, education, children's services and residential services, to children, are mandatory reporters. All teachers are mandatory reporters. **At Brigidine, all employees are deemed mandatory reporters.**

Failure to report child abuse (s316A)

Section 316A of the NSW Crimes Act (amended 31 August 2018) requires all adults in NSW to report a child abuse offence (sexual or physical assault or extreme neglect) to Police if they:

- know (or reasonably ought to know) that an offence has been committed, and
- have information that might be of material assistance in apprehending, prosecuting or convicting the offender.

Failure to reduce or remove the risk of child abuse (s43B)

An adult working in an organisation that undertakes child-related work will commit an offence if they negligently fail to reduce or remove the risk of a child abuse offence occurring now or in the future.

2. When must a report be made to Community Services?

2.1 What is the threshold?

A mandatory reporter must, where they have reasonable grounds to suspect that a child (under 16 years of age) is at **risk of significant harm**, report to Community Services as soon as practicable, the name, or a description, of the child and the grounds for suspecting that the child is at risk of significant harm. In addition, while not mandatory, the College considers that a report should also be made to Community Services where there are reasonable grounds to suspect a young person (16 or 17 years of age) is at risk of significant harm and there are current concerns about the safety, welfare and wellbeing of the young person.

2.2 Reasonable Grounds

‘Reasonable grounds’ refers to the need to have an objective basis for suspecting that a child or young person may be at risk of significant harm, based on: first hand observations of the child, young person or family what the child, young person, parent or another person has disclosed what can reasonably be inferred based on professional training and / or experience. ‘Reasonable grounds’ does not mean that staff are required to confirm suspicions or have clear proof before making a report.

2.3 SIGNIFICANT HARM

A child or young person is 'at risk of significant harm' if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence, to a significant extent, of any one or more of the following circumstances: the child's or young person's basic physical or psychological needs are not being met or are at risk of not being met, the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care, in the case of a child or young person who is required to attend school in accordance with the Education Act 1990 - the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act, the child or young person has been, or is at risk of being, physically or sexually abused or illtreated, the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm, a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm, the child was the subject of a pre-natal report under section 25 of the Care and Protection Act and the birth mother of the child did not engage successfully with

support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

2.4 Other Relevant Definitions

Significant Harm

A child or young person is at risk of significant harm if the circumstances that are causing concern for the safety, welfare or wellbeing of the child or young person are present to a significant extent. What is meant by 'significant' in the phrase 'to a significant extent' is that which is sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. What is significant is not minor or trivial, and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing. In the case of an unborn child, what is significant is not minor or trivial, and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child after the child's birth. The significance can result from a single act or omission or an accumulation of these. Child is a person under the age of 16 years for the purposes of the Care and Protection Act.

Child Abuse and Neglect

There are different forms of child abuse. These include neglect, sexual, physical and emotional abuse. Neglect is the continued failure by a parent or caregiver to provide a child with the basic things needed for his or her proper growth and development, such as food, clothing, shelter, medical and dental care and adequate supervision. Physical abuse is a non-accidental injury or pattern of injuries to a child caused by a parent, caregiver or any other person. It includes but is not limited to injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation. Injuries include bruising, lacerations or welts, burns, fractures or dislocation of joints. Hitting a child around the head or neck and/or using a stick, belt or other object to discipline or punish a child (in a non-trivial way) is a crime. Serious psychological harm can occur where the behaviour of their parent or caregiver damages the confidence and self-esteem of the child or young person, resulting in serious emotional deprivation or trauma. Although it is possible for 'one-off' incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or carer behaviour that is instrumental in defining the consequences for the child. This can include a range of behaviours such as excessive criticism, withholding affection, exposure to domestic violence, intimidation or threatening behaviour. Sexual abuse is when someone involves a child or young person in a sexual activity by using their power over them or taking advantage of their trust. Often children are bribed or threatened physically and psychologically to make them participate in the activity. Child sexual abuse is a crime. Child wellbeing concerns are safety, welfare or wellbeing concerns for a child or young person that do not meet the mandatory reporting threshold, risk of significant harm. Young person means a person who is aged 16 years or above but who is under the age of 18 years for the purposes of the Care and Protection Act.

3. What should staff do when considering if a mandatory report is required?

Reporting by the College about these matters to Community Services and, where necessary, the police, is generally undertaken by the Principal. This is supported by Community Services in accordance with best practice principles and is the expectation of the College. If you have a concern that a child or young person is at risk of significant harm you should contact the Principal as soon as possible to discuss whether the case reaches the threshold of 'risk of significant harm' and the steps required to report the matter. However, if there is an immediate danger to the child or young

person and the Principal or next most senior member of staff is not contactable you should speak to the Police and/or the Child Protection Helpline directly and then advise the Principal or next most senior member of staff at the College as soon as possible. You are not required to, and must not, undertake any investigation of the matter yourself. You are not to inform the parents or caregivers that a report to Community Services has been made. You are required to deal with the matter confidentially and only disclose it to the persons referred to above or as required to comply with your mandatory reporting obligations. Failure to maintain confidentiality will not only be a breach of this policy but could expose you to potential civil proceedings for defamation.

4. What should staff do about a concern that is below the mandatory reporting threshold?

While the Care and Protection Act outlines a mandatory reporter's obligation to report to Community Services, as an employee of this College, any concern regarding the safety, welfare and wellbeing of a student must be reported to the Principal as soon as practicable. You are required to deal with all reports regarding the safety, welfare or wellbeing of a student with confidentiality and only disclose it to the Principal and any other person the Principal nominates. Failure to do so will be a breach of this policy.

Part B: The Ombudsman Act

1. Responsibilities

1.1 General

Part 3A of the Ombudsman Act requires the heads of certain agencies, including non government schools in New South Wales, to notify the New South Wales Ombudsman of all allegations of reportable conduct by an 'employee' and the outcome of the College's investigation of these allegations. An 'employee' includes employees, contractors, volunteers, work experience participants, clergy, ministers of religion and instructors of religion who provide pastoral or liturgical services. In this part where there is a reference to an employee it includes all of these persons.

