1. Making an Allegation of Reportable Conduct

An allegation of reportable conduct must be made to the Principal of the school:

Tamworth Principal: Mr David Jones
Gunnedah Principal: Mr Chad Kentwell

Allegations can be made to the Principal in any form including email, phone call, handwritten note or voicemail. An allegation can also be made using the Carinya’s Complaint Handling procedures found on school’s website. If the allegation is about the Principal of Gunnedah then the allegation needs to be referred to the CEO of Carinya Mr David Jones. If the allegation is about the CEO/Principal of Tamworth it must be referred to the Chair of the Carinya Board, Mr Ross Fotheringham.

Reportable Conduct must refer to a current employee, include a description of behaviour that may constitute reportable conduct, or details of a conviction and involve a child (under 18) at the time of the alleged behaviour or conviction.

2. Child Protection Flowchart

The Flow Chart on the following page is a high-level overview of the NSW Child Protection Framework applying to the school. It captures the process required to follow statutory guidelines, when a Child Protection incident occurs. Policies and procedures must be read in detail in addition to following this Flow Chart. Please refer to the ‘Child Protection – Reportable Conduct of Staff, Volunteers and Others Policy’ in the Policies & Forms section of this website.
Child Protection Incident Occurs

Report to Principal (or to Board if Incident involves the Principal)

Does the incident involve an employee or other person engaged to provide services to children (including a volunteer)?

- **No**
  - The incident is not reportable

- **Yes**
  - Do you suspect on reasonable grounds that the child is at significant risk of harm?
    - **No**
      - Do not investigate the matter internally.
      - Report the incident to FACS soon as practicable
      - Child Protection Helpline 132 111
    - **Yes**
      - Do not investigate the matter internally.
      - Report the incident to FACS as soon as practicable
      - Child Protection Helpline 132 111

Did the incident involve a sexual offence, sexual misconduct, assault, neglect, ill-treatment or behaviour that may cause psychological harm to a child?

- **Yes**
  - Notify the Ombudsman (Form A)
  - Conduct Internal Investigation after clearance given by FACS or the Police
  - The incident is not reportable. Do not notify the Ombudsman

- **No**
  - Notify the Ombudsman (Form A)
  - Conduct Internal Investigation
  - Notify Ombudsman of Findings (Form B)
  - In the case of adverse findings, notify the Office of the Children’s Guardian which will trigger a review of the persons Working with Children Check