



# Parent Information Booklet

## ST PATRICK'S CATHOLIC SCHOOL ASQUITH

Royston Parade Asquith 2077 | 2019 Edition

**ST PATRICK'S CATHOLIC SCHOOL**  
**ASQUITH**  
**SCHOOL PRAYER**

*God our Father,*

*with **Faith** we pray,*

*Bless and guide us*

*through this day.*

*Jesus, Lord*

*with **Hope** we pray,*

*Help us in our work*

*and play*

*Holy Spirit*

*with **Love** we pray,*

*Let us be kind*

*to each other today.*

*Amen.*

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## Welcome



Greetings and welcome to St Patrick's Catholic School at Asquith. Our school was founded by the Sisters of Mercy. We are proud of our history and heritage and value the strong bond that continues with our founding order.

At St Patrick's children develop a passion for learning through quality teaching and a diverse range of learning experiences. We encourage and foster a love of learning and strive for excellence within a quality learning environment.

We are the educational arm of the Ku-rin-gai Chase Catholic Parish, along with St Bernard's Catholic Primary School at Berowra. Our Catholicism is expressed through the students, teachers and wider school community living and teaching Gospel Values.

We have an extremely talented and professional team of staff members, and a committed parent community. Our school is a fantastic place for children to come and learn, and a rewarding place for teachers to come and teach. It is our collective aim to provide the very best learning opportunities for all of our students.

Parents and carers are of vital importance to the success of our school. Our parents and carers are the first educators of their children and their positive support of their child's school education provides encouragement to their child, their teacher and helps build the spirit of the school.

Education is a lifetime journey that you will begin at St Patrick's Catholic School. We are dedicated to preparing your children for their journey of learning. We welcome your interest and warmly invite you to visit or call for further information.

*Bernard Cumming*

*MEd MA MTh MSchMgt*

*Principal*

### **School Office**

Royston Parade

Asquith NSW 2077

Ph: 9477 3800

Email: [spa@dbb.catholic.edu.au](mailto:spa@dbb.catholic.edu.au)

Web: [www.stpat.nsw.edu.au](http://www.stpat.nsw.edu.au)

### **Parish Office**

1-19 Woodcourt Road

Berowra Heights NSW 2077

Ph: 9456 2450

Email: [parishkccp@dbb.org.au](mailto:parishkccp@dbb.org.au)

Web: [www.kccp.dbb.org.au](http://www.kccp.dbb.org.au)

## Administration

Principal  
Assistant Principal  
Religious Education Co-ordinator

Bernard Cumming  
Kylie Huggins  
Karen Pezzuto

### SCHOOL RESUMES

Tuesday, 29th January, 2019—Staff

Friday, 1st February, 2019—Years 1 to Year 6 students

Friday, 1st February, 2019— Kindergarten

**Years 1—6 Mathematical Assessment Interviews:** Each student will be required to attend a two hour, one on one Mathematical assessment on Wednesday 30th January or Thursday 31st January 2019. Therefore, all children from Years 1-6 will commence their first full day of school on Friday 1st February 2019.

**Kindergarten Best Start Assessment:** Wednesday 30th January to Thursday 31<sup>st</sup> January 2019 Kinder students will be participating in the “Best Start” Kindergarten Assessment. Students will meet with their teacher for a two hour, one on one assessment, to enable the teacher to get to know each individual in depth.

Kindergarten children will attend classes for **half day only** Friday 1<sup>st</sup> February from **8.45am - 12.00 noon**.

From Monday 4th February, 2019 Kindergarten students will commence **full day school attendance ~ 8.45am - 2.55pm**.

School telephone number is 9477 3800

Parents are asked to use the school telephone in cases of real emergency only. Other matters such as change of routine, incomplete homework etc. should be communicated to the class teacher as soon as possible in via email or writing.

