

**LCPS P&C General Meeting
Term 1, Meeting 1
Tuesday 21st February 2023
6:30pm, Teacher staff room (in person)
or Zoom (details below)**

AMENDED AGENDA

1. Acknowledgement of Country/General Welcome
2. Adoption of Previous Minutes (AGM: GM Bundle pp 1-8) (SGM: GM Bundle pp 9-10)
3. President's Report
4. Principal's Report
5. Treasurer's Report
6. P&C Reports
 - a. VP School community
 - b. VP Fundraising & Events
 - c. Canteen
 - d. Uniform
7. Child Safety Policy Update
 - a. LCPSP&C Code of Conduct (GM Bundle pp 11-12)
 - b. LCPSP&C Child Safe Policy (GM Bundle pp 16-17)
 - c. LCPSP&C Child Safe Reporting Policy (GM Bundle pp 18-21)
 - d. Expression of interest: Child Safety Officers
8. General Business
 - a. Uniform shop manager resignation and proposed restructure
 - b. Canteen liaison vacancy
 - c. Fundraising priorities for 2023
 - d. Proposed Event Calendar 2023 (GM Bundle p 22)
9. Any Other Business

You are welcome and encouraged to attend in person. The meeting will be held in the teachers' staff room with light snacks and refreshments. However, if you can't attend, please feel free to join remotely on the details below.

Zoom details:

Lane Cove Public School P&C Association is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://au01web.zoom.us/j/65411370291pwd=SWhteVpLaTA4a2NoTEsxbGVheWhXZz09>

Meeting ID: 654 1137 0291

Passcode: 606115

GM Bundle

LCPS P&C AGM 2022

Minutes of Meeting

Date: Tuesday 15th November 2022
Time: 6:30pm – 8:15pm Library

Attendees		
<div> <div> 1. Darshini Heaney, LCPS P&C President 2. David Roberts, LCPS P&C Treasurer 3. Caleb Taylor, LCPS P&C Secretary 4. Em Patterson, LCPS P&C School Community 5. Renee Maxwell, LCPS Community Partnership 6. Victor Tan, LCPS Relieving Principal 7. Brendan Hood 8. Kate Blue 9. Lara Wehby, Fun Run Race Director 10. Elizabeth McPherson 11. Peter Chan 12. Francis De Niese 13. Jaishree Parekh 14. Derek Galloway 15. Sam Sammour 16. Chloe Blanch 17. Para Daman </div> <div> 18. Myles Davis 19. Prue Carroll 20. Michelle Tabrett 21. Lassie Zia 22. Hajar Torkaman 23. Ben Bradley 24. Ian Watson 25. Caryn Gottcent 26. Junelyn Hunt 27. Sandra Quan 28. Juliette Curtin 29. Neena Ackhavong 30. Lorna Baker, LCPS uniform shop liaison 31. Edward Zia 32. Julie Wan 33. Jonathon Heaney, LCPS strategy 34. Neena Ackhavong 35. Darren Simpson </div> </div>		
No.	Agenda Item/Topic	Discussion and Next Steps
1.	Acknowledgement of Country / Welcome	<u>Darshini Heaney:</u> <ul style="list-style-type: none"> Welcome and open
2.	Principal's report	<u>Victor Tan:</u> <ul style="list-style-type: none"> I know it's a busy AGM so I'll keep it brief We have had many great events achievements in the past eight months I have been here The hall is advancing nicely Netball lines went onto the astro turf this year The Kindy block has been painted this year I must acknowledge that many of these things happen because of the P&C, they fundraise and supply the school funds for these Naplan results we have done better in a lot of areas than the school has done before I want to thank Darshini, David, Caleb, Em, Renee, Lara, we couldn't have done it with out you this year and also Myles, Brendan, Tony, Lorna, Michelle, Karen, Emily thank you for your attendance at all the P&C meetings this year Thank you Myles Davis: Question on junk food, what can and can't we pack because I'm a little confused with the messaging Victor: It's not my policy it's the departments called Good Nutrition in Schools, we are trying to limit the sugar and food colouring items coming into the school as well as nuts, some of

