



<b>Relevant Legislation / Related information</b>	<ul style="list-style-type: none"> <li>• <a href="#">Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023</a> - B8.1</li> <li>• <a href="#">Children’s Guardian Act 2019 (NSW)</a></li> <li>• <a href="#">Child Protection (Working with Children) Act 2012</a> (NSW)</li> <li>• <a href="#">Ombudsman Act 1974</a> (NSW)</li> <li>• <a href="#">Children and Young Persons (Care and Protection) Act 1998</a></li> <li>• <a href="#">Reportable conduct fact sheet NSW</a></li> </ul>
<b>Related documents</b> (Including but not limited to)	<ul style="list-style-type: none"> <li>• Code of Conduct - Personnel</li> <li>• Investigations Policy and Procedure</li> <li>• Work Health and Safety Policy</li> <li>• Mandatory Reporting Policy and Procedure</li> <li>• Complaints policies</li> <li>• Whistleblower Policy and Procedure</li> <li>• Continuous Improvement Procedure – Incident hazard and Feedback reporting</li> </ul>
<b>Authorisation Implementation</b>	Principal
<b>Date of Approval</b>	11 May 2026
<b>Review Cycle</b>	Biennial
<b>Feedback</b>	Feedback on this procedure can be emailed to the Principal
<b>Accessible</b>	Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Parent <input type="checkbox"/>

## Commitment

This policy reflects the commitment of the Sapphire Coast Anglican College, Bega (SCAC) and its employees to the safety and wellbeing of children and young people with focus on identification, reporting and management of misconduct.

SCAC has zero tolerance for child abuse in all its forms. We are committed to providing child safe environments where children and young people feel included, valued and their voices are heard. We understand the profound and long-term impact of child abuse, neglect and trauma have on the health and wellbeing of people across the lifespan. The College’s commitment to child safety aligns with the expectation that all adult community members have responsibility for the protection, safety and wellbeing of children and young people. As employees in a Faith based organisation and under legislation, all personnel are required to report allegations and actual misconduct.

## Purpose and scope

This policy sets out the principles, obligations and processes to investigate reportable conduct and report it to the NSW Office of the Children’s Guardian (OCG). This document outlines the process to ethically and legally ensure the safety and wellbeing of all children and young people.

## Definitions

**Child / young person:** a person under 18 years of age

**Head of the Relevant Entity:** the Principal

**Personnel / worker:** All people carrying out work for the school / College including employees (permanent, casual, and temporary), contractors and sub-contractors, volunteers, apprentices, work experience students, parties providing services to the school / college for incursions, excursions or as part of camps including those employed by third party related organisations, or a minister, priest, or other religious leader or member of a religious organisation

**Reportable allegation:** an express assertion that reportable conduct has happened - see section 18 of the Act

**Reportable conduct:** see policy statement and procedure – *What is Reportable Conduct?*

**Reportable conviction:** a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct – see section 19 of the Act.

## Policy

All allegations of misconduct and reportable conduct are to be reported and treated seriously. Under NSW legislation, Section 29, Children’s Guardian Act 2019 (NSW) (the Act), SCAC must report to the NSW Office of the Children’s Guardian (OCG) all reportable allegations, charges and convictions involving personnel within the required timeframes.

‘**Reportable conduct**’ is defined in section 20 of the Act as the following conduct, whether or not a criminal proceeding in relation to the conduct has been commenced or concluded:

- Sexual offence
- Sexual misconduct
- Ill-treatment of a child
- Neglect of a child
- Assault against a child
- An offence under section 43B or 316A of the Crimes Act 1900
- Behaviour that causes significant emotional or psychological harm to a child.

Refer to the procedure for more information.

Should there be doubt an allegation does or does not meet the legal definition a report is to be made.

Reportable conduct covers actions by personnel both in and out of work.

## Responsibilities

### Board Chair

- manages allegations involving the Principal, as reported via the [incident form](#) with the support of Anglican Diocesan Services (ADS)

### The Principal

- reviews this policy and procedure biennially in consultation with personnel and ADS
- where appropriate, liaise with Risk + Compliance and Human Resources
- sets up systems within the College to ensure that the Principal is advised in a timely manner of any reportable allegations / convictions against employees
- ensures all staff are initially trained, reminded of their obligations and participate in ongoing training
- make reports to the OCG in the required timeframe

- liaise with ADS, where appropriate where reportable conduct allegations are identified to assist the meeting of legal requirements
- maintains records of training
- maintains records of management action using the [incident form](#)
- follows the *Investigations policy and procedure*
- ensures obligations required by this policy and procedure are met consistently and in a timely manner
- ensures recommendations from investigations are considered and actioned as appropriate following the *Continuous Improvement Policy*
- should the *Code of Conduct - Personnel* be breached, seek advice from Human Resources on the implementation of sanctions
- consider the effective management of conflict of interests especially when operating in regional areas
- reviews areas of improvement identified from reportable conduct allegations and make adjustments to policies and procedures as appropriate

#### **Personnel**

- engage with training
- identify reportable conduct and take immediate action reporting it to the Principal and raise an [incident form](#)
- this does not include the responsibility to investigate matters of reportable conduct
- seek clarification if unsure about identification of Reportable Conduct from the Principal
- maintain records of inappropriate behaviours using the [incident form](#)