

BS"D

YESHIVA COLLEGE CHILD PROTECTION ***ACTION CHART***
MRG: <https://reporter.childstory.nsw.gov.au/s/mrg>
Child Protection Helpline 133 627



WHO	WHAT	WHEN	HOW
Principal and Admin	Require WWCC checks	At point of employment of all Staff	Collection of WWCC number as per Induction Checklist
	Be available for any disclosures of abuse, inappropriate behaviour around children, suspicion of abuse/harm to a student	At all times NOTE: the web address to the MRG has changed to the link above	Be ready to access online Mandatory Reporter Guide and follow the prompts to check concerns or allegations.
	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.
	Engage programs to refresh knowledge of Staff, Students and the 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 (such as Mrs Blackman), require Staff to attend.
	Provide Abridged Staff Handbook to temporary or volunteer Staff and full Staff Handbook to regular Staff so they sign off on receiving the Child Protection Policy	All staff to work with children are to be given upon engagement either the Abridged or full Staff Handbook which includes the 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.
Principal	Child Safety Contact Person Keep confidential records of all concerns or allegations	Print all reports generated from accessing the online Mandatory Reporter Guide	In confidential files kept locked up and added to as notes arise
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.
	Go through interactive workshop on awareness about students and skills to allow for disclosure	Annually in Term 2 with Mrs Blackman	Participate in staff training session and preferably also attend parent session.
	Be alert for and report any signs of concern to Principal (including cyber bullying), make a report as necessary	As any concerns arise	Preserve confidential nature of issue, but bring concerns to Principal immediately. Make sure that reporting requirements are assessed and followed.
	Be alert for and report any allegations about staff or parents or students to Principal, make a report as necessary, present evidence	As any concerns arise In the case of allegations about Principal, Staff member is to contact the Chairman of the School Board	Preserve confidential nature of issue, but bring concerns to Admin immediately. Make sure that reporting requirements are assessed and followed.
Reception	Collect WWCC and process	At point of employment	Collect staff WWCC code and confirm online and keep records in file and on database.
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
	Attend workshops to be trained in	During Term 2	Students attend workshops

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Students	the differences between appropriate and inappropriate behaviours and awareness of who to tell about unwelcome inappropriate attention		presented by the school
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