1.2 The Ombudsman

The Ombudsman:

- must keep under scrutiny the systems for preventing reportable conduct by employees of non government schools and the handling of, or response to, reportable allegations (including allegations which are exempt from notification) or convictions;
- must receive and assess notifications from non government schools concerning reportable conduct or reportable convictions;
- is required to oversee or monitor the conduct of investigations by non government schools into allegations of reportable or reportable convictions;
- must determine whether an investigation that has been monitored has been conducted properly, and whether appropriate action has been taken as a result of the investigation;

- may directly investigate an allegation of reportable conduct or reportable conviction against an employee of a non government school, or the handling of or response to such a matter (e.g arising out of complaints by the person who is the subject of an allegation);
- and may undertake 'own motion' investigations of non government schools where the Ombudsman considers it appropriate to do so, including where there is evidence of systemic failure or serious conflict of interests.

1.3 Head of Agency

The Head of Agency is the Principal of the College. Under the Ombudsman Act the Head of Agency must:

- set up systems within the College to ensure that they are advised of any allegations of reportable conduct against employees;
- notify the Ombudsman (using a NSWOW Part A notification form) as soon as possible and no later than thirty days after being made aware of an allegation;
- notify the Ombudsman whether or not the College plans to take disciplinary or other action in relation to an employee who is the subject of a reportable allegation or conviction, and the reasons for taking or not taking any such action as soon as practicable;
- and provide the Ombudsman with any documentary and other information as the Ombudsman may from time to time request to assist in the Ombudsman's monitoring of an investigation. This will typically include the NSWOW Part B notification form and risk assessments.

Staff Obligations to Report

You must report any concerns you may have about any other employee engaging in reportable conduct or any allegation of 'reportable conduct' that has been made to you, to the Principal, including information about yourself. If you are not sure whether the conduct is reportable conduct but consider that it is inappropriate behaviour you must still report it. You must also report to the Principal if you become aware that an employee has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving reportable conduct. This includes information relating to yourself. If the allegation involves the Principal, you are required to report to the Chair of the College Board.

Contact for Parents

The Principal is the contact point for parents if they wish to report an allegation of reportable conduct against an employee.

2. What is reportable conduct?

2.1 Definition of reportable Conduct

Reportable conduct is defined as:

- a) any sexual offence or sexual misconduct committed against, with, or in the presence of a child (including a child pornography offence or an offence involving child abuse material);
- b) any assault, ill-treatment or neglect of a child; and

c) any behaviour that causes psychological harm to a child whether or not, in any case, with the consent of the child.

Reportable conduct does not extend to:

a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards; or

b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures; or

c) conduct of a class or kind exempted from being reportable conduct by the Ombudsman under section 25CA.

2.2 Other Relevant Definitions

Set out below are definitions of the various terms referred to above in relation to reportable conduct.

Behaviour that causes psychological harm to a child is behaviour that is obviously or very clearly unreasonable and results in significant harm or trauma to a child. There needs to be a proven causal link between the inappropriate behaviour and the harm, and the harm must be more than transient.

Child is a person under the age of 18 years for the purposes of the Ombudsman Act.

Ill-treatment captures those circumstances where a person treats a child in an unreasonable and seriously inappropriate, improper, inhumane or cruel manner. The focus is on the alleged conduct rather than the actual effect of the conduct on the child. Ill-treatment can include disciplining or correcting a child in an obviously unreasonable and seriously inappropriate manner; making excessive and/or degrading demands on a child, hostile use of force towards a child; and/or pattern of hostile or unreasonable and seriously inappropriate, degrading comments or behaviour towards a child.

Neglect includes either an action or inaction by a person who has care responsibility towards a child. The nature of the employee's responsibilities provides the context against which the conduct needs to be assessed

Supervisory neglect is an intentional or reckless failure to adequately supervise a child that results in the death of, or significant harm to, a child, or an intentional or reckless failure to adequately supervise a child or a significantly careless act or failure to act, that involves a gross breach of professional standards, and has the potential to result in the death or significant harm to a child.

Carer neglect - Grossly inadequate care that involves depriving a child of the basic necessities of life: such as the provision of food and drink, clothing, critical medical care or treatment, or shelter.

Failure to protect from abuse - An obviously or very clearly unreasonable failure to respond to information strongly indicating actual or potential serious abuse of a child.

Reckless Act (or failure to act): A reckless act, or failure to act, that involves a gross breach of professional standards, and has the potential to result in the death of, or significant harm to, a child.

Physical Assault is any act by which a person intentionally inflicts unjustified use of physical force against another. An assault can also occur if a person causes another person to reasonably apprehend that unjustified force is going to be used against them. Even if a person who inflicts physical harm or causes another person to reasonably apprehend physical harm does not actually intend to inflict the harm or cause fear, they may still have committed an assault if they acted 'recklessly'. 'Recklessness' in this context relates to circumstances when the person ought to have known that their actions would cause a person physical harm or cause them to fear injury. Assaults can include hitting, pushing, shoving, throwing objects or making threats to physically harm a child.

PSOA - 'person subject to the allegation'

Reportable conviction means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.

Sexual Misconduct has two categories which include crossing professional boundaries, and/or sexually explicit comments and other overtly sexual behaviour. The alleged conduct must have been committed against, with or in the presence of a child.

Crossing professional boundaries includes behaviour that can reasonably be construed as involving an inappropriate and overly personal or intimate:

- relationship with
- conduct towards or
- focus on

a child or young person, or a group of children or young persons.

Sexually explicit comments and other overtly sexual behaviour - behaviour involving sexually explicit comments and other overtly sexual behaviour which can constitute sexual misconduct. Some forms of this behaviour also involve crossing professional boundaries. This conduct may include:

- inappropriate conversations of a sexual nature
- comments that express a desire to act in a sexual manner
- unwarranted and inappropriate touching
- sexual exhibitionism
- personal correspondence (including electronic communications such as emails and text messages) with a child or young person in relation to the adult's sexual feelings for a child or young person
- exposure of children and young people to sexual behaviour of others including display of pornography
- watching children undress for example, in change rooms or toilets when supervision is not required or justified.

