



St Paul's Grammar School

Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct

Introduction

Complaints involving allegations of staff misconduct and reportable conduct are managed in a different manner to other complaints received by St Paul's Grammar School. This is because often these complaints are of a sensitive nature and raise potential privacy and confidentiality issues.

St Paul's Grammar School requires all staff to comply with Codes of Conduct and standards of professional behaviour (including our Child Safe Adult Code of Conduct and Staff and Student Professional Boundaries policy) that are intended to prevent staff misconduct and reportable conduct. Staff are required to report any breaches of these Codes or standards.

It is also critical that the broader St Paul's Grammar School community reports incidents of or concerns about staff misconduct and reportable conduct (both defined below) to ensure the safety and wellbeing of students, and that the St Paul's Grammar School complies with its legislative reporting obligations. St Paul's Grammar School has a legal obligation to investigate and report to the NSW Children's Guardian all allegations of reportable conduct made against staff at St Paul's Grammar School as defined by the Children's Guardian Act 2019 (NSW) (Children's Guardian Act).

For the purposes of this policy, "staff" and "staff member" is defined to include teaching and non-teaching staff, Board members, volunteers, contractors and external providers.

Definition of Staff Misconduct

St Paul's Grammar School defines "staff misconduct" as conduct by a staff member that:

- Breaches the St Paul's Grammar School's Code of Conduct or other key policies/procedures.
- Breaches Displays purposeful neglect of duties/responsibilities.
- Involves alcohol and/or other substance abuse.
- Is physically, verbally or emotionally abusive.
- Endangers the safety or wellbeing of students or others at the St Paul's Grammar School.

Staff misconduct is considered a child safety incident or concern for the purpose of our Child Safe/Child Safeguarding Policy.

Definition of Reportable Conduct

The Children's Guardian Act defines reportable conduct as including:

- Any sexual offence or sexual misconduct, committed against, with or in the presence of a child (including child pornography offences or an offence involving child abuse material) including grooming behaviours.
- Any assault, ill-treatment or neglect of a child.
- Any behaviour that causes significant emotional or psychological harm to a child.



Reportable conduct is considered a child safety incident or concern for the purposes of our Child Safe/ Safeguarding Policy.

Some examples of conduct that would not constitute reportable conduct include touching a child to get their attention, guide them or comfort them, a teacher raising their voice to attract attention or restore order in a classroom, or conduct that is established to be accidental.

Making a Complaint about or Allegation of Staff Misconduct or Reportable Conduct

If you would like to make a formal complaint or allegation of staff misconduct or reportable conduct, you can do so by:

- Sending an email to Mr Ian Wake, ian.wake@stpauls.nsw.edu.au named in the Child Safe Complaints Management Policy.
- Writing a letter to the St Paul's Grammar School addressed to Mr Ian Wake, Principal.
- Telephoning the St Paul's Grammar School and asking to speak to the Principal, Mr Ian Wake named in the Child Safe Complaints Management Policy.

If the, Principal named in the Child Safe Complaints Management Policy is the subject of your complaint or allegation of misconduct or reportable conduct, please contact Mr Peter Mackie, Chairman of the Board chairman@stpauls.nsw.edu.au.

Investigating and Managing Staff Misconduct and Reportable Conduct

St Paul's Grammar School initially investigates all complaints and allegations to determine whether the conduct in question amounts to staff misconduct, as defined in this policy, or reportable conduct that must be further investigated and reported to the NSW Children's Guardian. All investigations uphold the principles of procedural fairness and confidentiality - information is only shared with those who need to know.

Staff Misconduct

When a complaint or allegation does not include conduct that is defined as reportable conduct following the School's initial investigation, and it is determined through the St Paul's Grammar School's investigation that staff misconduct has occurred, the School will notify the complainant of the finding and corrective actions that will be taken. Staff misconduct is managed through our Human Resources policies and procedures relating to internal grievances, discipline and termination.

Reportable Conduct

After the Mr Ian Wake, Principal becomes aware of a reportable allegation or conviction against an employee they **must** ensure that an appropriate investigation of the reportable allegation or conviction is conducted and completed within a reasonable time.

The Principal **must** notify the Children's Guardian of the findings of the School's internal investigation into the matter.

The Principal **must** inform the affected child and their parents/carers about any reportable conduct investigation unless it is "not in the public interest" to inform them.

Sometimes, where reportable conduct obligations arise, the School will also have other mandatory reporting obligations. In these situations, the School will prioritise its procedures for mandatory reporting to the Department of Communities and Justice and/or to Police and will seek advice from those agencies on the best way to proceed with the reportable conduct internal investigation.

Making a Finding of Reportable Conduct

If the School's internal investigation results in a finding of reportable conduct, following the School's notification to the NSW Children's Guardian, we will conduct a final risk assessment of the conduct, the staff member and the circumstances, and take action to mitigate ongoing risks.

Disclosing Information to the St Paul's Grammar School Community

A parent or carer of a student who is an alleged victim of staff misconduct or reportable conduct has a legitimate interest in being told that their child is an alleged victim and of the nature of the complaint or allegation. The parent/carer and student also has a legitimate interest in being informed of the process, progress and findings of any investigation, and of any action that might be taken after the investigation is completed. Section 57 of the Children's Guardian Act imposes disclosure obligations and prohibitions on the Principal.

The disclosure obligations and prohibitions apply to information about a reportable conduct investigation. This includes information about the progress of an investigation, the findings and any action taken in response to the findings.

The Principal or an investigator working for the Principal must inform the affected child and their parents/carers about the reportable conduct investigation unless it is "not in the public interest" to inform them.

The Principal or an investigator working for the Principal must not disclose information about a reportable conduct investigation to anyone other than the affected child and their parents/carers. However, there are some exceptions to this rule. Disclosures can be made to certain people and entities, such as investigators and carers, if the disclosure is made to promote the safety or wellbeing of the child.

Where to Find More Information

The NSW Children's Guardian provides information on reportable conduct and the School's obligations to report. For more information about St Paul's Grammar School's policies and procedures relating to staff misconduct, reportable conduct or complaints handling generally, please contact Mr Ian Wake, Principal.