



ST AUGUSTINE'S COLLEGE - SYDNEY

A Catholic school for boys in Years 5 to 12, teaching the Augustinian values of
'Truth, Love & Community'



CHILD SAFEGUARDING POLICY

2026

Status	CURRENT
Classification	Child Safeguarding
Established	2022
Last Review	2025
Next Review	2027
Responsibility	Deputy Principal

1. Introduction

St Augustine’s College – Sydney is committed to the safety and wellbeing of all children and young people. This Child Safeguarding Policy is aligned with the **National Child Safe Framework** and the **National Catholic Safeguarding Standards** and reflects our unwavering commitment to creating a child-safe environment.

This policy is aligned with the NSW Child Safe Standards, which are mandated under the Children’s Guardian Act 2019 (NSW), and reflect the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. This policy reflects amendments effective October 2025, including consultation with Aboriginal and Torres Strait Islander communities.

This policy is publicly available on the College website. It is provided to all new staff, direct contact volunteers, and contractors during induction, and communicated through various channels including newsletters, annual reports, and parent information evenings.

The College is committed to creating culturally safe environments for Aboriginal and Torres Strait Islander children and young people, and to promoting the participation and empowerment of all students in child safety matters.

2. Purpose

The purpose of this policy is to:

- Demonstrate the College’s commitment to child safety and wellbeing.
- Outline the framework for safeguarding children from abuse and harm.
- Guide the implementation of child-safe practices across all College environments.
- Ensure compliance with relevant legislation and standards.

3. Scope

This policy applies to all adults within the College community, including:

- Staff
- Volunteers
- Contractors
- External Education Providers
- Parents, carers, and family members

This policy also applies to any adult engaged in College-related activities, including excursions, camps, and online learning platform. It is applicable in all College environments—physical, online, on-site, and off-site.

4. Implementation

For your protection the College prohibits staff maintaining images of students on personal

devices with the exception when using the Pixevety mobile app.

This Child Safeguarding Policy is published on our College's public website.

It is provided to new Staff, and to Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at induction or prior to them commencing their work at the College.

All staff must complete annual child protection training that includes updates on mandatory reporting obligations, use of the Mandatory Reporter Guide (MRG), and the NSW Child Safe Standards.

The College provides all Visitors to the College, including Casual Volunteers and Casual Contractors, with information about the Child Safeguarding Policy (including in particular the Child Safeguarding Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities).

We also communicate the Child Safeguarding Policy to Staff, Volunteers, Contractors and other members of the College community through other mediums such as ATLAS (Administration Portal), newsletters, our Annual Report, College Handbooks and in induction and welcome packs for the College Board, staff members, Direct Contact Volunteers and Direct Contact Contractors.

The College provides a child-friendly version of the Child Safeguarding Policy and our Statement of Commitment to Child Safety to all students that can be found on the College intranet.

Students are regularly consulted through age-appropriate mechanisms such as surveys, forums, and student leadership groups to ensure their voices inform the College's child safety practices.

5. Statement of Commitment to Child Safety and Wellbeing

St Augustine's College - Sydney is committed to providing education and care to children and young people to assist them to develop into high achieving, supported students, positively connected to each other and to the communities in which they live and to which they will serve.

We are committed to creating culturally safe environments that respect and value the identities of Aboriginal and Torres Strait Islander children and young people.

The College is committed to ensuring the safety, welfare and wellbeing of all children and young people at the College and is dedicated to protecting them from abuse and other harm.

We actively promote student participation in child safety matters and ensure that students are informed, empowered, and supported to speak up about concerns.

At St Augustine's College - Sydney, we have a zero tolerance for child abuse and are committed to acting in students' best interests and to keeping them safe.

The College regards its Child Protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection legislation and to maintain a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

6. Child Safeguarding Program

The College's Child Safeguarding Program includes:

- Child Safe Codes of Conduct
- Clear definitions and indicators of abuse and harm
- Internal and external reporting procedures
- Recruitment and screening protocols
- Pastoral care and inclusion strategies
- Annual training and induction for staff and volunteers
- Confidential record keeping and information sharing
- Continuous review and improvement mechanisms

The Child Safeguarding Program deals specifically with creating and maintaining a child safe organisation which goes beyond Child Protection. It is designed to ensure compliance with the NSW Child Safe Standards, National Catholic Safeguarding (NCSS) and NSW child safety and wellbeing laws.