Sexual Offences encompasses all criminal offences involving a sexual element that are 'committed against, with or in the presence of a child'. These offences include (but are not limited to) the following:

- indecent assault
- sexual assault
- aggravated sexual assault
- sexual intercourse and attempted sexual intercourse
- possession/dissemination/production of child pornography or child abuse material

- using children to produce pornography
- grooming or procuring children under the age of 16 years for unlawful sexual activity
- deemed non-consensual sexual activity on the basis of special care relationships.

Grooming refers to patterns of behaviour or conduct aimed at engaging with an alleged victim for sexual activity. Types of grooming behaviours may include

- persuading child/ren that there is a 'special' relationship'
- inappropriate gift giving
- special favours / breaking rules
- inappropriate amounts of time
- secret relationship, tactics to keep relationship secret
- testing boundaries (touching, physical contact, undressing in front of child, talking about sex)
- extending relationship outside of work
- personal communication about personal or intimate feelings.

Definitions of 'grooming', within child protection legislation, are complex. Under the Crimes Act, grooming or procuring a child under the age of 16 years for unlawful sexual activity is classed as a sexual offence. The Crimes Act (s73) also extends the age of consent to 18 years when a child is in a 'special care' relationship. Under Schedule 1(2) of the Child Protection (Working With Children) Act, grooming is recognised as a form of sexual misconduct. The NSW Ombudsman Act, 1974 and this Child Protection policy reflect all of these definitions within the context of the Reportable Conduct Scheme (Part 3A).

Part C: Working With Children Act

General

The Office of the Children's Guardian (OCG) is responsible for employment screening for child related employment. A Working With Children Check (Check) is a prerequisite for anyone in child related work. It involves a national criminal history check and review of reported workplace misconduct findings. The result of a Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring by the OCG, and any relevant new records which appear against a cleared applicant's name may lead to the Check being revoked. It is the responsibility of the child-related worker to ensure that when they are eligible to apply for a Check or when their Check is up for renewal that they do so.

Responsibilities

The object of the WWC Act is to protect children by not permitting certain persons to engage in child related work and by requiring persons engaged in child related work to have working with children check clearances. The College is required to verify online and record the status of each child related worker's Check only employ or engage child related workers or eligible volunteers who have a valid Check and report findings of misconduct involving children made against child related workers or volunteers.

Child related workers and eligible volunteers are required to hold and maintain a valid Check, not engage in child related work at any time that they are subjected to an interim bar or a bar and report to the Principal if they are no longer eligible for a Check, the status of their Check changes or are notified by the OCG that they are subjected to a risk assessment.

All volunteers are required to be aware and follow the expectations of conduct expressed in the College Staff Code of Conduct and sign the Volunteer Statutory Declaration. Some volunteers engaged in high risk roles may be required to have a Check.

2. Relevant Definitions

2.1 Bars

Final Bar is applied based on a decision made by the OCG, following a risk assessment. This person is barred against working with children.

Interim Bar is issued to high risk individuals to prevent them from continuing to work with children while a risk assessment is conducted. An interim bar may be applied for up to 12 months. If an interim bar remains in place for six months or longer, it may be appealed against through the Administrative Decisions Tribunal. Not everyone who is subject to a risk assessment will receive an interim bar; only those representing a serious and immediate risk to children. Interim bars are issued only for risks considered likely to result in a final bar.

2.2 Child-Related Work

Child-related work includes, but is not limited to work in the following sectors

- early education and child care including education and care service, child care centres and other child care
- education schools and other educational institutions and private coaching or tuition of children
- religious services
- residential services including boarding schools, homestays more than three weeks, residential services and overnight camps
- or transport services for children including school bus services, taxi services for children with disability and supervision of school road crossings.

2.3 Child Related Worker

A person who has physical contact or face to face contact with children in work outlined above in 3.2, including schools. This may include volunteer work. A child related worker may commence work once they have completed the Check application process. An application is completed when the online application form is complete and the worker's identity has been proven at Services NSW and the fee has been paid (if in paid work). If you are unclear if your role is child related you should speak with the Principal.

2.4 Disqualified person

A disqualified person is a person who has been convicted, or against whom proceedings have been commenced for a disqualifying offence outlined in Schedule 2 of WWC Act.iv. A disqualified person is a person who has a bar preventing them from working with children in child related work. It is an

offence for an employer to knowingly engage a child related worker when they do not hold a Check or who has a bar or an interim bar. It is an offence for an employee to engage in child related work when they do not hold a Check or who has a bar or an interim bar.

2.5 Findings of misconduct involving children

The College will report to the OCG when a finding has been made that the person (an employee of the College) subject to the finding engaged in sexual misconduct committed against, with, or in the presence of a child, including grooming of a child, or any serious physical assault of a child.

The College will advise the person that the OCG has been notified of a finding of misconduct involving children. The WWC Act enables a person who has a finding referred to the OCG under the Act to request access to the records held by the College in relation to the finding of misconduct involving children.

2.6 Reporting body

Independent Schools which are members of the AISNSW are defined as a reporting body by the WWC Act. Section 35 of the WWC Act requires this College to notify the OCG findings of misconduct involving children made against a child related worker. The College may also be obliged to report, amend or provide additional information to the OCG as outlined in the WWC Act.

2.7 Risk Assessment

Risk assessment is an evaluation of an individual's suitability for child-related work. The OCG will conduct a risk assessment on a person's suitability to work with children when a new record is received which triggers a risk assessment. This may include an offence under Schedule 1, pattern of behaviour or offences involving violence or sexual misconduct representing a risk to children, findings of misconduct involving children or notification made to OCG by the Ombudsman.

2.8 Working with children check

A Working with Children Check (Check) means authorisation under the WWC Act to engage in child related work. An employee will be issued with a number which is to be provided to the College to verify the status of an employee's Check.

