

1. Purpose

YOTS has established a number of Child Safe policies and procedures, including: Child Safe Policy, Child Safe Code of Conduct, Mandatory Reporting Procedures and Reportable Conduct Procedures. These must be adhered to by all YOTS school staff.

This document, "YOTS Schools Child Safe Procedures" describes the steps that are followed within our schools, in order to ensure that the YOTS Child Safe policies and procedures are adhered to within our school settings.

2. Mandatory Reporting Procedure

1. The school becomes aware of a young person's situation that could place them at risk.
2. Immediate support is provided to the young person, customised to their individual circumstances. This may require involvement of a Teacher/Youth worker/Counsellor/Psychologist and/or external agencies.
3. The matter is discussed with the School Manager to determine what further action is required. The School Manager follows the YOTS Mandatory Reporting Procedure.
4. All Mandatory Reports must be recorded in FOLIO, YOTS Incident Management System. Case notes are recorded in *Sentral* as required.
5. The School Principal receives email notification from FOLIO of the incident and reviews the actions taken.

3. Staff misconduct (including Reportable Conduct) Procedure

1. The School becomes aware of inappropriate behaviour between a YOTS worker and a student, or of an allegation or conviction of Reportable Conduct (see YOTS Reportable Conduct Procedure for definitions).
2. School staff are required to report any inappropriate behaviour to the local School Manager.
3. The safety of our students is the first priority. Immediate support is provided to the student/s as appropriate, depending on their individual circumstances. This may require involvement of a Teacher/Youth worker/Counsellor/ Psychologist and/or external agencies.
4. The School Manager notifies the School Principal and the Child Justice and Safety Lead. They follow the YOTS Reportable Conduct Procedure to investigate and manage the allegation.
5. To reduce potential conflicts of interest:
 - a. If the allegation concerns the School Manager, staff are to notify the School Principal instead of the School Manager.
 - b. If the allegation is about the School Principal, then the School Manager is to notify the Child Justice and Safety Lead and the Chief Operating Officer.

6. The Child Justice and Safety Lead ensures that a risk assessment is completed to reduce or eliminate risks of the alleged behaviour continuing, or any risks related to the alleged behaviour.
7. Record keeping and reporting is managed by the Child Justice and Safety Lead, in consultation with the School Principal.

4. Failure to Protect and Report Offence

It is an offence for an adult working in a school if they know another adult working there poses a serious risk of committing a child abuse offence, and they have the power to reduce or remove the risk, and they negligently fail to do so either by acts and/or omissions. This offence is targeted at those in positions of authority and responsibility working with children, who turn a blind eye to a known and serious risk, rather than using their power to protect children.

Any adult and therefore all staff members, will commit an offence if they know, believe, or reasonably ought to know, that a child abuse offence has been committed, and fail to report that information to police without a reasonable excuse. A reasonable excuse would include where the adult has reported the matter to the Principal and is aware that the Principal has reported the matter to the Police.

5. Revision table

Version number	Reason/description	Date
1.0	New procedure to reflect NESAs requirements and introduction of Children's Guardian Act 2019.	March 2021
2.0	Procedure revised as per regular review schedule. Minor formatting changes. Adjustment of roles to include the new role of Child Justice & Safety Lead, and the Chief Operating Officer	March 2023

6. Related Documents

- Child Safe Policy
- Child Safe Code of Conduct
- Mandatory Reporting Procedures
- Reportable Conduct Procedures

7. Legislation and Standards

National Principles on Child Safe Organisations

NSW Child Safe Standards

Children and Young Persons (Care and Protection) Act 1998 (NSW)

The Child Protection Act 1999 (QLD)

Children's Guardian Act 2019 (NSW)

Child Protection (Working with Children) Act 2012

8. Document Status

Title:	Schools Child Safe Procedure
Version:	2.0
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Author:	Risk and Compliance
Authorised by:	School Principals
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