Broader child safety issues arising from our common law duty of care are dealt with in the College Student Duty of Care Program.

7. Reporting Child Safeguarding Concerns

Reports may be made by any member of the College community, including students, staff, volunteers, contractors, parents, and visitors.

Under the Reportable Conduct Scheme, vocational trainees and interns are considered employees. Allegations of voyeurism and failure to seek medical treatment are recognised as reportable conduct.

Concerns about child safety should be reported to:

- **Child Safety Officers**
- **Senior Child Safety Officer:** Deputy Principal
 childsafety@saintaug.nsw.edu.au

In cases of immediate danger, contact **NSW Police (000)**.

Reports may also be made to the **NSW Department of Communities and Justice (DCJ)** via the Child Protection Helpline:

 132 111 or 1800 212 936 (24/7)

All staff must use the NSW Mandatory Reporter Guide (MRG) to determine whether a child or young person is at risk of significant harm (ROSH) before making a report to the Department of Communities and Justice (DCJ). The MRG is available at <https://reporter.childstory.nsw.gov.au>.

If the MRG indicates a child is at risk of significant harm (ROSH), staff must make a report to the Child Protection Helpline and notify the Principal or Senior Child Safety Officer. Staff must also report any allegations of reportable conduct to the Principal, who is the Head of Entity under the Reportable Conduct Scheme administered by the NSW Office of the Children's Guardian.

Students are encouraged to speak to a trusted adult or Child Safety Officer if they feel unsafe or have concerns. Age-appropriate reporting channels are available to ensure students can report in a way that feels safe and accessible.

All reportable conduct information is subject to strict non-disclosure provisions under section 159 of the Children's Guardian Act 2019.]

8. Responsibilities

College Board

- Approves the Child Safeguarding Program
- Ensures adequate resources for implementation

Principal

- Ensure employees subject to reportable conduct allegations are afforded procedural fairness, including the right to make written submissions before findings. Procedural fairness includes timely notification of allegations, access to support, and opportunity for written response
- Ensures compliance with the Children's Guardian Act 2019 (NSW), the Children and Young Persons (Care and Protection) Act 1998 (NSW), and the Reportable Conduct Scheme. This policy reflects amendments effective October 2025, including consultation with Aboriginal and Torres Strait Islander communities.
- Operational management of the Program
- Head of Entity under the Reportable Conduct Scheme

Leadership Team

- Supports implementation within their areas
- Allocates resources for safeguarding initiatives

Staff

- Understand and apply the NSW Mandatory Reporter Guide (MRG) when concerns arise.
- Immediately report any suspected abuse, neglect, or inappropriate conduct to the Child Safety Officer or Principal
- Comply with safeguarding policies and codes

- Participate in training and report concerns
- Staff who observe behaviour that appears inconsistent with the School's Professional Standards are required to report their concerns promptly to a member of the Leadership Team.

Volunteers and Contractors

- Immediately report any suspected abuse, neglect, or inappropriate conduct to the Child Safety Officer or Principal
- Comply with safeguarding policies and codes
- Participate in induction and training
- Report concerns to Child Safety Officers

External Education Providers

- Must comply with safeguarding policies and codes
- Requirements included in contractual agreements
- Must provide evidence of child-safe practices and staff screening prior to engagement.

9. Child Safeguarding Standards

The College's commitment to child safety is based on the NSW Child Safe Standards and the National Catholic Safeguarding Standards, which set out the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect students from abuse, neglect and other harm.

Requiring compliance with these Child Safeguarding Standards is one of the strategies employed by the College Board to embed a culture of child safety at the College.

• *The NSW Child Safe Standards*

The NSW Child Safe Standards are based on the National Principles for Child Safe Organisations, which themselves were based on recommendations by the Royal Commission into Institutional Responses to Child Sexual Abuse.

