

**Protecting and Supporting Children and Young People Policy**

**Morpeth Public School**

**2018**

**Implementation Procedures**

* At the beginning of each school year, all staff ( Teaching and SASS ) will be trained in current Child Protection procedures
* Child Protection Awareness induction training for new staff
* Training will include all mandatory update modules
* Training will be implemented and completed within designated time frames
* The training will be scheduled as an Event on MyPL which will provide a record of completion for all attending staff.
* Document listing staff who have completed mandatory Child Protection training will be filed in ‘Mandatory Training’ - folder of evidence – stored in Administration Office.
* Training will take place on Staff Development Day of Term 1 or, if not scheduled for this day, completed within required time frames or in the event of new staff being employed at the school
* Child Protection training will be delivered by Principal or a delegate of the Principal (Assistant Principal or Relieving Principal ) .

**Training will include:**

* Use of mandatory documents, including Mandatory Reporter Guide [www.keepthemsafe.nsw.gov.au](http://www.keepthemsafe.nsw.gov.au)
* Completion of modules ( where applicable )
* Group discussion regarding scenarios and actions
* a general overview of reporting requirements and processes
* Refer to family and Community Services <http://www.community.nsw.gov.au/>

**N.B**

* All resources relating to the Child Protection training will be uploaded to the school’s intranet and filed under ‘Child Protection.’
* Training will be conducted annually or as required ( updates )
* All executive staff will be trained in implementation procedures

**In the event of concerns about a student – process and procedure**

* Report immediately to Principal ( or delegate )
* Principal uses Mandatory Reporter Guide – or acts on professional judgement
* Principal or delegate contacts Child Protection Hotline **133627** in the event of suspected significant harm
* For all other suspected risk of harm or for clarification Principal or delegate will phone Child Wellbeing Unit – **92699400**
* **Records of all incidents will be filed in Principal’s Office in file labelled Child Protection**