Office hours 8.30am - 3.15pm

## Things You Should Know

### ABSENCES, ATTENDANCE AND PUNCTUALITY

As of 2013 Commonwealth Legislation means that there is little discretion in approving leave. It is crucial your child be regularly at school on time and leave at bell time (not earlier).

Parents are asked to inform the School Office before 9.00am on the morning of any short absences due to illness etc. via phone 9477 3800 or email spa@dbb.catholic.edu.au. On returning to school parents are asked to put in writing the reason for their child/children's absence (email advice is acceptable). If your child is going to be absent for 10 or more days for the purpose of travel within Australia/and/or overseas you are required to complete an *Application for Extended Leave* and forward to Principal **prior** to departure for approval of leave.

It is a legal requirement that pupils attend School regularly. The signal for classes to commence is given at 8.45am and children should be at school by 8.40am each day.

Commencement Time	8.45am
Recess	10.45 – 11.15am
Lunch	1.15pm-1.55pm
Dismissal Time	2.55pm

**NO RESPONSIBILITY** is taken for the children's safety in the playground **before 8.15am** or after classes are dismissed each afternoon at 2.55pm.

We ask you to pay particular attention to this matter.

#### **Late Arrivals / Early Departures:**

If your child is late arriving to school, you and your child must report to the School Office and advise the reason for arriving late and then escort your child to their classroom.

If your child has to leave early, you are required to report to the School Office and advise the reason for early departure and your child will be sent to the School Office by their class teacher for dismissal.

Prior notification, where possible, would be appreciated—please note the new legislation.

### ASSEMBLY

During Terms 2 and 3 a Whole School Assembly is held each Friday afternoon in the Fr Patrick McMaugh Hall at 2.20pm unless otherwise noted.

### BAND

The School has three Bands (Training, Intermediate and Senior) for students in Years 2 - 6. Instruments may be hired, by private arrangement, and private tuition is available for the students in the Bands. Further information can be obtained by contacting the Instrumental Band Teacher, Mrs. Helen Jacobsen on 0402 135 787.

## BEFORE AND AFTER SCHOOL CARE

“Royston Kids” provides our students with Before and After School Care. Children ***must*** be registered to use this facility. Fees and information are available from the School Office or go to [www.stpat.nsw.edu.au](http://www.stpat.nsw.edu.au). Further information can be obtained by contacting Royston Kids on 0431 383 981 or email [roystonkids@hotmail.com](mailto:roystonkids@hotmail.com). Please note Royston Kids is independently administrated.

## CANTEEN

St Patrick’s School Canteen is operated by volunteers and your assistance would be appreciated.

Volunteers are required for Monday, Wednesday and Fridays only at lunchtime for approximately one (1) hour or Friday from 10.35-11.10am. If you can help, please complete the “Canteen Roster Form” which is sent home to each family, and return it to the School Office by the specified date. This will enable us to have rosters prepared for the commencement of the new school year. A *Price List* will be sent home at the commencement of the school year and displayed on our website.

Lunch orders are available to students on Wednesdays and Fridays each week. Orders can be made via the QKR App up until 8.00am on the day of order.

Please note: no cash orders can be accepted - only through the QKR App.

## CHILD PROTECTION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

- Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
- Follow an established process to address allegations of inappropriate behaviour by staff towards children.
- Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
- Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

See also Appendix 1: CHILD PROTECTION INFORMATION

## COMPLAINTS

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:



- If you or your child has a complaint about a student other than your own child you should raise it with your child's class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

See Appendix 2: Maintaining Professionalism

## COMMUNICATION

Good communication between home and school is the key to a positive partnership. Parents are encouraged to speak to their child's class teacher whenever they have a concern. Please make an appointment rather than approach the teachers when they have students in their care. It is helpful if you alert the teachers to the issue you wish to discuss so they can adequately prepare for the interview.

