



**Complaint Handling Procedures
regarding allegations of Staff Misconduct or
Reportable Conduct**

Foundation for Life

Complaints Handling Procedures

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Complaint Handling Procedures regarding allegations of Staff Misconduct or Reportable Conduct

1. Related Policies

Please read this Procedure of Coast Christian School (referred to in this document as the 'School') in conjunction with the School's:

- Complaints and Grievances Policy
- Child Safe Policy
- Whistleblower Policy (if relevant)

(See also other related policies listed below in this Procedure)

2. Purpose of this Procedure

The purpose of this procedure is to help stakeholders (which includes parents, students, staff and any other person who has a concern) understand how allegations of Staff Misconduct or Reportable Conduct about School staff can be communicated to us and how they will be dealt with.

3. What is Staff Misconduct?

Staff Misconduct is:

- any conduct that puts a child (or other person) at risk of harm and/or
- any conduct that does not accord with our:
 - Child Safe Policy
 - Complaints and Grievances Policy
 - Staff Code of Conduct
 - All other School policies (you can telephone our office on 4368 3377 for copies of other policies)

4. What is Reportable Conduct?

The NSW Reportable Conduct Scheme is described in our Child Safe Policy.

Reportable Conduct means:

- a sexual offence
- sexual misconduct
- ill-treatment of a child
- neglect of a child
- assault against a child
- failure to protect OR failure to report offences
- behaviour causing significant emotional or psychological harm to a child

5. What if I become aware of Staff Misconduct or Reportable Conduct?

1. If the conduct involves an immediate and serious harm to a child (or other person), call the Police on 000.
2. If the conduct falls within the above definition of Reportable Conduct, follow the steps set out in Child Safe Policy.
3. If the conduct falls within the above definition of Staff Misconduct, follow the steps set out in our Complaints and Grievances Policy.
4. If you wish to receive protections under our Whistleblower Policy please ensure to read this Policy first.
5. If you are a Mandatory Reporter (as defined in our Child Safe Policy), you may also be required to report to the Department of Communities & Justice.

6. Expectations

The School commits to abiding by its policies (including Codes of Conduct) when dealing with matters of Staff Misconduct or Reportable Conduct. This includes operating in accordance with principles of procedural fairness and natural justice as far as is reasonably practicable in the circumstances.

7. Responsibilities

The School Principal is responsible for ensuring this procedure is implemented comprehensively (including staff training, publishing on website in accordance with NESA obligations etc).

8. Other Relevant Policies

Anti-Bullying and Anti-Cyber Bullying Policy
Child Safe Policy (including Code of Conduct)
Code of Conduct – Students
Code of Conduct – School Community Members
Employment Policy (Disciplinary Provisions)
Whistleblower Policy