SECTION 2 – Brigidine College Procedures for Child Protection

Part A: Employment

What is child-related work?

Child-related work is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector. Within Brigidine College St Ives this is deemed to be all employees, regardless of their specific role, due to the regular opportunity to relate to students in a day-to-day environment. It also includes casual teachers and support staff, sports coaches and similar, peripatetics, volunteers and contractors who work directly with the students.

The WWC check process -

The WWC check is done through the Office of the Children's Guardian (OCG), by either the Director Staff or the PA to the Principal prior to beginning employment, voluntary or contractual work.

All current employees hold a WWC verified clearance at the time of writing this policy. All new employees will be checked, and their clearance verified prior to employment. All Peripatetics, volunteers and contractors who work with students in an unsupervised capacity will also be checked and cleared prior to commencement. If a person needs to engage with students prior to a check being able to be completed, that person will always remain in the company of a staff member until such times as a cleared check is received. Employment contracts are issued pending verification and clearance, if not already done.

Records of each check are kept in a secure place with access limited only to those deemed to need it, as determined by the Principal or Director Staff. The details kept follow the guidelines set down by the OCG. Records are kept

- for all employees and Peripatetics in the College staff database (currently Sentral) – reports are readily accessible from this database
- for volunteers and contractors in Excel spreadsheet stored in the HR drive
- as hard copy in the individual staff personnel files

Reminders to staff, volunteers and contractors:

- each 3 months (as flagged as a reminder in the Director Staff's calendar) the PA to the Principal provides a report to the Director Staff of upcoming expiring dates of WWC numbers
- the Director of Staff contacts each person, and their line manager in the case of coaches, volunteers etc, to notify of the upcoming expiry and the process and requirement to renew
- OCG contacts people directly about their expiry and renewal 3 months prior to expiry
- NESAs contact both teachers and the Principal to remind them
- reminders are given that continuing employment or engagement at Brigidine College depends on current clearance of WWC check.

What happens if clearance is not verified, a ban is notified or a staff member is under investigation from an allegation?

Circumstances in each case need to be considered. Brigidine College will seek advice from the AIS and notify NESA of any issue as they require.

In the case of an ongoing investigation

- the Principal will determine if the staff member can continue during the investigation or is to be suspended with or without pay – this will depend on the allegation and initial evidence
- once a finding is reached in the investigation the ongoing employment, volunteer or contractual relationship will be determined and if ended NESA will be notified

In the case of doing the check of a new member it is found that the person is banned no relationship will be formed and any relevant line manager will be informed that this person is not allowed to be retained in any way.

In the case of an existing member moving from a cleared to a banned status, the OCG will notify the College (Principal or Director Staff) and the College will give assurance that the person will no longer be retained. NESA will also be advised.

Part B: Process for Informing and Information Sharing

As part of its commitment to the minimisation of harm to students, Brigidine College ensures that all members of its community are informed annually of their legal responsibilities in relation to of Child Protection (mandatory reporting, reportable conduct) and other College expectations.

All staff receive professional development about their obligations of child protection (also see table below). This includes

- annual presentation by the Deputy Principal Faith and Mission (AIS trained Child Protection investigator and mandatory reporter) about the meaning of child protection, the meaning of and obligation of mandatory reporting, the process of allegation and investigation and findings
- annual presentation by Director Staff on more general aspects of safe environment and duty of care, warden training and right relationships
- agendas of the staff meeting, or staff development day are sent to staff so that they are aware of this compliance training. Staff are required to sign off on their attendance and the signed sheet is kept as a record of attendance. Copies of documents or displays used in these presentations are made available to all staff on the Sentral Portal.
- absent staff are required to meet with the Director Staff and/or the DP Faith and Wellbeing and to access the information on the Sentral Portal. The Director Staff will follow up to ensure that no staff member or coach is missed.
- staff are told and reminded that employment at Brigidine College is dependent upon having a current WWC clearance.
- each 1-2 years an additional online training in child protection through AIS or similar
- a Child Protection Booklet, including the College Policy, Staff Code of Conduct, the PowerPoint slides from the annual presentation plus some reading material from the NSW Ombudsman, is given to all new staff and to volunteers, contractors, casuals etc who do not

have the same opportunity to attend the full PD e.g. because they commence at a different time

- all new staff are given an induction by the Director Staff, including information on Child Protection
- all new coaches, Peripatetics etc are given an induction either by Director Cocurricular, Director Staff or Deputy Principal Faith and Mission, including information on Child Protection.

To this end, the following program is run:

Information	Person Responsible	How	When
Employees and volunteers who have direct contact with students have undertaken training annually about their legal responsibilities in relation to child protection, mandatory reporting, and other relevant expectations as appropriate to professional conduct in schools	Either AIS presenter/ AIS Online Module (Governance) Or DP Faith and Mission (employees) Director Cocurricular – coaches and peripatetic staff	Interactive presentation involving scenarios; Powerpoint Booklet – Child Protection 2022 (annually updated) Interactive presentation involving scenarios; Powerpoint Booklet – Child Protection 2022 (annually updated)	Annually for employees usually Term 4 Day 1 Staff Compliance Day (if this is unavailable, Term 4 Staff days in December) Immediately prior to commencement as a coach eg sport, debating or peripatetic teacher eg Speech, Music
New staff including casual staff	Director Staff or DP Faith and Mission	Interactive presentation involving scenarios; Powerpoint Booklet – Child Protection 2022 (annually updated)	At commencement of employment
In regard to the <i>Part 3a Ombudsman Act 1974</i> the College will ensure that the Ombudsman's Office will be notified in regard to any allegations made within 30 days of the Principal being made aware of the allegation	Principal (or Deputy Principal Faith and Mission)	Email	Within 30 days of the Principal being made aware of the allegation
Students will be informed of Child Protection and their	Deputy Principal Faith and Mission and Year Coordinators	Interactive presentation involving scenarios; Powerpoint	Annually in Term 1 during a Year Meeting

rights under the legislation			
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Also see Appendix 2 (Employment of Sport and Dance Staff) and Appendix 3 (Employment of DEA Support Staff)

Part C: Investigation and mandatory reporting procedures

3. What happens when an allegation of reportable conduct is made?

3.1 Initial steps

Initial reports of an alleged incident or allegation against a staff member can be received in a variety of ways. This can be via email, text or phone call or a direct witness account from a member of the school community or from outside the community. Once an allegation of reportable conduct against an employee is received, the Head of Agency (College Principal) will call the Investigator (Deputy Principal Faith and Mission or Year Coordinator) and will make initial contact with the AIS Child Protection Unit to seek clarity and guidance on the matter.