Regular communication between home and school is essential. This takes place in the following ways:

- Weekly Newsletters (emailed Wednesday via Enews App);
- News shared via the platform Bloomz.
- Class teachers provide parents with information on class expectations for the year and on Key Learning Areas, i.e. Mathematics, English, etc at regular intervals;
- Curriculum and Parent Education is offered prior to each term's Parents and Friends Association General Meeting;
- Team meetings for children with Special Needs are held when required by parents and teachers;
- Phone calls / emails to parents / teachers;
- Reporting Procedures. Parent -Teachers reporting interviews;
- All Newsletters and notes appear on the school website [www.stpat.nsw.edu.au](http://www.stpat.nsw.edu.au)

## CREATIVE ARTS

A trained teacher is employed for two days per week to implement the Creative Arts Program.

## EXCURSIONS AND CULTURAL ACTIVITIES

Excursions held outside the school and cultural activities held within the school are organised around curriculum classroom activities. They are considered an integral part of the children's overall education and **all children** are expected to participate.

A signed permission slip is mandatory before a child can attend School Excursions and Sports Carnivals. If a permission slip is not received, participation will not be permitted.

## FEES & PAYMENTS

The Catholic Schools Office reviews and determines School Fees annually.

The yearly school fee invoice account will be sent home in Term 1, with dates by which certain payments are to be made. You can elect to payment your account in three installments (February, April or July), Yearly (1 instalment), Monthly (10 instalments), Fortnightly (20 instalments) or Weekly (40 instalments). Our preferred payment method is Bpay. payment via EFTPOS/Credit Card, Cash or Cheque can be arranged through the School Office. You can also download the Qkr App and pay using a debit or credit card at any time. Fees are to be paid in full no later than 1<sup>st</sup> November.

If you are having difficulty meeting your school fee obligation, it is essential you make an appointment with the Principal to discuss your circumstances. If fees are outstanding for no apparent reason, they are automatically referred to the Catholic Schools Office for investigation and possibly advice from a Debt Collection Agency. **Please note that a Catholic Education will not be denied to a Catholic family due to financial hardship.**

## HOMEWORK/HOME LEARNING

At St Patrick's we set homework which is aimed to:

- reinforce what students learn during class;
- stimulate and challenge students;
- develop study habits
- establish good routines particularly in senior school as preparation for high school;
- enable parents to have an insight into what learning is happening in the classroom.

Teachers are expected to set, correct and give feedback on homework tasks. They communicate tasks via their Class Google Classroom and via hard copy notes. It is important to communicate with your child's teacher should there be any issues associated with homework.

How can parents help with homework?

Be sure you understand the homework expectations of your child's teacher. Check the day homework is due and know clearly how the homework tasks will be communicated.

Establish a clear and agreed routine with your child. Agree on where and when it will be done.

Encourage your child in the areas of persistence; organization and effort.

## ILLNESS

If children fall ill at school they are sent to 'sick bay' and parents will be notified to collect their child. If children are ill it is best to keep them home until they are well. We are committed to a "partnership of care" for your child.

## IMMUNISATION

Under the NSW Public Health Act 1991, children without proof of immunisation may be

asked by Public Health Officials to stay at home from school during an outbreak of vaccine preventable disease. When students are enrolled, St Patrick's is required to ask parents to provide an Immunisation History Statement their doctor. Statements can be obtained online through the Australian Childhood Immunisation Register.

## INFORMATION TECHNOLOGY

All classrooms have access to a range of technology including laptops, Apple TV and tablets. The IT program for all students is comprehensive and provides wireless connectivity for use across the school. Our Years 4, 5 & 6 students are currently participating in a 1 to 1 iPad BYOD "Bring Your Own Device" program. All of our computers and school iPads are networked and have e-mail and internet access. Data projectors and Interactive Whiteboards are essential teaching and learning tools in all classrooms. Apple TV is also available in all classrooms providing further potential for the interactive use of technology.

