


AIHS Policy and Procedure		
Doc #: PP - 2.16	Title: Student Protection	
Manual: 3.6 NC: 5 and 11		
Rev #: 5	Approved By: School Principal	Date: 17/12/2024

1.0 Purpose


- 1.1 This policy and procedure provides guidelines in ensuring a safe learning environment for all students.
- 1.2 The policy and procedure articulates the Australian International High School's (AIHS) approach to the important issue of child protection.
- 1.3 This policy and procedure requires staff in child-related work to have a Working with Children Check clearance.
- 1.4 To ensure that AIHS does not employ a prohibited person in work that could reasonably be anticipated to involve direct contact with children where that contact is not directly supervised.

2.0 Scope

- 2.1 All Teachers and staff have a responsibility to recognise and respond to safety, welfare or wellbeing concerns for children in the School and inform the Principal or the Principal Executive Officer of any of those concerns.
- 2.2 AIHS expects staff to be mindful of their position of authority with respect to students and to ensure that their interactions with students are ethical and do not amount to an abuse of that position.
- 2.3 All parents/guardians have a responsibility to notify the Principal or the Principal Executive Officer of any reportable allegations against an employee of AIHS.

3.0 Definitions

- 3.1 **Reportable Allegation** – An allegation that an employee has engaged in conduct that may be a reportable conduct.
- 3.2 **Apprehended Violence Order (AVO)** – Is a legal order issued by the Local Court of New South Wales to protect a person from violence, intimidation, harassment, or stalking by another person. AVOs are intended to prevent further threats or harm and ensure the safety of the person in need of protection.
- 3.3 **Child** – The *Child Protection (Offenders Registration) Act 2000*, the *Ombudsman Act 1974*, and the *Child Protection (Working with Children)*

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Act 2012 define a **child** as any person under the age of 18 years while the *Children and Young Persons (Care and Protection) Act 1998* specifically defines a **child** as a person under the age of 16 years.

3.4 Conviction of Reportable Conduct – This means any conviction of a person, in NSW or elsewhere, of an offence involving reportable conduct, and includes a finding by a court that a charge for such an offence is proven even though the court does not proceed to a conviction.

3.5 Disqualified Person – Includes:

- a person convicted before, on or after the commencement of relevant legislation of an offence specified in Schedule 2 of the Child Protection (Working with Children) Act 2012, if the offence was committed as an adult,
- a person against whom proceedings for any such offence have commenced, if the offence was committed as an adult, pending determination of the proceedings for the offence.


3.6 Mandatory Reporter – Refers to the following:

- a person who, in the course of his or her professional work or other paid employment, delivers health care, welfare, education, children’s services, residential services, or law enforcement, wholly or partly, to children, and
- a person who holds a management position in an organisation the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children’s services, residential services, or law enforcement, wholly or partly, to children, and
- a person in religious ministry, or a person providing religion-based activities to children, and
- a registered psychologist providing a professional service as a psychologist.

Mandatory reporters are required to report suspected child abuse and neglect to government authorities.

3.7 Person Subject of the Allegation (PSOA) – Staff member against who allegation/s has been laid.

3.8 Prohibited Person – A person convicted of a serious sex offence or a registrable person within the meaning of the NSW Child Protection (Offenders Registration) Act 2000.

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3.9 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:

- firsthand 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.

It does not mean that reporters are required to confirm their suspicions or have clear proof before making a report.

Concerns must be current - that is, significant harm arising from abuse or neglect is recent or likely in the foreseeable future should circumstances continue unchanged. Current concerns may also arise from a child or young person having contact with someone who is known to be responsible for causing harm to a child in the past.

Current concerns also refer to situations where the abuse or neglect of the child or young person occurred sometime in the past but continue to have an impact on the child or young person’s safety, welfare or wellbeing.


3.10 Reportable Conduct – Defined in the Children’s Guardian Act 2019 as:

- a sexual offence committed against, with or in the presence of a child,
- sexual misconduct with, towards or in the presence of a child,
- ill-treatment of a child,
- neglect of a child,
- an assault against a child,
- behaviour that causes significant emotional or psychological harm to a child,
- any offence under section 43B or 316A of the Crimes Act 1900, whether or not, with the consent of the child.