The Principal will -

- a) determine on face value whether it is an allegation of reportable conduct;
- b) assess whether Community Services or the Police need to be notified (ie, if reasonable grounds to suspect that a child is at risk of significant harm or a potential criminal offence). If they have been notified, seek clearance from these statutory agencies prior to the College proceeding with the Reportable Conduct investigation;
- c) notify the child's parents (unless to do so would be likely to compromise the investigation or any investigation by Community Services or the Police);
- d) notify the Ombudsman within 30 days of receiving the allegation;
- e) carry out a risk assessment and take action to reduce/remove risk, where appropriate; and
- f) appoint the Deputy Faith and Wellbeing or other trained Investigator to investigate the allegation.

3.2 Investigation Principles

Brigidine College will:

- a) be mindful of the principles of procedural fairness
- b) inform the PSOA via letter of the substance of any allegations made against them and provide them with a reasonable opportunity to respond to the allegations
- c) make reasonable enquiries or investigations before making a decision
- d) avoid conflicts of interest
- e) conduct the investigation without unjustifiable delay
- f) handle the matter as confidentially as possible and

g) provide appropriate support for all parties including the child(ren), witnesses and the PSOA.

3.3 Investigation steps

In an investigation the Appointed Investigator will generally -

- a) interview relevant witnesses and gather relevant documentation
- b) provide a letter of allegation to the PSOA
- c) interview the PSOA
- d) consider relevant evidence and make a preliminary finding in accordance with the NSW Ombudsman guidelines
- e) inform the PSOA of the preliminary finding and provide them with an opportunity to respond
- f) consider any response provided by the PSOA
- g) make a final finding in accordance with the NSW Ombudsman Guidelines
- h) decide on the disciplinary action, if any, to be taken against the PSOA
- i) apply the NSW Office of the Children's Guardian (OCG) Guidelines and decide if the matter is reportable to the OCG
- j) send the final report to the Ombudsman and report to the OCG (where required).

The steps followed in the investigation process will be guided by the "Recommended Protocols for Internal Investigative and Disciplinary Proceedings, 2001" (IEU/AIS) as updated from time to time. The steps outlined above may need to be varied on occasion to meet circumstances. For example, it may be necessary to take different steps where the matter is also being investigated by Community Services or the NSW Police.

A PSOA may have an appropriate support person with them during the interview process. Such a person is there for support only and as a witness to the proceedings and not as an advocate or to take an active role.

4. Risk management

Risk management means identifying the potential for an incident or accident to occur and taking steps to reduce the likelihood or severity of its occurrence. The Head of Agency (College Principal) is responsible for risk management throughout the investigation and will assess risk at the beginning of the investigation, during and at the end of the investigation.

4.1 Initial risk assessment

One of the first steps following an allegation of reportable conduct against an employee is for the Investigator to conduct a risk assessment. The purpose of this initial risk assessment is to identify and minimise the risks to:

- a) the child(ren) who are the subject of the allegation
- b) other children with whom the employee may have contact

- c) the PSOA
- d) the College, and
- e) the proper investigation of the allegation.

The factors which will be considered during the risk assessment include:

- a) the nature and seriousness of the allegations
- b) the vulnerability of the child(ren) the PSOA has contact with at work
- c) the nature of the position occupied by the PSOA
- d) the level of supervision of the PSOA
- e) the disciplinary history or safety of the PSOA and possible risks to the investigation.

The Head of Agency will take appropriate action to minimise risks. This may include the PSOA being temporarily relieved of some duties, being required not to have contact with certain students, or being suspended from duty. When taking action to address any risks identified, Brigidine College will take into consideration both the needs of the child(ren) and the PSOA.

Note that a decision to take action on the basis of a risk assessment is not indicative of the findings of the matter. Until the investigation is completed and a finding is made, any action, such as an employee being suspended, is not to be considered to be an indication that the alleged conduct by the employee did occur.

4.2 Ongoing risk management

The Head of Agency and Investigator will continually monitor risk during the investigation including in the light of any new relevant information that emerges.

4.3 Risk management at the end of the investigation

At the completion of the investigation, a finding will be made in relation to the allegation and a decision made by the Head of Agency regarding what action, if any, is required in relation to the PSOA, the child(ren) involved and any other parties.

5. What information will be provided to the PSOA?

The PSOA will be advised

- a) that an allegation has been made against them (at the appropriate time in the investigation)
- b) of the substance of the allegation, or of any preliminary finding and the final finding.

The PSOA does not automatically have the right to

- a) know or have confirmed the identity of the person who made the allegation
- b) be shown the content of the Ombudsman notification form or other investigation material that reveals all information provided by other employees or witnesses. The WWC Act enables a person who has a finding referred to the OCG under the Act to request access to the records held by the College in relation to the finding of misconduct involving children' (see Part C section 3).

6. Disciplinary Action

As a result of the allegations, investigation or final findings, Brigidine College may take disciplinary action against the PSOA (including termination of employment). In relation to any disciplinary action the College will

- a) give the PSOA details of the proposed disciplinary action
- b) give the PSOA a reasonable opportunity to respond before a final decision is made.

7. Confidentiality

It is important when dealing with allegations of reportable conduct that the matter be dealt with as confidentially as possible. Brigidine College requires that all parties maintain confidentiality during the investigation including in relation to the handling and storing of documents and records. Records about allegations of reportable conduct against employees will be kept in a secure area (the office of the PA to the Principal) and will be accessible by the Principal or with the Principal's express authority. No employee may comment to the media about an allegation of reportable conduct unless expressly authorised by the Principal to do so. If you become aware of a breach of confidentiality in relation to a reportable conduct allegation you must advise the Principal.