## INTERVIEWS

If parents require an interview with their child's teacher during the year, please send a letter outlining the issue you wish to discuss and the teacher will then contact you directly to organise an appropriate appointment time. As teachers have a duty of care to their class during school hours, before and after school interviews are encouraged. Teachers will contact parents if they have any concerns.

## LABELLING CLOTHES AND EQUIPMENT

*Please label all Clothes and Equipment of children in all grades.*

(Printed type labels, sewn in, are considered desirable as names written on labels with biro, etc. tend to wash off.)

## LIBRARY/EXCURSION BAG

All students (K-6) require a Library/Excursion Bag. These are available from the School Uniform Shop.

## LOST PROPERTY

This is kept in a container at the end of the verandah near the Kindergarten classroom. Unclaimed items will be recycled every six weeks and donated to the Uniform Shop or St Vincent de Paul.

## MEDICATION

Diocesan WHS procedures state that staff at St Patrick's will only be able to administer medications to students when accompanied by written instructions from a medical practitioner. This includes All NON-PRESCRIBED medications such as Panadol and Nurofen. Medication in the original packaging with prescription instruction details are acceptable as written instructions. This policy relates to every student and is applicable when a student is at school or at any school related activity such as excursions, camps or sporting events. All requests for medication need to be accompanied by an authorisation form available on the school website.

Medication will be stored in and administered from the School Office.

## NEWSLETTER

A School Newsletter is sent out electronically *every Thursday* via Enews. Please subscribe to the newsletter at [www.stpat.nsw.edu.au](http://www.stpat.nsw.edu.au) and tick newsletter **and** your child's current class year. The newsletter is also displayed on our school website [www.stpat.nsw.edu.au](http://www.stpat.nsw.edu.au).

Items to be published in the School Newsletter should be at the School Office by no later than Tuesday morning - 9.00am.

## PASTORAL CARE

Our policies relating to the discipline of students are based on procedural fairness and are outlined in the Pastoral Care Policy.

Please note that implied in all policies related to the discipline of students at St Patrick's Catholic School Asquith, is the prohibited use of corporal punishment by school persons (staff and students) and non-school persons (parents and carers).

### **Rights and Responsibilities of Students**

Education is the process of helping each individual discover their own uniqueness, awesome capacity and responsibility.

Behaviour Management at St Patrick's Asquith is seen as guiding, leading, encouraging and demonstrating Christian behaviour within a framework of Christian Values. There is acceptable and unacceptable behaviour. We each have rights and responsibilities.

### **Rights**

Everyone has the right ~

- to be happy
- to be safe
- to be treated as an individual with respect
- to communicate and be listened to
- to learn without interruption
- to use and share resources and equipment

### **Responsibilities**

Responsibility is when we make informed choices about our behaviour and take control of our actions.

At St Patrick's Catholic School Asquith every person has a "Responsibility"

## PARENT HELPERS / VOLUNTEERS

A large number of parents are involved in various ways within the school. Volunteers are required to help with reading, maths, art etc. The class teacher will discuss this at the commencement of each school year. We welcome parents to be actively involved in supporting the school in whatever way they can.

The participation, involvement and help of parents, close relative and other volunteers are welcome and appreciated for various activities both in school and on excursions.

It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- All parents are legally required to complete and sign a Declaration for Volunteers/Contractors, Diocese of Broken Bay” form and return it to the School Office prior to assisting in *any* volunteer capacity.
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be ‘staff’ for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated (see Child Protection).

See also Appendix 3: Working with Children Checks.

## PARENTS AND FRIENDS ASSOCIATION

Parents of all children enrolled at St Patrick's School are members of the Parents and Friends Association. The objectives of the Association are generally to co-operate with the Parish Priest and the Principal in assisting with the education, social and sporting activities of the pupils. Specifically the Parents and Friends assist in projects beneficial to the school and raises money to promote the objectives of the association.