		<p>my teachers have been a little over efficient, tomorrow I will talk to staff about this, the big issue is the handing out of sugar items in the school</p> <ul style="list-style-type: none"> ▪ Thank you
3.	Presidents Report	<p><u>Darshini Heaney</u></p> <ul style="list-style-type: none"> • I will now read my report • See attached
4.	Treasurers Report	<p><u>David Roberts</u></p> <ul style="list-style-type: none"> ▪ Before I begin I want to thank the Executive, it's been great working with you all and we have achieved a lot, thank you also to our staff this year for all your hard work ▪ See Appendix A
5.	Election of new P&C Executive	<p><u>Victor Tan</u></p> <ul style="list-style-type: none"> ▪ I now declare all positions vacant ▪ I now seek nominations for a President ▪ Darshini: I would like to nominate Caleb Taylor, you have all heard everything he has done and he will make a great President ▪ Lorna Baker: I will second that ▪ Victor: Are there any further nominations, if not then I will now declare Caleb Taylor elected in the role of President of the P&C, congratulations ▪ I now request nominations for Vice President School community ▪ Caleb: I would like to nominate Chloe Blanch, she has been a class parent this year in Kindy and has done an amazing job in the school and community ▪ Lara: I second that ▪ Victor: Any further nominations, if not then I now declare Chloe elected in the role of Vice President ▪ I now request nominations for Vice President Fundraising & Events ▪ Renee: I would like to nominate Lara Wehby, she has been amazing with the Fun Run this year and has raised lot's of money for the school in various other events over the year ▪ Darsh: I would like to second that ▪ Victor: If there are no other nominations then I now declare Lara elected Vice President of Fundraising & Events ▪ Victor: I now seek nominations for Secretary ▪ Darsh: Point of order, if we can't find a person then we declare it a casual vacancy, I shall now read secretary responsibilities ▪ Victor: Does anyone want to self nominate? I'm declaring that it is now a casual vacancy ▪ I am now asking for nominations for a Treasurer ▪ Hajar: Can you please read the role of Treasurer ▪ Darsh: Reads out role ▪ David: I will support anyone who steps into the role ▪ Darsh: I would like to nominate Hajar ▪ David: I will second that ▪ Victor: If there are no other nominations then I now declare Hajar elected in the role of Treasurer ▪ I now hand over to our new Executive ▪ Caleb: I now delegate Darsh to close out the meeting

		<ul style="list-style-type: none"> ▪ Darsh: I now move to the next P&C roles , IT Strategy and the other role we would like to fill is the Grounds Coordinator ▪ Caleb: I would like to nominate Darren Simpson ▪ Darsh: I second Darren ▪ Darsh: Thank you Darren ▪ Darsh: Nominations for two General Members of the P&C ▪ Darsh: I nominate Renee Maxwell ▪ Renee: I accept ▪ Renee: I'd like to nominate Liz Mcpherson ▪ Liz: I accept ▪ Caleb: I'd like to go back and nominate a Secretary, Ben Bradley for the position ▪ Lorna: I second that ▪ Darsh: I now appoint Ben Bradley as Secretary ▪ Darsh: I now seek Canteen liaison officer nominations ▪ Renee: I'd like to nominate Lassie for Canteen ▪ Victor: I second that ▪ Darsh: Thank you Lassie ▪ Darsh: Uniform shop liaison officer I would like to nominate Lorna to continue in the role ▪ Darren: I second ▪ Darsh: Thank you Lorna
6.	General Business Merit selection panel	<ul style="list-style-type: none"> ▪ Victor: We are seeking a parent for the merit selection panel, I have received one nomination from Darsh, is there any other nominations, can I have a seconder on that ▪ Caleb: I second ▪ Victor: Thank you Darsh
7.	General Business Music	<ul style="list-style-type: none"> ▪ Kate: I want to ask Victor for an update on music ▪ Victor: Last night I meet with the Music Co-op Jose who is the head, to enter an agreement to run the music program next year at the school, as per their tender they definitely have the skills to run the program ▪ Jose: Very briefly to introduce myself, it's very exciting and thanks Darsh and David, thank you to all the parents ▪ David: it's not the schools program to take it's P&C to appoint as we are the owner of the program ▪ Myles: It seems there has been some cloak and dagger here the way this has come about ▪ Victor: I need to ensure that there is a music program for this school in 20223 ▪ David: You can't appoint them it needs to be done by the P&C and due process followed ▪ Victor: I can't believe we are at this situation now ▪ Darsh: Can I suggest the new P&C Executive come to the front for a discussion ▪ Caleb: I call a small intermission to work out what we are doing ▪ Caleb: With due process we will now hold a special meeting with seven days notice given for all P&C members for a special music meeting to discuss and finalise this matter next week ▪ Caleb/Darsh: We now declare the meeting closed