Part D: Investigator(s) in the College

Year	Investigators	Contingency
2021	Brian Loughland – Deputy Principal Faith and Mission Karen Dunsmore – Year Coordinator Nyree Lovett – Year Coordinator Kate Ryder – Year Coordinator	AIS NSW Investigator

Part E: Document Storage

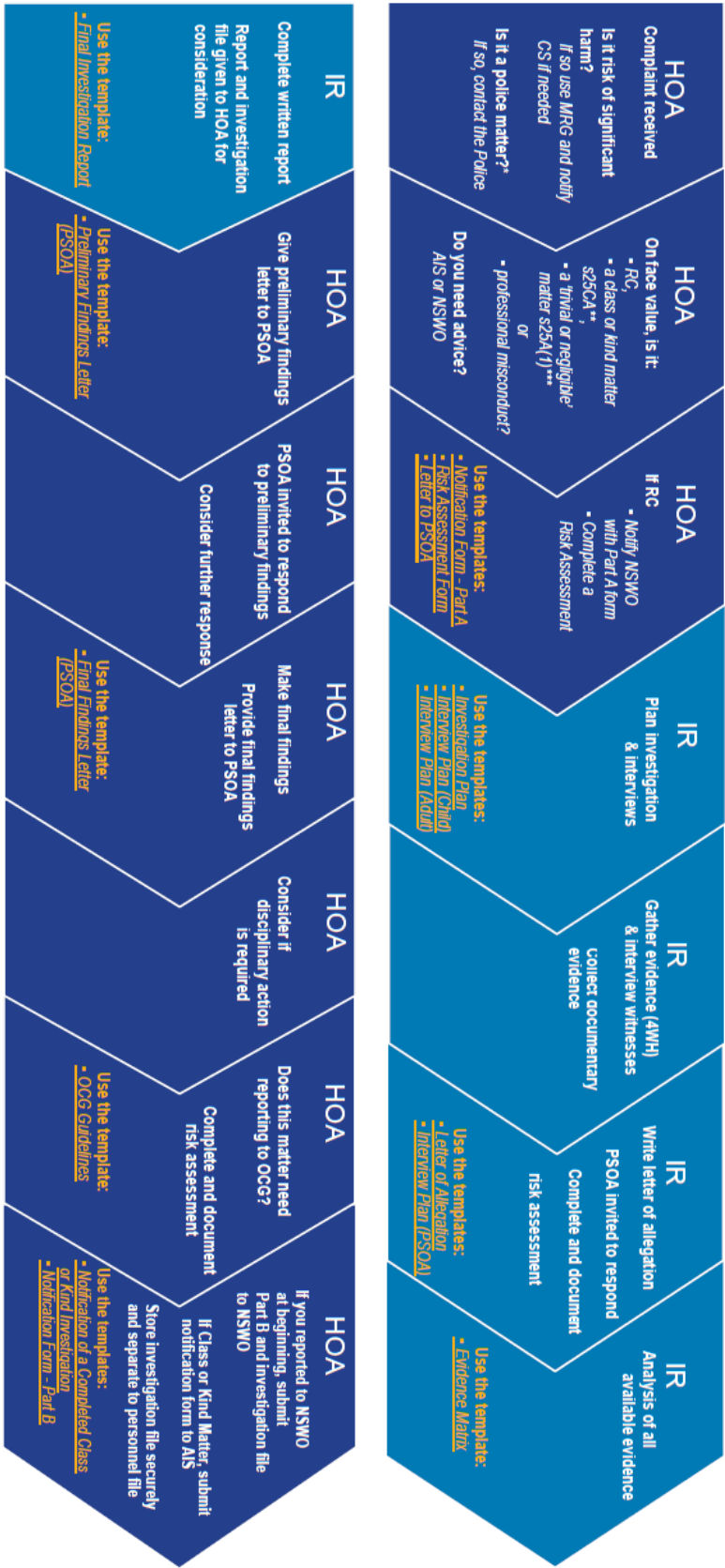
All files pertaining to an allegation and its investigation are kept in the office of the Principal's PA and retained permanently.

Appendix 1 AIS Procedural Diagram – used in the Investigation process as a Framework.

AN OVERVIEW OF THE INVESTIGATIVE PROCESS

APPENDIX 3 - AN OVERVIEW OF THE INVESTIGATIVE PROCESS

This flow chart is designed to give an overview of the investigative process and should be read in conjunction with the NSW Ombudsman *Child Protection in the Workplace* guidelines and the Office of the Children's Guardian *Information for Employers* guidelines.



* If a matter is referred to either CS or Police (or both) you must seek clearance from these agencies before commencing the school's investigation and liaise with the agencies.

** A school can only utilise the class or kind determination if the matter is investigated by an AISNSW accredited investigator and employed at the school.

*** Allegations of trivial or negligible use of physical force are exempt from being reported to the Ombudsman. However, trivial or negligible allegations must be investigated and recorded by the agency.

HOA = Head of Agency
IR = Investigator's Role
CS = Community Services
RC = Reportable Conduct
4WH = Who, What, Where, When and How
PSOA = Person subject to the allegation
OCG = Office of the Children's Guardian
NSWO = NSW Ombudsman
AIS = Association of Independent Schools of NSW

Employment of Sport and Dance Staff

1. Brigidine staff approach coaches either by recommendation, personal connections, past students, College staff or for sport through Find my Coach.
2. Email is sent by sports and dance convenors with the following table

Full Name:	
Full Address:	
Mobile:	
Email:	
Date of Birth:	
Driver's License/ID sighted:	
WWC Number	
WWC Expiry date:	
Are you on a holiday or working visa?	
Sport:	
Qualification/Experience:	
Pay rate:	
Start Date:	

3. When information is received a payrate is assigned based on age, experience and qualifications by the Head of Sport in consultation with the Director Staff.