3.11 Sexual Misconduct – Conduct with, towards or in the presence of a child that is sexual in nature.

It has three categories which include:

- (1) crossing professional boundaries,
- (2) sexually explicit comments and other overtly sexual behaviour, and
- (3) grooming behaviour

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The alleged conduct must have been committed against, with or in the presence of a child.

Crossing Professional Boundaries

Sexual misconduct includes behaviour that can reasonably be construed as involving an inappropriate and overly personal or intimate:

- relationship with
- conduct towards
- 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 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 e-mails and text messages) with a child or young person in relation to the adult's sexual feelings for a child. sexual behaviour including display of pornography
- watching children undress, for example, in change rooms or toilets when supervision is not required or justified.


Grooming Behaviour

The types of behaviour that may lead to such a finding of grooming include (but are not limited to) the following:

Persuading a child or group of children that they have a “special” relationship, for example by:

- spending inappropriate special time with a child
- inappropriately giving gifts
- inappropriately showing special favours to them but not other children
- inappropriately allowing the child to overstep rules
- asking the child to keep this relationship to themselves.

Testing boundaries, for example by:

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- undressing in front of a child
- encouraging inappropriate physical contact (even where it is not overtly sexual)
- talking about sex
- accidental intimate touching
- inappropriately extending a relationship outside of work (except where it may be appropriate - for example where there was a pre-existing friendship with the child's family or as part of normal social interactions in the community).
- inappropriate personal communication (including emails, telephone calls, text messaging, social media and web forums) that explores sexual feelings or intimate personal feelings with a child.

An adult requesting that a child keep any aspect of their relationship secret or using tactics to keep any aspect of the relationship secret, would generally increase the likelihood that grooming is occurring.

3.12 Sexual Offences – Encompass all criminal offences involving a sexual element that is '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.

3.13 At Risk of 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.

This means the concern is sufficiently serious to warrant a response by a statutory authority (such as NSW Police Force or Community Services) 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.

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The significance can result from a single act or omission or an accumulation of these.

- 3.14 Working with Children Check (WWCC)** – Involves a national criminal history check and review of findings of workplace misconduct.
- 3.15 Reportable Conviction** – A conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct, whether or not the conduct occurred in the course of the staff member’s employment.
- 3.16 Assault** – An assault can occur when a person intentionally or recklessly (ie. knows the assault is possible but ignores the risk):
 - applies physical force against a child without lawful justification or excuse - such as hitting, striking, kicking, punching or dragging a child (actual physical force); or
 - causes a child to apprehend the immediate and unlawful use of physical force against them– such as threatening to physically harm a child through words and/or gestures and regardless of whether the person actually intends to apply any force (apprehension of physical force).
- 3.17 Ill-treatment** – Conduct towards a child that is:
 - unreasonable; and
 - seriously inappropriate, improper, inhumane or cruel.
- 3.18 Neglect** – A significant failure – by a person with parental responsibility for the child, or an authorised carer or an employee if the child is in the employee’s care – to provide adequate and proper food, supervision, nursing, clothing, medical aid or lodging for the child that causes or is likely to cause harm to the child.
- 3.19 Behaviour that causes psychological harm** – Is a conduct that is obviously or very clearly unreasonable and results in significant emotional 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.
- 3.20 Direct Contact** – Refers to physical contact or face to face contact with under 18 students.

4.0 Responsibilities

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4.1 Department of Communities and Justice (DCJ) – The agency in NSW with statutory responsibility for protecting children and young people from risk of significant harm.

4.2 Head of Relevant Entity – The Principal is the Head of Relevant Entity for AIHS and is responsible to respond to all allegations against employees. Notifies reportable allegations and convictions to the Office of the Children’s Guardian within **7 business days** of the Principal becoming aware of such allegations. Investigation of allegations or evidence of reportable conduct and conviction must only be carried out by the Principal, whose duties will include informing parents or guardians that a notification has been made.


