



ST ANDREW'S  
CATHEDRAL SCHOOL

# *Procedures* for Handling Allegations of Staff Misconduct and Reportable Conduct

2022-10-31



*A Kindergarten to Year 6 school  
for First Nations children within  
St Andrew's Cathedral School*

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# *Procedures* for Handling Allegations of Staff Misconduct and Reportable Conduct

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# 1. Introduction

St Andrew's Cathedral School ("the School") manages complaints involving allegations of staff misconduct and reportable conduct differently from other complaints. This is because they are often of a sensitive nature, raise potential privacy and confidentiality issues, and in some cases the School has external legal reporting obligations.

The School requires all staff to comply with its policies, Codes of Conduct and standards of professional behaviour that are intended to prevent staff misconduct and reportable conduct and Staff are required to report any breaches of these Codes or standards.

It is also critical that the broader 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 School complies with its legislative reporting obligations.

The School has a legal obligation to investigate and report to the NSW Children's Guardian all allegations of reportable conduct made against staff at the 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, School Council members, volunteers, contractors and external providers.

## 2. Definition of Staff Misconduct

The School defines "staff misconduct" as conduct by a staff member that:

- breaches a Code of Conduct or other key School policies/procedures;
- behaves in a manner opposing the School's Vision, Mission and Values;
- displays purposeful neglect of duties/responsibilities;
- involves alcohol and/or other substance abuse;
- is physically, verbally or emotionally abusive; and
- otherwise endangers the safety or wellbeing of students or others at the School.

Staff misconduct which puts the wellbeing of a student at risk is considered a child safety incident or concern for the purpose of our Child Protection Policy.

## 3. 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; and
- 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 Protection 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.

## 4. 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:

1. Sending an email to the Head of School
2. Writing a letter to the Head of School
3. Telephoning the School and asking to speak with the Head of School

If the Head of School is the subject of your complaint or allegation of misconduct or reportable conduct, please contact the Chair of the School Council (our receptionist on 02 9286 9500 can provide contact details).

## 5. Investigating and Managing Staff Misconduct and Reportable Conduct

The 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.

### 5.1 Staff Misconduct

When a complaint or allegation does not include conduct that is defined as reportable conduct following the initial investigation, but it is determined through 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, staff discipline and termination.

### 5.2 Reportable Conduct

After the Head of School becomes aware of a reportable allegation or conviction they must ensure that an appropriate investigation of the reportable allegation or conviction is conducted and completed within a reasonable time.

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

The Head of School **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 internal reportable conduct investigation.

## 6. Making a Finding of Reportable Conduct

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



## 7. Disclosing Information to the 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 the student 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 Head of School. 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 Head of School or appointed investigator **must** inform the affected student and their parents/carers about the reportable conduct investigation unless it is "not in the public interest" to inform them.

The Head of School or appointed investigator **must not** disclose information about a reportable conduct investigation to anyone other than the affected student 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.

## 8. 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 our policies and procedures relating to staff misconduct, reportable conduct or complaints handling generally, please utilise our contact us via our "[Contact Us](#)" website page.

## 9. Responsibility for this Procedure

The School's Director of People and Culture is responsible for implementation and regular review of this Procedure.

## 10. Publishing this Procedure

The School's Director of People and Culture is responsible for checking annually that this Procedure is published on the School's website.