The NSW Child Safe Standards have been designed to:

- help drive cultural change in organisations
- be principle-based and outcome-focused
- be flexible enough that they can be adapted by organisations of varying sizes and characteristics
- avoid placing undue burden on organisations
- help organisations address multiple risks
- balance caution and caring
- be a benchmark against which organisations can assess their child safe capability and set performance targets
- be of equal importance and interrelated.

In NSW, all organisations that fall under the Reportable Conduct Scheme (including the College), as well as some additional child-related organisations, must comply with the NSW Child Safe Standards. Compliance includes regular review of safeguarding practices, staff training, student consultation, and transparent reporting mechanisms.

The College is also committed to the Children's Guardian Act 2019 (NSW), which mandates implementation of the Standards and oversight by the Office of the Children's Guardian.

The NSW Child Safe Standards are:

1. Child safety is embedded in organisational leadership, governance and culture
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld and diverse needs are taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child abuse are child-focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the organisation is child safe.

- ***The National Catholic Safeguarding Standards***

The [National Catholic Safeguarding Standards](#) (NCSS) expand on the National Principles for Child Safe Organisations, specifically for Catholic settings. They set out 10 overarching standards that guide the development of a child safe culture for Catholic entities. Compliance with the NCSS is mandatory for all Catholic entities.

The NCSS are:

- Standard 1: Committed leadership, governance and culture
- Standard 2: Children are safe, informed and participate
- Standard 3: Partnering with families, carers and communities
- Standard 4: Equity is promoted and diversity is respected
- Standard 5: Robust human resource management
- Standard 6: Effective complaints management
- Standard 7: Ongoing education and training
- Standard 8: Safe physical and online environments
- Standard 9: Continuous improvement
- Standard 10: Policies and procedures support child safety

The ten Standards work together and ensure the College places child safety at the core of how they plan, think and act.

10. Children and Young People's Rights to Safety, Information and Participation

St Augustine's College - Sydney is a child safe and child-centred organisation. Our environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and classroom learning and assessment environments.

Students are supported to understand their rights through age-appropriate education, including protective behaviours, respectful relationships, and digital safety.

We ensure students know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers.

We actively seek to understand what makes students feel safe in our organisation and regularly communicate with students about what they can do if they feel unsafe.

The College provides multiple avenues for students to express concerns, including anonymous reporting tools, student wellbeing check-ins, and peer support programs.

We actively promote cultural safety for Aboriginal and Torres Strait Islander students and ensure inclusion of students with disability and diverse backgrounds.

11. Parents/Carers, Families and Community Involvement

We recognise the importance of friendships and support from peers. The College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure they participate in decisions affecting their children. We ensure families and relevant communities know about the College's operations and policies, including its Child Safeguarding Policy and Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and classroom learning and assessment environments. We build cultural safety at the College through partnerships with relevant communities.

12. Valuing Diversity in the College Community

St Augustine's College – Sydney values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disabilities and their families and act to promote their participation
- support students and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff and Direct Contact Volunteers have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and/or linguistically diverse backgrounds, and those with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises

- cultural differences
- commit to promoting the inclusion of students of differing abilities.

13. Safe Online Environments

The College is committed to ensuring that all College provided digital platforms and online interactions are safe, secure, and child-focused. This includes:

Secure Digital Platforms

- All online learning platforms must comply with NSW Child Safe Standards and privacy legislation.
- Systems must use encryption and multi-factor authentication for staff and student accounts.

Staff Conduct Online

- Staff must not use personal social media accounts to communicate with students.
- All communication must occur through approved College channels (e.g., SEQTA, official email).
- Staff must never share personal contact details or engage in private messaging outside approved platforms

Student Education

- Students receive age-appropriate education on:
 - Digital safety and privacy.
 - Cyberbullying prevention.
 - Recognising grooming and inappropriate online behaviour.
- Protective behaviours and reporting options are reinforced during digital safety sessions.

Monitoring and Oversight

- The College monitors online interactions for compliance with safeguarding standards.
- Any breach of online safety protocols is treated as a child safety incident and managed under the Child Safeguarding Program.

Prohibited Practices

- No use of personal devices to capture or store student images or videos with the exception for the use of the Pixevety mobile app.
- No unsupervised video calls or online sessions.
- No sharing of student information on public platforms.