The Principal has also a clear obligation under the Children and Young Persons (Care and Protection) Act 1998 to report to DCJ when there are current concerns about the safety, welfare and wellbeing of a student for any of the following reasons:

- the basic physical or psychological needs of the student are not being met (neglect)
- the parents or guardians have not arranged necessary medical care for the student (unwilling or unable to do so)
- the parents or guardians have not arranged for the student to receive an education in accordance with the Education Act 1990 (unwilling or unable to do so)
- risk of physical or sexual abuse or ill-treatment
- parent or guardians’s behaviour towards the student causes or risks serious psychological harm (emotional abuse)
- incidents of domestic violence and as a consequence a child or young person is at risk of serious physical or psychological harm (domestic or family violence)

Note: It’s not mandatory to make a report if it is an unborn child, or a young person aged 16 to 17.

The Principal is also responsible for ensuring systems are in place for recording and responding to all allegations or convictions against an employee, including matters that are required to be notified to the Office of the Children’s Guardian and DCJ.

4.3 Office of the Children’s Guardian (OCG) – The OCG is responsible for the employment screening for child related employment in accordance with the Child Protection (Working with Children) Act 2012. The OCG generally oversees the School’s investigations into an allegation of reportable conduct against an employee or make a determination regarding reportable convictions, which must include an analysis of the evidence and rationale for the findings or determination.

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4.4 School – In dealing with child protection matters, AIHS’s management will liaise with the relevant authorities, as well as seeking advice from the police and the Association of Independent Schools (NSW) (<https://www.aisnsw.edu.au>) as necessary.

4.5 Staff Member – Reports to the Principal any situation where:

- there has been an allegation of reportable conduct,
- a belief on reasonable grounds that a child is in danger of being subject to reportable conduct or a child is at risk of significant harm.
- It is important to realise that failure to report allegations of reportable conduct or a suspicion of reportable conduct against a child who is under 16 years of age, based on reasonable grounds, is possibly an offence under Section 316 of the NSW Crimes Act.

Teaching staff need also to be aware that under Section 73 of the Crimes Act a Teacher who has sexual intercourse with one of their pupils who is aged between 16 and 18 is liable to imprisonment of up to eight years.


Staff member is responsible to report any allegations or evidence of reportable conduct or convictions only to the Principal for investigation, and discussion with others should be avoided or limited to persons in School’s normal reporting line. Failure to limit communication in this way will not only be a breach of this policy but may result in not being protected under the law (Section 29 Children and Young Persons (Care and Protection) Act 1998) from potential civil proceedings for defamation.

The staff member is required to confer with the Principal before responding to a request by DCJ or any other officers to attend an interview with a child (victim). The staff member will not be compelled by DCJ to attend such an interview and the advantages and disadvantages of attendance need to be carefully assessed before a decision is made.

Staff members are obliged to report the students’ disclosure of reportable allegations to the Principal as stated above, but must not investigate the matter.

The staff member must submit a detailed report on any matter regarding reportable conduct. The confidentiality of such a report will be maintained unless otherwise required by a Court Order.

4.6 Principal Executive Officer (PEO) – Responds to reportable allegations against the Principal. Notifies reportable allegations and convictions to the Office of the Children’s Guardian within **7 business days** of the PEO becoming aware of such allegations or convictions. Investigation of allegations or evidence of reportable

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conduct and conviction against the Principal must only be carried out by the PEO, whose duties will include informing parents or guardians that a notification has been made.

5.0 Procedure

5.1 Working with Children

5.1.1 The intending employee provides their WWCC clearance number to the Principal for verification and record keeping before the commencement of child-related employment in the School.

Notes:

- The Principal maintains the WWCC register.
- Current employees are required to renew their WWCC before expiry date and advise the Principal once renewed.

5.1.2 If any current or intending employee identifies as a 'prohibited person', the Principal takes immediate appropriate action to ensure that the employee does not remain in child-related employment in the School.

