

BS"D

**CHILD PROTECTION ACTION CHART
AT YESHIVA COLLEGE**

WHO	WHAT	WHEN	HOW
Admin	Requiring WWCC checks	At point of employment of all staff	Verbally upon appointment and collection of report
Reception	Collect WWCC and process	At point of employment	Collect staff WWCC code and confirm through the system
Admin	Be on alert and be available for any concerns or allegations	At all times	Be ready to access <u>online Mandatory Reporter Guide</u> and follow the prompts to check concerns or allegations
Admin	Keep abreast of all updates in policies and inform staff	At all times	Read updates, bring to attention of staff at meetings, in emails, etc
Admin	Engage programs to refresh knowledge of staff, students and school community in Child Protection matters	Annually in Term 2 and at other times as matters arise or opportunities present themselves (special speaker in town, etc)	Book programs, require staff to attend
Admin	Provide Abridged Staff Handbook to temporary staff and full Staff Handbook to hired staff	All staff to work in classrooms are to be given upon engagement either the Abridged or full Staff Handbook which includes the entire Child Protection policy	Staff is to sign off receipt of these policies and to be made aware that they are required to be responsible for the content
Admin and staff	Update policies and procedures, update Staff Handbooks accordingly	As required due to new circumstances or changes	Discuss policies and procedures at staff meetings to make any needed changes
Staff	Go through Child Protection Training online	Annually in Term 1	Complete annual online certification, participate in training programs provided by school, discuss issues at meetings as they arise
Staff	Go through interactive workshop on awareness about students and skills to allow for disclosure	Annually in Term 2	Participate in staff training session and preferably also attend parent session
Parents	Attend workshop on awareness about children, skills to allow for discussion and disclosure and prevention methods	Annually in Term 2	Participate in parent session
Staff	Be alert for and report any signs of concern to Admin, make a report as necessary	As matters arise	Preserve confidential nature of issue, but bring concerns to Admin immediately, be assured that reporting requirements are assessed and followed
Staff	Be alert for and report any allegations about staff or parents or students to Admin, make a report as necessary, present evidence	As matters arise In the case of allegations about Admin, staff member is to access <u>online Mandatory Reporter Guide</u> and follow the prompts	Preserve confidential nature of issue, but bring concerns to Admin immediately, be assured that reporting requirements are assessed and followed
Reception	Keep confidential records of all concerns or allegations	Print all reports generated from accessing the <u>online Mandatory Reporter Guide</u>	In confidential files kept locked up
Students	Attend workshops to be trained in the differences between appropriate and inappropriate behaviours and awareness of who to tell about unwelcome inappropriate attention	During Term 2	Students attend workshops presented by the school