Sport

01/07/2018 3.5%	CLASSIFICATION	SAT	MON-FRI Normal rates	MON-FRI Afternoon shift
	4.2	\$ 42.77	\$ 30.55	\$ 34.22
	5.1	\$ 44.15	\$ 31.54	\$ 35.32
	5.2	\$ 46.27	\$ 33.05	\$ 37.02
	2.1(J17)	\$ 22.17	\$ 15.84	\$ 17.74
	2.1(J18)	\$ 25.87	\$ 18.84	\$ 20.69
	2.1(J19)	\$ 29.58	\$ 21.13	\$ 23.66
	2.1(J20)	\$ 33.27	\$ 23.76	\$ 26.61
	5.1AA		\$ 35.28	
	5.1AAA		\$ 48.12	

Dance

01/07/2018 3.5%	CLASSIFICATION	SAT	MON-FRI Normal rates	MON-FRI Afternoon shift
	4.2	\$ 42.77	\$ 30.55	\$ 34.22
	5.1	\$ 44.15	\$ 31.54	\$ 35.32
	5.2	\$ 46.27	\$ 33.05	\$ 37.02

2.1(J17)	\$ 22.17	\$ 15.84	\$ 17.74
2.1(J18)	\$ 25.87	\$ 18.84	\$ 20.69
2.1(J19)	\$ 29.58	\$ 21.13	\$ 23.66
2.1(J20)	\$ 33.27	\$ 23.76	\$ 26.61
5.1AA		\$ 35.28	
5.1AAA		\$ 48.12	
4.2DA	\$ 47.06	\$ 33.62	
5.1DA	\$ 52.16	\$ 37.26	
5.1DAA	\$ 59.41	\$ 42.44	
5.1DAAA	\$ 66.65	\$ 47.61	

4. The Sports Administrator emails the Principal's PA with a request to complete schedules and employment packs*.

*Employment packs contain:

- Catholic Schools Census Form for Staff
- Personal Information Form with Visa
- Employee Bank Account Details
- Fair Work Information Statement
- TFN Declaration
- WWCC – Verification
- ATO Standard Choice Form for Super

Principal's PA to add date contract is sent and then received in the spreadsheet below.

5. Staff are requested to return completed pack to the Sports Administrators as soon as possible prior to the induction. Student services will be directed to pass on any packs to the Sports Office. All documents can be scanned and emailed as well.
6. Coaches details are added to the *COACH_INSTRUCTORS_FULL DETAILS* spreadsheet that the Head of Sport and Sports Administrators, Principal's PA, Director Cocurricular and Director Staff have access to.
7. ALL coaches attend an induction prior to commencing work at the College. Dates are set for each term and the preference is for all new staff to attend on this date. Where this is not possible an individual time is organised to meet with Director Cocurricular.

NO COACH OR INSTRUCTOR IS ALLOWED TO COMMENCE WORK WITHOUT A WWCC AND ALL CONTRACTS SIGNED AND RETURNED.

NB: There are some occasions where coaches are secured at the last minute and have been allowed to work under supervision of the sport or dance staff without completing their employment pack – WWCC and ID must have been sighted prior to this.

8. Some coaches and instructors choose to invoice as they have an ABN and Business Name.

This is negotiated by the Head of Sport and Dance Convenor on an individual basis and an hourly rate agreed on.

9. Employed coaches are paid fortnightly with the College payroll cycle.
Sports administrators and the Dance Convenor keep records of hours.
As a guide for sport, coaches are paid a minimum of 2 hours mid-week for training and 2 hours on Saturday for games. Any exceptions to this are discussed prior to working more or less hours with the relevant Convener.
Any major exceptions like Dance Spectacular hours are managed separately on agreed day rates. See Cocurricular Dance Guidelines.

These hours are then communicated to the Head of Sport and the Director with information about changes to normal hours if required.
See below.

BASKETBALL																						
	Coaches		Training	TRAIN	TRAIN		TRAIN	R1	TRAIN	R2	TRAIN	R3	TRAIN	R4	TRAIN	R5	TRAIN		TRAIN	R6	TRAIN	R7
				w/c 2/4/18	w/c 9/4/18	holidays	w/c 30/4/18	5-May	w/c 7/5/18	12-May	w/c 14/5/18	19-May	w/c 21/05/2018	26-May	w/c 28/05/18	2-Jun	4/06/2018	ie long weeks	11/06/2018	16-Jun	18/06/2018	23-Jun
1	Glen	Dunsmore	THURS PM	2	2		4	3	4	3	4	4	4	3	4	4	4	LWE	4	3	4	3
2	Glen	Dunsmore	THURS PM	2	2													LWE				
3	Liv	Edwards	THURS AM	2	2		0	0	2	2	2	2	2	2	2	2	2	LWE	2	2	2	2
4	Natasha	Warian	THURS AM	2	2		2	BYE	2	2	2	4	2	2	2	2	2	LWE	0	2	2	2
5	John Pete	Wesley	THURS AM	0	0		2	2	0	2	2	0	2	2	2	3	0	LWE	2	drove to frensham - wrong venue - didn't see the team	0	2
6	Lachlan	Creeley	FRI AM	2	2		2	2	2	2	2	2	2	2	2	2	0	LWE	2	2	2	2
7	Estelle	Horrocks	WED AM	2	0		2	2	2	2	2	2	2	2	2	2	2	LWE	2	2	2	2
8	Tim	Hill	MON AM	0	2		0	2	2	2	2	2	2	2	0	2	2	LWE	2	2	2	2
9	Chloe	Grant	FRI AM	2	2		2	2	2	2	2	0	2	2	2	2	2	LWE	2	BYE	2	2
10	Luke	Schroeder	FRI AM	2	2		2	2	2	2	2	0	2	2	2	0	2	LWE	2	2	2	2
EXTRA	Antoine	Grant	SHOOTOUT				10															

The Head of Sport and Dance Convenor then complete a pay spreadsheet (set up by the Director Staff) for approval by Director Cocurricular then Director Staff and finally checked by the Payroll Administrator.