5.1.3 The staff member, who is in child-related employment becomes a prohibited person during the course of their employment after they have been cleared to work with children, notifies the School of this change immediately and the action in clause 5.1.2 will be implemented.

5.1.4 The Principal conducts a training session for the staff members who have direct contact with under 18 students of their legal responsibilities related to child protection and other relevant School expectations upon induction to the School and every year thereafter. A copy of this policy and procedure is provided to staff.


5.1.5 The Principal informs relevant staff of the requirements of this policy and procedure.

5.2 Student at Risk of Significant Harm

5.2.1 Teacher or staff member reasonably suspects a risk of significant harm to students.

5.2.2 Teacher or staff member notifies the Principal.

5.2.3 The Principal uses the Mandatory Reporter Guide (MRG) (via <https://reporter.childstory.nsw.gov.au/s/mrg>) to assess whether their concerns meet

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the threshold of risk of significant harm and determines action to be taken to protect the student from risk of harm while they are in the School's care.

5.2.4 If there is an immediate danger to the student and/or MRG advises risk of significant harm, the Principal contacts the Police and/or the Child Protection Helpline of DCJ directly.

The Principal may contact the Child Protection Helpline in one of two ways:

- Phone 132 111 (TTY 1800 212 936) if the suspected risk of significant harm is imminent or high.
- Send an eReport (via <https://reporter.childstory.nsw.gov.au/s/>) if there is suspected risk of significant harm that is not imminent or high. eReports should contain details about concerns and about actions already taken.

5.2.5 The Principal keeps a copy of any reports made to the Child Protection Helpline and/or Police, and any related documentation, including the MRG outcome report and written records of actions taken in following up the concerns.

5.3 Reportable Conduct or Conviction Against an Employee


5.3.1 A complaint of staff misconduct or an allegation of a reportable conduct or conviction against PSOA is reported by a staff member, parent/guardian, or student to the Principal via email at e.ly@academies.edu.au.

If the subject of the complaint or allegation is the Principal, the staff member, parent/guardian, or student must submit the report to the PEO via email at g.rodriquez@academies.edu.au for investigation and reporting.

5.3.2 The Principal/PEO interviews the person who submitted the complaint or allegation and relevant witnesses, and gather information and evidence, and conduct an initial risk assessment within 4 business days. The Principal/PEO determines interim action that might be required.

In cases where the student is at immediate risk of significant harm from the PSOA, AIHS has a duty to take prompt and decisive action to manage those risks. That may include taking immediate steps to cease and prevent further contact between the PSOA and the student who is the alleged victim of reportable conduct or any other children. It may also involve securing forensic evidence. The reasons for taking any immediate action of this type should be documented at the earliest opportunity.

If the reportable allegation requires a report to the Police (that is, if it is a criminal offence), this should be the first step the Principal/PEO takes after addressing any immediate significant risk to children or the investigation.

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After reporting to the Police, the Principal/PEO should not take any investigative action in response to the reportable allegation without first confirming whether or not the Police will conduct inquiries or an investigation.

5.3.3 The PSOA is issued with a letter of allegation by Principal/PEO within 5 business days of the allegation being lodged. The letter will advise that an allegation has been made against them, details of the alleged reportable conduct, date for a meeting with the Principal/PEO, and what interim actions that might be required.

5.3.4 The Principal/PEO notifies the OCG of the reportable allegations within 7 business days of the Principal/PEO becoming aware of such alleged conduct or convictions.

The report includes:

- date report received
- type of reportable conduct
- name of employee
- name and contact details of AIHS and head of AIHS
- whether Police have been notified
- whether a Risk of Significant Harm report was made
- nature of initial risk assessment and management (eg whether the employee has been moved)
- other additional information (if known).

Note: The Reportable Conduct Directorate may be contacted via 02 8219 3800 by the Principal/PEO to seek advice whether the allegation is reportable, and any required actions.


5.3.5 The Principal/PEO interviews the PSOA.

5.3.6 The Principal/PEO considers the information and evidence gathered and make a preliminary finding in accordance with guidelines from relevant government agencies.