## PHYSICAL EDUCATION AND SPORT

A trained teacher is employed for two days per week to implement the PE Program. Children are required to wear their Sports Uniform on their PE and Sports days. Classes will be advised of their particular days at the beginning of the school year.

## REPORTING PROCEDURES

We recognise the importance of keeping parents informed of their child’s progress.

June	Written Report and Parent Teacher Interviews
December	Written Report and interview if requested

Our school based report provides you with information on the effort and achievement of your child in each Key Learning Area, and on their development in and demonstration of Learning Behaviours and Catholic Values. The achievement scales are based on the Common Grade Scale, developed by the NSW Board of Studies.

## STAFF DEVELOPMENT DAYS – TEACHER ONLY DAYS

On occasions during the year, the staff members have an In-Service Day, which may be facilitated by one of the Regional Consultants or a Special Lecturer on a specific subject area. There is **NO** school for the students on these days. You are advised of these dates, well in advance, through the School Newsletter.

## STUDENT BANKING

The Commonwealth Bank operates Student Banking whereby deposits are processed through the School Office each week. Children’s existing Commonwealth Bank accounts may be used or new accounts can be opened via school (applications are available from

the School Office or if you are an existing Commonwealth Bank Customer you can apply online). Once your child has received their deposit book directly from the bank, he / she may commence banking. A Deposit Book and money is to be sent to the School Office for processing via the school office bag. Please note: bank statements, withdrawals and balance of accounts must be obtained direct from the Commonwealth Bank, by parents.

## STUDENT LEADERSHIP

This is addressed in various ways throughout a child's time at St Patrick's Asquith.

**Buddy System** Children entering Kindergarten are allocated a special Year 6 Buddy. The Buddy takes special care of the younger child as they settle into school life. The Buddy can check up on the child during break times and is a friendly face to go to in times of need. The Year 6 Buddies sometimes assist their Kindergarten friends in their classroom.

**School Captains and Sports Captains** Positions of Students Leadership are elected from children in Year 6 by all children in the senior school. We encourage the children to choose leaders with qualities such as honesty, positive behaviour, encouragement of others, etc. All Captains may be asked to assist the Principal and teachers in running school events. Year 5 students participate in a variety of leadership activities to prepare them for the responsibility as a Year 6 student.

**Student Representative Council** Students are elected from each class and represent their peers in school matters at regular meetings.

## TRANSPORT

**Bus and Train Opal Cards:** Applications are to be made online at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students) by the parent and then it will be processed by Transport for NSW. Once approved, Transport for NSW sends the School Opal Card to the home address given on the application.

If your child has a bus or train travel pass and remains eligible, this will be renewed automatically each year by Transport NSW with the exception of those children progressing from Year 2 to 3. These students must re-apply for free travel because distance criteria comes into place for students from Year 3. This can, however, mean that some children who have had a bus or train pass in Years K-2 may not qualify for free travel from Year 3 onwards as they live too close to the school.

Bus and train School Opal Cards are valid for one year and, any new applications passed will be distributed directly to the parents' home address by Transport for NSW.

If you change your address at any time in the year you must re-apply for a train or bus School Opal Card. Please go online to [transportnsw.info/school-students](http://transportnsw.info/school-students) to update your application.

If your child loses their School Opal Card Parents/Carers will need to visit [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students) or call 131500 to order a replacement School Opal card.

## UNIFORM

You have chosen to send your child to St Patrick's and to wear the School Uniform. We seek your co-operation in seeing that he/she wears the correct uniform and is neat and

tidy at all times.

### **Grooming**

Hair: If shoulder length or longer, hair *must be tied back* with either bottle green or lemon (to match blouse) coloured ribbons. Students are expected to have a neat and tidy haircut at all times. Hair is to remain the child's natural colour while a student at St Patrick's. Extreme hairstyles which draw attention to the students through cut, colour, additive products etc, are not permitted.

