



KNOWLEDGE IS THE ULTIMATE SOLUTION

Procedure for Staff Annual Professional Development and Training (PDT)

Western Grammar School
15 Cannery Road, Plumpton NSW 2770

Western Grammar School (WGS) has the following procedures for ensuring that the staff are properly informed about their legal responsibilities and obligations related to child protection, mandatory reporting, reportable conduct and other relevant School expectations:

1. The Principal or Principal's delegate is responsible for organising professional learning, development and training sessions conducted by Principal, Principal's delegate or external providers. These PDs are organised 2-3 times during the year for providing updated information and guidelines related to staff legal responsibilities, obligations and school expectations in relation to the child protection.
2. In the professional development session at the beginning of each year each staff member who has direct contact with students is informed about their legal responsibilities and obligations related to student safety and wellbeing by the Principal, or Principal's delegate. At each session staff are required to sign an attendance sheet.
3. At the end of this professional development session all staff will be provided with a folder containing hard copies of the Western Grammar School *Child Protection Policy (CPP) and Procedures* and other related documents. All staff members are required to formally acknowledge in writing that they have been informed, read and understood the CPP. They also undertake to comply with, the school's child protection policies, procedures and school expectations. The staff returns the signed acknowledgement form to the Administration Manager for filing.
4. Any staff member absent from the professional development and training session is provided a follow up professional development session by the Principal or the Principal's delegate. They will be provided with hard copies of the WGS' *Child Protection Policy and Procedures* and other related documents. They are required to formally acknowledge that they have been informed, read, understood and they undertake to comply with, the school's child protection policy, procedures and school expectations. The staff returns the signed acknowledgement form to the Administration Manager for filing.
5. New staff and casual staff joining the school during the year, will undertake appropriate child protection sessions provided by the Principal or the Principal's delegate as part of the staff induction program. They will be provided with a folder containing *Child Protection Policy and Procedures* and other relevant documents related to the protection and wellbeing of children. They are required to formally acknowledge that they have been informed, read, understood, and they undertake to comply with, the school's child protection policy, procedures and school expectations. The staff returns the signed acknowledgement form to the Administration Manager for filing.
6. A casual staff register is maintained in the school by the Administration Manager with all staff having a valid WWCC. A casual staff member will be emailed the copy of the Child Protection Policy and return the signed page on the first day of their casual work.
7. All volunteers will be provided with a copy of the Western Grammar School *Child Protection Policy and Procedures* and *Working with Children Declaration* the signed acknowledgement form and *Working with Children Declaration* are to be returned to the Administration Manager for filing.
8. The Administration Manager maintains a workplace register of staff attendance at professional development sessions and of new staff following induction. This applies to all staff including part-time and casual teaching staff, and non-teaching staff.

9. In order for staff to be able to access the documents relating to the legal responsibilities, obligations and school expectations in relation to child protection at all times, soft copies of the *Child Protection Policy and Procedures* and related documents are available via an online shared staff folder. This folder is maintained and updated by the Principal or Principal's delegate.
10. The Administration Manager is responsible for maintaining employee and volunteer's folders containing the signed acknowledgements and all relevant documents related to Child Protection in the designated secure, lockable cabinet in the Admin Office that can only be accessed by the Principal or Principal's delegate.
11. When a contractor visits the school, they will always sign a visitor's book. The operational manager will be responsible for all contractors (cleaners, builders, trades personal etc). The operational manager will ensure that all contractors have a valid WWCC and if required based upon the nature of the contract it is submitted to the Admin manager for filing purposes. If a contractor is on site and has or does not have a valid WWCC, they will be accompanied at all times with a personal from the facilities team.
12. The Principal, Assistant Principal and the Administration Manager are responsible for overseeing processes relating to Child Protection in the School, including but not limited to:
 - Maintaining hard copies of the current *Child Protection Policy and Procedures* and related documents (including the Staff Code of Conduct) provided to the staff and also available hard copies and electronic copies on the shared staff folder.
 - Maintaining the WWCC register and record.
 - Keeping staff informed of requirements and school expectations.
 - Maintaining records and documentation used in professional development workshops on Child Protection including record of attendance for all professional learning sessions.