5.3.7 The PSOA is notified of the preliminary finding and provided him/her with an opportunity to respond within 10 working days.

5.3.8 After considering the response from the PSOA, the Principal/PEO makes a final finding and decides on the disciplinary action, if any, to be taken against the PSOA.

Within 30 calendar days after the Principal/PEO becomes aware of the reportable allegation, the Principal/PEO provides OCG either a finalised entity report or an update (an interim report, reasons the investigation has not been completed and an estimated timeframe for completion).

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The interim report is to include:

- in relation to a reportable allegation—if known, the facts and circumstances of the reportable allegation or in relation to a conviction considered to be a reportable conviction—any known information about the conviction,
- action taken since the OCG received a notification about the reportable allegation or the conviction considered to be a reportable conviction,
- further action the head of the relevant entity proposes to take in relation to the reportable allegation or conviction considered to be a reportable conviction, including if the head of the relevant entity proposes to take no further action,
- the reasons for the action taken and the action proposed to be taken or the reasons for the decision to take no further action.

5.3.9 The Principal/PEO send the final report to the OCG, and to the DCJ (by calling Helpline 133 627) where required.

Notes:

- The steps outlined above may need to be varied on occasion to meet particular 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.
- The Principal/PEO notifies the student and their parent or guardian of the following unless AIHS is satisfied that the disclosure is not in the public interest:
 - information about the progress of the investigation,
 - information about the findings of the investigation,
 - information about action taken in response to the findings.

6.0 General Guidelines


6.1 Risk Assessment

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

- the child(ren) who are the subject of the allegation,
- other children with whom the employee may have contact,
- the PSOA,
- the School, and
- the proper investigation of the allegation.

The factors considered by the Principal/PEO during the risk assessment include:

- the nature and seriousness of the allegations,

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- the vulnerability of the child(ren) the PSOA has contact with at work,
- the nature of the position occupied by the PSOA,
- the amount and level of supervision available for the PSOA,
- the availability of support for the PSOA on a day-to-day basis if their duties are unchanged,
- the employee’s disciplinary history, and
- the disciplinary history or safety of the PSOA and possible risks to the investigation.

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

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.

The Principal/PEO will continually monitor risk during the investigation including any new relevant information that emerges.

Note: If DCJ and/or the police are involved, check with them first to ensure any action taken by the entity will not interfere with their investigations.


NSW Police or the Director of Public Prosecutions (DPP) may direct that an investigation by the entity is likely to prejudice a police investigation or court proceedings. In these circumstances, the investigation may be suspended pending their advice, and any risks managed (in consultation with NSW Police and the DPP) while the investigation is suspended.

6.2 The PSOA does not automatically have the right to:

- know or have confirmed the identity of the person who made the allegation, and
- be shown the content of the OCG notification form or other investigation material that reveals all information provided by other employees or witnesses.

6.3 Disciplinary Action

As a result of the allegations, investigation or final findings, AIHS may take disciplinary action against the PSOA (including termination of employment).

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In relation to any disciplinary action the School will:

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

6.4 Confidentiality

AIHS manages confidentiality in accordance with the following guidelines:

- Records about allegations of reportable conduct against employees will be kept in a secure area and will be accessible by the Principal/PEO.
- No employee may comment to the media about an allegation of reportable conduct unless expressly authorised by the Principal/PEO to do so.

If staff members or parents/guardians become aware of a breach of confidentiality in relation to a reportable conduct allegation, he/she must advise the Principal/PEO.

6.5 Prevention


AIHS is constantly looking to implement measures and strategies that are aimed at preventing reportable conduct and other harm coming to children in its care. These measures and strategies include:

- developing and reviewing strategies to minimise reportable conduct occurring,
- ensuring regular review of the Student Protection policy and procedure,
- adopting the Code of Conduct that assists staff in understanding appropriate and inappropriate behaviour,
- annual training session,
- identifying people who are not suitable to work with children through implementing thorough employment procedures including children check, reference checking, pre-employment screening and detailed questioning at interviews.

