



Toukley Neighbourhood Centre

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TNC is the heartbeat of a connected, supported, empowered, inclusive and thriving community. We partner with the broader community to share what we can and provide a hand up to those in need, so they can Wallamba-bayn (come back) and join us in delivering our vision.

POLICY – CHILD PROTECTION POLICY

Policy Information

Title:	Child Protection Policy
Effective Date:	28 March 2025
Policy Owner:	Executive Officer
Applies To:	All TNC staff and volunteers Board members and management Contractors, students, and visitors involved in child-related work
Next Review Date:	March 2026

Change Control

Effective Date	Author	Approver	Comments
28/03/2025	Donna Tudman	Board of Management	Initial policy



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Policy Overview

Purpose

TNC is committed to ensuring a **safe, supportive, and protective environment** for children and young people. This policy outlines **legal obligations, responsibilities, and procedures** for identifying and responding to child protection concerns in compliance with:

- **Child Protection (Working with Children) Act 2012 (NSW)**
- **Children’s Guardian Act 2019 (NSW)**
- **NSW Child Safe Standards**
- **Crimes Act 1900 (NSW) (Mandatory Reporting of Child Abuse Offences)**

Context

At Toukley Neighbourhood Centre (TNC), policies are developed in alignment with the [TNC Policy Framework](#).

TNC Policy documents are developed to:

- Assist TNC to meet the objects of the organisation and manage risk effectively
- Assist TNC staff and volunteers in performing their duties
- Outline how TNC will meet governance expectations
- Provide transparency and clarity to TNC staff and volunteers.

TNC is bound by the [Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#) and regulated by the [ACNC](#).

Definitions

Term	Explanation
ACNC	Australian Charities and Not-for-profits Commission
TNC	Toukley Neighbourhood Centre
WWCC	Working with Children Check

Key Child Protection Principles

TNC is committed to:

Principle 1: Zero tolerance for child abuse, neglect, or exploitation Explanatory commentary

All staff and volunteers in **child-related work** must:

- Hold a valid and current WWCC clearance before commencing work.
- Ensure their WWCC remains valid and is renewed on time.
- Immediately notify TNC if their WWCC is revoked, suspended, or under review.
- Maintain appropriate professional boundaries with children and young people.
- Never engage in sexual or inappropriate relationships with a child or young person.
- Avoid one-on-one unsupervised situations with children unless necessary for their role.
- Report any breach of professional conduct by colleagues to management.

Principle 2: Maintaining a child-safe culture where the best interests of children are prioritised

Staff and volunteers must be able to **identify signs of abuse, neglect, and harm**, including:

- **Physical abuse** (e.g., bruises, burns, unexplained injuries)
- **Sexual abuse** (e.g., inappropriate sexual behaviour, disclosures, grooming)
- **Emotional abuse** (e.g., withdrawal, anxiety, extreme fear)
- **Neglect** (e.g., lack of food, poor hygiene, absence of supervision)

If staff **suspect** a child is at risk, they must **immediately report their concerns**.

Principle 3: Mandatory reporting of suspected child abuse and ensuring all concerns are acted upon statement

Under **NSW law**, staff and volunteers who suspect a child is at **risk of significant harm** must report to:

- NSW Child Protection Helpline – 132 111
- NSW Police – 131 444 or 000 (for immediate danger)

Staff must also notify the Executive Officer and complete an internal incident report.

Principle 4: Complying with legal obligations, including the Working with Children Check (WWCC)

Under **NSW law**, staff and volunteers who suspect a child is at **risk of significant harm** must report to:

- NSW Child Protection Helpline – 132 111
- NSW Police – 131 444 or 000 (for immediate danger)

Staff must also notify the Executive Officer and complete an internal incident report.

Principle 5: Child Safety Risk Management

TNC will:

- Conduct risk assessments for all child-related programs and services.
- Train all staff and volunteers in child protection awareness.
- Ensure children feel safe to speak up about concerns or complaints.

Reporting Reportable Conduct (Allegations Against Staff or Volunteers)

If a staff member or volunteer is accused of child abuse, grooming, or serious misconduct, TNC must:

- Report the allegation to the Office of the Children's Guardian within 7 days under the Children's Guardian Act 2019 (NSW).
- Conduct an internal risk assessment and take protective measures, such as removing the individual from child-related duties.
- Cooperate fully with police and regulatory investigations.

Confidentiality and Protection for Reporters

- Reports will be **kept confidential**, except where required by law.
- Staff who report child protection concerns **in good faith** will be protected under NSW **whistleblower laws** and will not face retaliation.

Contact Information for Reporting Concerns

NSW Child Protection Helpline: 132 111

NSW Police: 131 444 or 000 (for immediate danger)

Office of the Children's Guardian: www.kidsguardian.nsw.gov.au

TNC Executive Officer: 4396 1555

Consequences of Breaching This Policy

Any staff member or volunteer who fails to comply with this policy may face:

- Disciplinary action, including termination.
- Referral to the NSW Office of the Children's Guardian.
- Legal action where criminal conduct is involved.