



## School Registration

### Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct

#### BACKGROUND

Complaints regarding allegations of staff misconduct and reportable conduct are managed in a different manner to other complaints received by the College. This is because often these complaints are of a sensitive nature and raise potential privacy and confidentiality issues.

#### PURPOSE

The College requires all staff to comply with a Code of Conduct and standards of behaviour that are intended to prevent staff misconduct and reportable conduct, and staff are encouraged to report any breaches of the Code or standards. It is also critical that the broader College community reports staff misconduct and reportable conduct (both defined below) to ensure the safety and wellbeing of students, and that the College complies with its legislative reporting obligations. The College has a legal obligation to investigate and report to the NSW Children's Guardian all allegations of reportable conduct made against staff at the College as defined by the Children's Guardian Act 2019 (Children's Guardian Act).

#### SCOPE

For the purposes of this Policy, "staff" and "staff member" is defined to include teaching and nonteaching staff, College Advisory Council members, volunteers, contractors and external providers.

#### ROLES AND RESPONSIBILITIES

There are no specific roles or responsibilities associated with these Procedures.

#### SCHOOL'S POLICY

This section is not applicable.

#### PROCEDURES

##### Making a Complaint or Allegation of Staff Misconduct or Reportable Conduct

If you would like to make a formal complaint or allegation of staff misconduct or reportable conduct, you can do so by:

1. Sending an email to [ewatson@stpiusx.nsw.edu.au](mailto:ewatson@stpiusx.nsw.edu.au)
2. Writing a letter to the College addressed to the Complaints Manager
3. Telephoning the College and asking to speak to the Complaints Manager



CEO must inform the affected child and their parents/carers about the reportable conduct investigation unless it is “not in the public interest” to inform them.

The Director of NSW Colleges and CEO or an investigator working for the Director of NSW Colleges and CEO must not disclose information about a reportable conduct investigation to anyone other than the affected child and their parents/carers. However, there are some exceptions to this rule.

Disclosures can be made to certain people and entities, such as investigators and carers, if the disclosure is made to promote the safety or wellbeing of the child.

Children's Guardian Act 2019

Registered and Accredited Individual Non-Government Schools Manual, 3.6.1

### **RELATED POLICIES AND PROCEDURES**

There are no related policies applicable to these Procedures.

### **RELATED FORMS AND DOCUMENTS**

There are no related documents applicable to these Procedures.

### **REFERENCES AND RESOURCES**

The NSW Children's Guardian provides information on reportable conduct and the College's obligations to report. For more information about the College's policies and procedures relating to staff misconduct, reportable conduct or complaints handling generally, please contact the College.