



PARRAMATTA EAST PUBLIC SCHOOL

Child Protection Procedure B

Allegations Against Employees

This procedure details how the principal of Parramatta East Public School responds to allegations of a child protection nature made against employees.

1. Objectives – Procedure Statement

- 1.1 Parramatta East Public School is committed to protecting the safety, welfare and wellbeing of students, ensuring it is responsive to allegations raised about its employees and responds to its legislative responsibilities.
- 1.2 At Parramatta East Public school, the principal has a responsibility 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 convictions and/or allegations of a child protection nature made against an employee; and
 - report to the Office of the Children’s Guardian the names of employees found to have engaged in sexual misconduct towards, or seriously physically assaulted, a child.
- 1.3 The principal is required to report immediately to the Employee Performance and Conduct Directorate (EPAC) allegations of a child protection nature.
- 1.4 EPAC provides direction to principals and workplace managers on initial contact about risk management, preserving evidence, reporting to other agencies and undertaking further enquiries.
- 1.5 EPAC and principals/workplace managers will provide victims and employees information about support services available to them. Additional supports may be required where a victim is particularly vulnerable e.g. a student with disability.

2. Rationale

- 2.1 Parramatta East Public School recognises that the safety, welfare and wellbeing of children and young people in educational settings are paramount. When responding to allegations against employees the principal also has a responsibility to ensure their employees are treated fairly.
- 2.2 This procedure reflects the legislative requirements of the department to respond to allegations of a child protection nature against employees. The Department has an obligation to children and employees to ensure allegations of a child protection nature are addressed and properly handled. The department also has a duty of care to keep students safe in schools.

3. Responsibilities and Delegations

3.1 Principal

- Respond to allegations against employees in accordance with the policy and procedures
- Report child protection allegations against employees to EPAC within 1 business day
- Ensure the policy and procedures are accessible to all employees
- Ensure staff have child protection training and receive annual child protection updates
- Ensure risk management strategies are implemented locally during investigations and students and staff are supported
- Locally manage less serious allegations under the oversight of EPAC.

3.2 All Employees

- Are aware of and comply with the policy and procedures
- Identify allegations of a child protection nature raised about employees
- Report allegations to the principal, or EPAC if the allegation is against the principal
- Maintain confidentiality about the allegations and any investigation in which they are involved.

4. Monitoring, Evaluation and Reporting Requirements

- 4.1 Principal to keep a record of all allegations made against employees and the actions they undertook.
- 4.2 Procedure to be reviewed yearly.

5. Contact

- 5.1 For all allegations against employees the principal is to contact the Employee Performance and Conduct (EPAC) department within 1 business day. Director, Systems and Practice, Employee Performance and Conduct T: 9266 8070

6. Reporting Guide for All Employees