Reporting Online Concerns

- Clear procedures for reporting online safety concerns, including anonymous reporting options.
- Immediate escalation of suspected grooming, cyberbullying, or inappropriate content

to Child Safety Officers.

14. Our Child Safeguarding Program

St Augustine's College – Sydney is committed to fostering a culture of child safety through the implementation and continuous improvement of its Child Safeguarding Program. This program adopts a risk-based approach, assessing child safety risks across physical and digital environments, College activities, and student demographics.

The program encompasses policies, systems, and procedures designed to prevent abuse and harm, and to maintain a safe and inclusive environment. Key components include:

- Child Safe Codes of Conduct
- Definitions and indicators of abuse and harm
- Internal reporting and response procedures
- Education and engagement strategies for staff, volunteers, contractors, parents/carers, and students
- Recruitment and screening protocols
- External reporting procedures (DCJ, Reportable Conduct, Police)
- Pastoral care initiatives
- Inclusion strategies for Aboriginal and Torres Strait Islander students, CALD students, and students with disability
- Mandatory child safety training
- Post-disclosure support and protection measures
- Record keeping and confidentiality guidelines
- Compliance with legal and regulatory frameworks
- Ongoing review and improvement mechanisms

All staff, and relevant volunteers and contractors, must complete child safeguarding induction and annual refresher training. Visitors, including casual volunteers and contractors, are provided with information on the College's Child Safe Codes of Conduct and reporting procedures.

15. The College's Response to Child Safety Incidents or Concerns

St Augustine's College – Sydney responds promptly and appropriately to all child safety concerns, including complaints, allegations, or disclosures of abuse or harm, reported by staff, volunteers, contractors, students, parents/carers, or others.

The College's response includes:

- Reporting to DCJ, Police, and/or the Office of the Children's Guardian, as required
- Co-operating fully with external investigations
- Ensuring the safety and support of affected students throughout the process
- Implementing tailored support for vulnerable students, including Aboriginal and Torres Strait Islander students, CALD students, students with disability, and those identifying as LGBTI or unable to live at home
- Sharing or requesting information in accordance with legal obligations
- Securing and maintaining records of incidents and responses
- Undertaking systemic reviews to strengthen child safety practices

16. Reporting Child Safety Incidents or Concerns to the College

St Augustine's College – Sydney's Child Safeguarding Program provides clear guidance for Board members, staff, volunteers, and contractors on identifying indicators of abuse or harm and reporting concerns internally and externally.

Immediate Danger

If a child or young person is in immediate danger, contact Police on **000**.

External Reporting

Anyone—including staff, volunteers, contractors, parents/carers, and students—may report concerns to the Department of Communities and Justice (DCJ) if they reasonably suspect a child (under 18) is at risk of significant harm.

Voluntary reports can be made via the **Child Protection Helpline** on **132 111** or **1800 212 936** (available 24/7).

Internal Reporting

Staff must follow the College's procedures and report concerns to a **Child Safety Officer** or the **Principal**.

If the concern involves the Principal, reports should be directed to the **Chair of the College Board** at chairman@saintaug.nsw.edu.au.

Supporting Vulnerable Students

The College recognises that some students face additional vulnerabilities and barriers to disclosure. The Safeguarding Program includes strategies to support their participation and enable safe reporting.

Student Disclosures

Students may report concerns about themselves or others (including those aged 18+) to any staff member, volunteer, or contractor via:

- Verbal or written communication
- Email: childsafety@saintaug.nsw.edu.au
- SEQTA Direct Message
- Indirect methods (e.g. assignments, artwork)
- Confidential messages to Heads of House/Year
- External child advocacy organisations

Community Reporting

Parents, carers, and community members may contact the **Senior Child Safety Officer** via email or phone. Concerns involving the Principal should be directed to the **College Board Chair**. Concerns about the College's leadership in relation to child safety may be raised with the Principal, Board Chair, or Senior Child Safety Officer.

Confidentiality

All communications are handled confidentially on a need-to-know basis.

The College’s Response to and External Reporting of Child Safety Incidents or Concerns

St Augustine’s College – Sydney’s Child Safeguarding Program outlines the procedures for managing child safety incidents or concerns involving any student, staff member, volunteer, contractor, visitor, or other individual connected to the College or its environment.

