



When managing complaints made around Staff Misconduct and Reportable Conduct, Shore activates a specialised set of procedures. This is due to the legal responsibility we hold in our duty of care, sensitive nature of these allegations and the potential issues around privacy and confidentiality which they raise.

Shore requires all staff comply to a code of conduct and standard of behaviours that are intended to prevent staff misconduct and reportable conduct offenses from happening. Staff are also encouraged to report any breaches of these codes and standards. Shore facilitates training outlines for codes of conduct and child safe activity at the commencement of employment. Shore's Headmaster, Executive Leadership Team and Human Resources Department are responsible for oversight and implementation of the staff code of conduct.

It is critical that the internal community at Shore and wider community

Blue Street, North Sydney, NSW, 2060, Australia | P.O. Box 1221 North Sydney, NSW, 2059, Australia

Tel: +61 2 9923 2277 | [shore.nsw.edu.au](http://shore.nsw.edu.au)

ABN: 60 352 822 184 | CRICOS: 00772M



feel supported and heard in reporting these types of matters. The safety and wellbeing of all students and staff is of utmost importance, as is ensuring we are compliant with legislation and fulfilling duty of care. Shore has a legal obligation to investigate and report to the NSW Children's Guardian all allegations of reportable conduct made against any member of staff at the school and/or as defined by the Children's Guardian Act 2019 (NSW).

It is important to remember, if the situation which requires reporting is an emergency, there is immediate danger or potentially evidence of a crime, the appropriate contact should be made to NSW Police and Emergency services and the Headmaster immediately, in this order.

For the purpose of this procedure, the following definitions apply:

"*Staff*" or "*Staff Member*" is defined to include teaching and non-teaching staff, school council members, volunteers, contractors and external providers.

Shore defines "*staff misconduct*" as conduct by a member of "*staff*" which:

B



Shore and The Children's Guardian Act 2019 (NSW) 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 child abuse materials) including grooming behaviours.

Any assault, ill-treatment, or neglect of a child.

tred Any behaviour that causes significant emotional or psychological harm to a child.

Some examples of conduct that would NOT constitute reportable conduct include touching a child on the arm to get their attention, a teacher raising their voice to attract attention or restore order in a classroom or any conduct uc



For more information, please access information via the Office of the NSW