Nails: No nail polish is to be worn. Jewellery: Students with pierced ears must wear small plain silver or gold studs as other earrings are a safety issue during play and sport. A wrist watch is the only other jewellery item allowed. Headwear: The School Policy is "No Hat – Play in the Shade". Both girls and boys are required to wear the regulation hat when playing outside. Hats are available from the School Uniform Shop.

**School Uniforms** are available from the **School Uniform Shop which opens on Tuesdays from 8.30am - 9.00am.** The preferred ordering method is online with Flexischools. Go to [www.flexischools.com.au](http://www.flexischools.com.au) and click register now, enter your email address, you will be emailed a link to an online form. Choose a username and password, and complete the form. Add each student and select their class then pay by credit card when you place your order. Items will be sent home through the classrooms. The Uniform Shop Order Form is also available on the school website for cash or cheque payments only.

## **UNIFORM**

### **SUMMER UNIFORM**

Girls Summer Dress

Boys Shirt - Short Sleeve Green

Boys Shorts - Grey

### **WINTER UNIFORM**

Girls Winter Tunic

Girls Blouse - Long Sleeve Lemon

Boys Shirt - Long Sleeve Green

Boys Pants - Long Leg Grey

Sloppy Joe

Tie Boys

Tie Girls

### **SPORT UNIFORM**

Girls Skort - Bottle Green

Unisex Shorts - Bottle Green

Unisex Shirt - Short Sleeve Gold

### **ACCESSORIES**

Anklet Socks – Grey (shoe size)

Anklet Socks - Bottle Green (shoe size)

Cotton Tights - Bottle Green (age)

Art Smock

Badge

Gloves

Hat

Rain Poncho - Yellow Hood

Rain Poncho - Green Hood

Scarf - Bottle Green Fleece

Scarf - Candela - Green with Gold stripe

Sunglasses Strap

Korker Hair Accessory

Scrunchy Hair Accessory

Headband – Bottle Green stretch fabric

Unisex Shirt - Long Sleeve Gold

Unisex Tracksuit Jacket

Unisex Tracksuit Pants

## **BAGS**

School Backpack

Excursion Bag

Library Bag

## **WEBSITE**

St Patrick's website includes direct links to the school calendar, forms, photos from school events and information for the school. If you prefer your child's photo not to be displayed, parents have the opportunity to withhold permission at any time by notifying the school in writing.

The website can be accessed on: [www.stpat.nsw.edu.au](http://www.stpat.nsw.edu.au)



## APPENDIX 1:

### CHILD PROTECTION INFORMATION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

#### **Responding to risk of harm**

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the CSO's child protection team (CP team). Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

If you have concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

## APPENDIX 2:

### MAINTAINING PROFESSIONALISM

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

We understand that staff have a duty of care to:

- Ensure no child is exposed to foreseeable risk of harm
- Take action to minimise risk
- Supervise actively and
- If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

Staff strive to:

- Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

### Addressing complaints of inappropriate behaviour by staff

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the NSW Ombudsman Act 1974. The NSW Ombudsman is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers as well as paid staff

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSO's Child Protection Team.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the CSO will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal from duties or termination of employment.

If harm has occurred to a child, counselling or other support will be offered to the child

## APPENDIX 3:

### WORKING WITH CHILDREN CHECKS

#### Screening of those working in schools

Working With Children Checks are undertaken by staff working in our school. External tutors and coaches working with students in dance, music, sport, art etc are also expected to obtain a check which is verified prior to engagement.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child-related role.

The participation of parents and close relatives of students at the school as volunteers is welcome and appreciated for various activities both in school and on excursions. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- check with the school what the current legal requirements are for working with children.
- not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

- A 'parent of a child' includes a carer or person who has legal responsibility for a child.
- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.

Similarly, any volunteer working in a high risk role will be required to undertake a Working With Children Check. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <http://www.kidsguardian.nsw.gov.au/>.

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact the CSO Child Protection Team on:

***Phone: 9847 0618 or Office Fax: 9847 0611***