It also provides clear guidance on the obligations of staff, volunteers, and contractors to report such matters to relevant external authorities.

These procedures are detailed in the publicly available documents:

- *Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct*
- *Procedures for Managing Child Safety Incidents or Concerns At or Involving St Augustine’s College – Sydney*

Child Safeguarding Policy Application Guide

This guide maps which child safeguarding policy or procedure applies in different scenarios at St Augustine’s College – Sydney. It is designed to help staff, students, and families understand which document to refer to when managing child safety concerns.

Scenario	Applicable Policy/Procedure
A parent lodges a complaint about child safety concerns involving a staff member.	2026 Child Safeguarding Complaints Handling Policy 2026 Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct
A student reports inappropriate behaviour by a volunteer.	2026 Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct
Anonymous complaint about child abuse by a contractor.	2026 Child Safeguarding Complaints Handling Policy 2026 Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct
Concern raised about student-on-student bullying with child safety implications.	2026 Child Safeguarding Complaints Handling Policy
Staff member breaches Child Safe Code of Conduct.	2026 Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct
General child safety incident involving a visitor at a College event.	2026 Child Safeguarding Complaints Handling Policy
Reportable conduct allegation involving a teacher.	2026 Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents can cause significant trauma and adversely affect the wellbeing of children and their families. In addition to fulfilling mandatory reporting obligations, St Augustine's College – Sydney has a duty of care to ensure affected students feel safe and supported.

Support measures are tailored to individual circumstances and may include:

- Development of a Student Support Plan in collaboration with Child Safety Officers and the student's family
- Referrals to internal or external services, such as the College Ambrose Team (psychology and counselling), bi-cultural workers, translators, or specialised child advocacy organisations
- Comparable support is available to former students who disclose historical incidents.
- The College also recognises the potential impact on staff, volunteers, and contractors who witness or receive disclosures of abuse or harm and facilitates access to appropriate support services.

Responsibilities for Child Safety at St Augustine's College – Sydney

Child protection and safety is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety and protection of students.

Specific responsibilities include:

Child Safety Officers

Designated senior staff members serve as Child Safety Officers at St Augustine's College – Sydney. They receive specialised training in child safeguarding and protection, act as key points of contact for reporting concerns, and support the co-ordination of the College's response to child safety incidents.

To contact a Child Safety Officer, phone **9938 8200** or email childsafety@saintaug.nsw.edu.au.

The Senior Child Safety Officer

St Augustine's College – Sydney has appointed the Deputy Principal as its Senior Child Safety Officer.

This role includes serving as the primary contact for child safety concerns from the broader community and overseeing the College's response to incidents, in co-ordination with the Principal, Leadership Team, and College Board.

The College Board

As the governing body of St Augustine's College – Sydney, the College Board is responsible for approving the Child Safeguarding Program and ensuring adequate

resources are allocated to implement the NSW Child Safe Standards, the National Catholic Safeguarding Standards, and the College's safeguarding framework effectively.

The College Principal

The College Principal is accountable for the operational management of the College and the effective implementation of the Child Safeguarding Program. This includes ensuring the Child Safeguarding Policy is upheld and fostering a strong, sustainable safeguarding culture. The Principal also serves as the College's 'Head of Entity' under the Reportable Conduct Scheme.

The Leadership Team

Each member of the Leadership Team is responsible for allocating appropriate resources within their area to support the effective implementation of the Child Safeguarding Program and assist the Principal in applying the College's safeguarding strategies, policies, procedures, and systems.

Staff

All staff must comply with the College's Child Safeguarding Policy and Codes of Conduct, be familiar with the Child Safeguarding Program, and understand their legal obligations regarding the reporting of child abuse, other harm, and Working with Children Checks.

Staff are individually responsible for recognising indicators of abuse, remaining vigilant, and reporting all child safety concerns to a Child Safety Officer.

To fulfil these responsibilities, staff must:

- Complete child safeguarding induction and ongoing training
- Adhere to all safeguarding policies and procedures
- Act in accordance with the Child Safeguarding Codes of Conduct
- Report child safety incidents in line with the College's reporting procedures
- Ensure student voices are heard and considered in decision-making
- Apply inclusive practices that address the diverse needs of students

Volunteers

All volunteers share responsibility for promoting student safety within the College environment.