6.6 Documentation and Record Keeping

All documents held by the School and relating to an allegation or conviction of reportable conduct or details of behaviour that does not constitute reportable conduct will be kept on a strictly confidential basis.

The following information is documented:


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- the allegation (an accurate and as close to verbatim account as possible of what has been said and by whom);
- the School’s initial response to the person making the allegation, the alleged victim(s) and the employee who is the subject of the allegation;
- notifications considered or made to Police of a suspected criminal offence; to a Child Wellbeing Unit of risk of harm; or the DCJ of a child who may be at risk of significant harm;
- the outcome of any reports made to other agencies;
- a plan detailing how the investigation is to be carried out;
- the initial risk assessment, including what the identified risks are and the arrangements to manage those risks;
- decisions made about the PSOA and the action taken in relation to the child or employee (eg change in duties, support or counselling);
- all interviews, including details of the questions and responses, the location of the interview, who was present, the start and finish times of the interview. Where possible, records should be verbatim, verified, signed and dated by all involved;
- any decisions made, both during and at the end of the investigation, including their rationale, the position and name of the person making the decision and the date the decision was made;
- any personal contact, discussions or emails with anyone about the matter including the date, details of the discussions, questions, advice and outcome, the name of the person making the contact, details of their position and agency and the reason for the contact;
- a summary report that details the allegation, the investigation process – including how the investigation had regard to the principles of procedural fairness – the findings in relation to each allegation (including the rationale for the finding); and
- the final risk assessment (which includes any final decision about the employee and the factors that have been considered) and any subsequent action that is to be, or has been, taken.

Should the OCG be notified in accordance with the School’s obligations, the related documents will be kept indefinitely and stored in a secure location separate to the employee’s file. The Principal/PEO will be responsible for keeping and storing all records relating to all matters addressed by this policy and only those persons whom the School is obliged to advise of this information or need to be aware of the contents of such documents will have access to them.

6.7 The Student Handbook, containing the process of notifying the School of staff misconduct or reportable allegations, is sent by email to students and their parents/guardians before course commencement. The Student Handbook is also available on the Schools website, www.academies.edu.au.

6.8 Working with Children Check

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6.8.1 The ‘Working with Children Check’ includes a check for any:

a. Relevant National Criminal Records

Relevant criminal records means any criminal record relating to offences involving sexual activity, acts of indecency, child abuse or child pornography, that was punishable by penal servitude or imprisonment for 12 months or more. Registrable offences under the Child Protection (Offenders Registration) Act 2000 are also classed as relevant criminal records.

b. Relevant Apprehended Violence Orders

Relevant apprehended violence orders means any Apprehended Violence Order (other than an interim order); made by a court under Part 15A of the Crimes Act 1900; and taken out in NSW and made on the application of a police officer or other public official for the protection of a child (or a child and others); and includes those taken out from a date 5 years prior to the commencement of the legislation.

c. Relevant Disciplinary Proceedings

For the purposes of child protection employment legislation, relevant disciplinary proceedings include actions where a person, who has the authority to do so, enquires into an allegation of: child abuse; sexual misconduct; or an act of violence committed by an employee in the course of employment and a finding is reached, regardless of whether the matter is sustained or not sustained.

All documented evidence is retained in the staff file.


6.8.2 It is only a requirement to notify the Commission of sexual misconduct or acts of violence in the workplace where these acts involve children, are directed at children, or take place in the presence of children. It is not a requirement to notify the Commission where completed disciplinary proceedings have proven the allegations to be false, vexatious, or misconceived.

7.0 References

- 7.1 AIHS Complaints and Appeals Policy and Procedure
- 7.2 Mandatory Reporter Guide
- 7.3 NSW Reportable Conduct Scheme Fact Sheets

8.0 Appendices

- 8.1 AIHS Code of Conduct
- 8.2 OCG 7-day Notification Form

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Doc #: PP - 2.16		Title: Student Protection	
Manual: 3.6	NC: 5 and 11		
Rev #: 5	Approved By: School Principal	Date: 17/12/2024	

8.3 OCG Entity Report Form

8.4 OCG 30-day Interim Report Form