Payment is only made if all paperwork has been completed.

Any cumulative pay (for hours owed/forgotten/errors) is identified on the spreadsheet.

Appendix 3

Employment of DEA Support Staff

DEA Support staff must complete ALL paperwork provided in the Employment Pack and attend an induction before they can commence work at the College.

This includes

- A Schedule which includes their agreed Level of payment and start date
- Catholic Schools Census Form for Staff
- Personal Information Form including Visa details where applicable
- Employee Bank Account Details
- Fair Work Information Statement
- TFN Declaration
- WWCC – Verification
- ATO Standard Choice Form for Super

DEA Convenor Role

To supply the name, mobile and email details in the DEA spread sheet – *DEA Alumni Helpers* and email School Reception (DEA Support Role) to indicate there are new staff who require contracts.

TITLE	NAME	ADDRESS	SUBURB	STATE	POSTCODE	PHONE	EMAIL	Expedition	WWC NUMBER	ID/DOB	CLEARANCE	EXPIRY	Inducted	CONTRACT SENT/RECEIVED
Ms	Lara Czynok	13/1-3 Eulbertie Avenue	Warrabee	NSW	2074	0401 406 424	laczynok@outlook.com	March 12/13 HIKE	WWC1575954E	2/02/1999	Cleared	6/02/2023		
Ms	Alex Bradley	189 Tryon Road	East Lindfield	NSW	2070	0404 947 799	abradley009@gmail.com	March 12/13 HIKE and June 16/17 Bronze	WWC1217719V	13/02/1999	Cleared	26/01/2022	Y	
Ms	Melinda Thomas	21A Banoole Avenue	St Ives	NSW	2075	0404 173 355	melinda.thomas777@gmail.com	June 9/11 Silver Hike	WWC1615874E	27/07/1999	Cleared	9/03/2023		Received
Ms	Francesca Rowlinson	46 Bimburra Avenue	St Ives	NSW	2075	0434 489 116	francesca.rowlinson@nsw.edu.au	June 16/17 Bronze Hike	WWC1289083V	3/12/1998				
Ms	Rachel Emms	9 Bingara Street	West Pymble	NSW	2073	0409 046 306	remms@brigedine.nsw.edu.au	June 30/July 1 Bronze Canoe	NA - student	24/11/2000				
Ms	Annabelle Ambrogio	17 Nicholas Avenue	Forestville	NSW	2087	0499 160 905	aambrogio@brigedine.nsw.edu.au	June 30/July 1 Bronze Canoe	NA - student	29/05/2000				
Ms	Juliet Costanzo	18 Hilltop Road	Clareville	NSW	2107	0420 322 619	jcostanzo@outlook.com	June 30/July 2 Silver Hike	WWC1675291V	5/10/1999	Cleared	21/06/2023	Y	Sent
Ms	Kate Menzies	8 Melbourne Avenue	Mona Vale	NSW	2103	0426 211 533	kate.menzies.99@hotmail.com	June 30/ July 2 Silver Canoe	WWC1251381E	02/02/1999	Cleared	24/02/2022	Y	Sent
Ms	Jessica Kittos	1 Bimburra Avenue	St Ives	NSW	2075	0468 348 897	jkitos2010@gmail.com	June 30/July 2 Silver Hike	WWC1690265V	11/06/1999				Sent
Ms	Eloise Carroll	10 Cadow Street	Frenchs Forest	NSW	2086	0414978504	ecarroll@brigedine.nsw.edu.au	June 30/July 2 Bronze Hike	NA - student					

DEA Support Role

Email the new staff to request all other details – WWCC etc to fill the spreadsheet to create the contract, including a job description.

Once all details are received, a follow up phone call is made if necessary and then the Principal's PA is emailed to request a contract be generated.

The email could include the following;

Sample Letter

Dear XXXXX

Full Name:	
Full Address:	
Mobile:	
Email:	
Date of Birth:	
Driver's License/ID photocopy included	Yes/No
WWC Number	
WWC Expiry date:	
Qualification/Experience:	

Pay rate:	\$120 per day
Start Date:	

Thank you for indicating your intention to be DEA Support Staff at Brigidine College, St Ives. Before we can employ you, we require the following details;

These details **MUST** be received by in order for the College to complete your Employment Pack and for it to be mailed to you.

Once you have received your Employment Pack, please read all documentation and return ALL paperwork before you can commence work at the College. The Employment Pack includes

- A Schedule which includes their agreed Level of payment and start date
- Catholic Schools Census Form for Staff 2012
- Personal Information Form with Visa
- Employee Bank Account Details 2013
- Fair Work Information Statement
- TFN Declaration
- WWCC – Verification
- ATO Standard Choice Form for Super

You must also attend an induction with the Director Cocurricular before you attend any training or expedition. Please email the Director Cocurricular at bmoore@brigidine.nsw.edu.au to confirm a time.

All paperwork must be returned to the College reception or scanned and emailed to reception@brigidine.nsw.edu.au at the induction or before.

If you have any questions or concerns regarding these details, please contact me.

Yours sincerely

XXXXXXXXXXXX

Director Cocurricular Role

Organise an induction time and record date in DEA spread sheet – *DEA Alumni Helpers*.

Receive Employment Packs for checking and pass onto Principal's PA.

Principal's PA Role

Create Employment Pack once table has been emailed to her by DEA Support.

Appendix 4: WWCC Letter

Date

Dear INSERT NAME OF EMPLOYEE

Please be aware that your WWC number is coming up for renewal within the next 3 months. You should receive a notification from the Office of the Children's Guardian 3 months ahead (it is your responsibility to ensure they have a contact email address for you and that you renew – employment depends on currency).

When you have renewed please send it to me as we have to verify it.

If you are a teacher, you must also log into your NESA account and update it there too.

Yours sincerely

LIZ MAY

DIRECTOR STAFF

T: 02 9988 6249 | www.brigidine.nsw.edu.au

