



Child Safe Reporting Policy

1. Purpose

This Child Safe Reporting Policy outlines how the organisation **identifies, reports, and responds to child safety concerns**, including allegations or suspicions of child abuse or inappropriate behaviour. The policy ensures that all concerns are handled **promptly, consistently, and in accordance with NSW legal requirements**, with the **best interests of the child as the highest priority**.

2. Scope

This policy applies to:

- All staff (paid and unpaid)
- Volunteers
- Contractors
- School committee members

It applies to **all activities involving children**, including face-to-face classes, online learning, event and communications.

3. Commitment to Child Safety

The organisation is committed to:

- Creating a **child safe environment**
- Ensuring children feel safe to **raise concerns and be heard**
- Taking all child safety concerns **seriously**
- Meeting all **mandatory reporting obligations** under NSW law

4. What Must Be Reported

The following must be reported:

- Suspected or disclosed **physical, sexual, emotional, or psychological abuse**
- **Neglect** or inadequate supervision
- **Inappropriate behaviour or boundary violations** by staff, volunteers, or others
- Grooming behaviour (online or in person)
- Serious bullying or harassment that places a child at risk
- Any situation where a child feels **unsafe or frightened**

👉 **Proof is not required.** Concerns must be reported based on reasonable suspicion.

5. Who Must Report

All staff, volunteers, and committee members **must report** any child safety concern that:

- They observe
- Is disclosed to them by a child
- Is reported to them by another person

Mandatory reporters must comply with their **individual legal obligations**.

6. How to Report a Concern

Step 1: Immediate Safety

If a child is in immediate danger, **contact emergency services (000)**.

Step 2: Internal Reporting

Report the concern **as soon as possible** to:

Child Safety Officer

- Name: Midori Endo
- Position: Liaison Officer
- Contact details: midori.endo@sssj.org.au

If the concern involves the Child Safety Officer, report directly to the **President of School Committee**.

Step 3: External Reporting (if required)

The organisation will report to external authorities when required, including:

- **NSW Police**
 - **Department of Communities and Justice (DCJ)**
 - Child Protection Helpline (Mandatory Reporters)
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7. How to Record a Report

Reports should be:

- Factual and objective
- Based on what was **seen, heard, or disclosed**
- Recorded with dates, times, locations, and names where known

Do **not**:

- Investigate the matter yourself
 - Promise confidentiality to the child
 - Ask leading or probing questions
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8. Responding to a Disclosure

When a child discloses information:

- Stay calm and listen
 - Thank the child for speaking up
 - Reassure them that they did the right thing
 - Explain that you may need to share the information to keep them safe
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9. Confidentiality and Protection

- Information is shared **only on a need-to-know basis**
 - The identity of reporters is protected wherever possible
 - No staff member or volunteer will be penalised for making a report in good faith
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10. Support for Children and Staff

The organisation will:

- Prioritise the **safety and wellbeing of the child**
 - Provide appropriate support to affected children and families
 - Support staff and volunteers involved in reporting processes
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11. Policy Review

This policy will be:

- Reviewed **at least annually**
 - Updated following any child safety incident
 - Revised to reflect changes in legislation or guidelines
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12. Approval

- Approved by: Midori Niwa, Chie Hiraoka, Haruna Ozawa
- Position: Presidents of School Committee
- Date: 28/03/2026