

MUSEC School Child Protection Policy

The safety, protection and welfare of students is the responsibility of all staff members at MUSEC School. MUSEC School is committed to maintaining a child safe environment and to meeting its legislative obligations for child protection.

This policy applies to all staff members of MUSEC School, including employees, contractors and volunteers. Staff members who fail to comply with this policy may be in breach of their terms of employment, contract or engagement.

Legislative Obligations

MUSEC School knows and complies with its obligations for child protection under the following NSW laws (*NSW Registered and Accredited Individual Non-government Schools Manual*, Feb 2026, p. 55):

- *Child Protection (Working with Children) Act 2012* (the Working with Children Act), which requires the School to obtain and verify working with children check (WWCC) clearances with the Office of the Children's Guardian (OCG) for all people engaged in child-related work.
- *Children and Young Persons (Care and Protection) Act 1998* (the Care and Protection Act), which sets out the responsibilities of mandatory reporters and the School's responsibility to identify and report to the NSW Department of Communities and Justice (DCJ) where reasonable grounds exist to suspect a child is at risk of significant harm.
- *Children's Guardian Act 2019* (the Children's Guardian Act), which requires the School to prevent and identify reportable conduct by employees and to respond to any instances by investigating and reporting to the OCG.

Child-related work

Child-related work (including voluntary work) is work that provides services for children and young people under 18, where the work normally involves being face to face with children, and where contact with children is more than incidental to the work.

Mandatory reporters

A mandatory reporter is a person who, in the course of their professional work or other paid employment, delivers health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children; who holds a management position with direct responsibility for or supervision of those services; who is in religious ministry or provides religion-based activities to children; or who is a registered psychologist providing a professional service as a psychologist. All teachers at MUSEC School are mandatory reporters. Any question about whether a staff member is a mandatory reporter is directed to the Principal.

Risk of significant harm

A student is at risk of significant harm if current concerns exist for their safety, welfare or wellbeing because of circumstances present to a significant extent – for example, basic physical or psychological needs not being met, the absence of necessary medical care or education, physical or sexual abuse or ill-treatment, exposure to domestic violence, or serious psychological harm. Reasonable grounds means an objective basis for suspecting such harm, based on observation, disclosure, or reasonable inference; staff are not required to have proof before reporting.

Our Commitment

MUSEC School has and implements policies and procedures to:

- ensure all people engaged in child-related work hold a current WWCC clearance, verified prior to engagement and following each renewal, with evidence of verification maintained;
- identify and respond to concerns about students at risk of significant harm and report to the DCJ;
- prevent, identify, report and investigate reportable conduct by employees, report the findings of each investigation to the OCG, and refer findings of sexual misconduct, a sexual offence or a serious physical assault to the OCG's Working with Children Check Directorate;
- inform staff of their child protection legal obligations at least every 12 months;
- provide stakeholders with clear guidelines for raising complaints or allegations of staff misconduct or employee reportable conduct, and for how the School responds to such complaints, allegations and convictions; and
- make its child protection policy and stakeholder complaint procedures regarding staff misconduct and employee reportable conduct publicly available.

Reporting Child Protection Concerns

All staff members report any concern about the safety, welfare or wellbeing of a student to the Principal. If a concern or allegation involves the principal, the report is made to the MUSEC School Management Committee Chair.

This policy is supported by internal child protection procedures maintained by the school, which set out how these obligations are met in practice.