Volunteers must comply with the Child Safeguarding Policy and Codes of Conduct. Direct Contact Volunteers—and other designated volunteers as required—must:

- Complete child safeguarding induction and ongoing training
- Recognise indicators of abuse and harm
- Understand and fulfil legal reporting obligations
- Report child safety concerns to a Child Safety Office

Contractors

All contractors engaged by the College are responsible for supporting student safety and protection. Direct Contact and Regular Contractors must comply with the Child Safeguarding

Policy and Codes of Conduct, understand their legal reporting obligations, remain alert to indicators of abuse or harm, and report concerns to a Child Safety Officer.

This includes maintenance and building personnel, consultants, casual teachers, tutors, sports coaches, cleaners, and peripatetic or extra-curricular instructors who use College facilities under agreement, regardless of whether they are engaged directly by families.

To meet these obligations, contractors must:

- Comply with the Child Safeguarding Policy and Codes of Conduct
- Participate in safeguarding induction and ongoing training, or provide evidence of equivalent training
- Recognise indicators of abuse and harm
- Fulfil legal reporting obligations
- Report concerns to a Child Safety Officer

These requirements may be incorporated into the contractor's written agreement with the College

External Education Providers

An External Education Provider is any organisation engaged by the College to deliver a curriculum-based course to enrolled students, either on College premises or elsewhere. All such providers are responsible for supporting student safety and must comply with the College's Child Safeguarding Policy and Codes of Conduct. These requirements may be included in the provider's written agreement with St Augustine's College – Sydney.

Child Safe Human Resources Management

St Augustine's College – Sydney upholds best practice in the recruitment and screening of staff, volunteers, and contractors to ensure the engagement of individuals suitable to work with children and young people. All staff, Direct Contact Volunteers, and Direct Contact and Regular Contractors must hold a valid Working with Children Check.

The College provides child safeguarding induction and ongoing training for the Leadership Team, staff, and relevant volunteers and contractors, supported by regular supervision and performance monitoring. Child safeguarding education is embedded in staff professional development programs.

Child Safe Risk Management

The College recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and planning.

Information Sharing and Record Keeping

St Augustine's College – Sydney is committed to best practice in child safe record keeping, ensuring confidentiality and compliance with federal and state privacy legislation.

Records of safeguarding incidents or concerns are maintained securely.

The College complies with the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW). Records of child safety incidents, concerns, and disclosures are retained for a minimum of 45 years or as otherwise required by law. All records are stored securely, and access is restricted to authorised personnel only.

Information sharing and record keeping procedures are outlined in the College's public-facing *Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct* and *Procedures for Managing Child Safety Incidents or Concerns*, available on the College website.

Oversight by the Office of the Children's Guardian

As a child-related organisation under the Children's Guardian Act 2019 (NSW), the College is subject to oversight by the NSW Office of the Children's Guardian. The College is committed to cooperating with audits, investigations, and compliance monitoring activities conducted by the Office.

Policy and Program Review

St Augustine's College – Sydney is committed to the ongoing improvement of its Child Safeguarding Program through regular reviews to ensure effectiveness and compliance with relevant laws, regulations, and standards. The College actively seeks and incorporates feedback from students, families, staff, volunteers, contractors, and the wider community, and communicates any updates broadly across the College.

Non-Compliance with Our Child Safeguarding Policy

St Augustine's College – Sydney enforces its Child Safeguarding Policy and Child Safe Codes of Conduct. In cases of non-compliance, the Principal will initiate a review, which may result in corrective action, including:

- Remedial education
- Counselling
- Increased supervision
- Restriction of duties
- Suspension or, for serious breaches, termination of employment, contract, or engagement

This policy is to be read in conjunction with:

1. *Procedures for Managing Child Safety Incidents or Concerns At or Involving St Augustine's College – Sydney*
2. *Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct*
3. *Child Safety Code of Conduct*
4. *Staff and Student Professional Boundaries*
5. *Student Child Safeguarding Code of Conduct*