APENDIX A

LANE COVE PUBLIC SCHOOL P&C ASSOCIATION ANNUAL GENERAL MEETING – 15 NOVEMBER 2022

TREASURER'S REPORT

This report covers the 2022 financial year for the Lane Cove Public School P&C Association from 1 October 2021 through to 30 September 2022.

Before starting I would like to take the opportunity to thank the members of the Executive for their support and assistance over not just the last 12 months but the previous 3 years that I have been in the Treasurer role. I would also like to recognise the contribution that Karen Solway, Michelle Garrington; Michelle Tannous and Alison Massey have made in ensuring that the various operations of the P&C are conducted in a professional and efficient manner during the course of my involvement.

I would also like to thank Brendan Hood and the rest of the team at Kingston Financial who have generously donated their time to undertake the annual review of the financial statements. This will be the last year that Kingston Financial undertake this valuable service to the P&C.

From a financial performance perspective FY2022 represents a return to more normal trading performance, with the P&C able to hold a number of events which were unable to be held over the last few years. The performance of the individual divisions was:

Revenue

Committee	FY22	FY21	% Movement
General P&C	193,029	105,292	45.4%
Canteen	148,878	113,479	31.2%
Music	82,500	97,354	(15.2%)
Uniform	167,051	153,727	8.7%
Total	591,459	482,804	22.5%

Net Profit

Committee	FY22	FY21	% Movement
General P&C	37,890	40,116	(5.5%)
Canteen	(10,520)	5,298	(298.5%)
Music	(14,979)	(3,638)	(311.1%)
Uniform	28,696	38,456	(25.4%)
Total	41,087	80,232	(48.8%)

The P&C was able to report a strong increase (+45.4%) in revenue in FY22, this increase is partially attributable to the Lane Cove Fun Run (\$89K revenue - \$35k net profit) which was able to be held for the first time since 2019. I would like to take this opportunity to thank Lara and the rest of the Fun Run Committee for the hard work that went into organising this event after such a hiatus. Sponsorship and event income was broadly flat between FY22 and FY21.

The P&C was also successful in securing 2 government grants in FY22, totalling \$63,000 (compared with 1 grant worth \$33k in FY21). These funds were applied towards the \$71,000 contribution the P&C made to funding the replacement of the Kindergarten playground.

As a result of this the P&C reported a net profit \$41,087 for FY22 a decrease of 48%. Removing the impact of one-off items (the benefit of Jobkeeper in FY21) the actual movement between periods was an increase of 296% (the P&C would have reported a net loss of \$20,906 in FY21).

The P&C continues to report a strong cash position (at 30 September) with cash reserves increasing to \$584,227 (+31%), noting this amount includes \$55,033 in funds received from the school and subsequently endorsed by the General Members to be donated to the school as part of the voluntary contributions received from parents. Post financial year end the P&C has also made a contribution of \$80,000 to the school, to assist in funding the resurfacing of the basketball courts.

Turning to the individual operating divisions, I will provide commentary on Canteen and Music, whilst the financial performance of the Uniform Shop will be covered in the separate report.

The Canteen reported a 31% increase in revenue in FY22, reflecting a full year of trading after the last 2 years being disrupted and impact of price increases implemented as costs from suppliers started increasing during 2022.

Direct cost of goods sold for the Canteen increased by 15% during F22, this represents a combination of increased purchases and higher prices from suppliers as inflationary pressures resulted in suppliers increasing prices a number of times across 2022. Salary and wages also increased for the Canteen (+24%), reflecting reduced volunteer involvement resulting in a need to increase the use of paid staff to ensure canteen operations are able to be maintained 5 days per week.

The net result was an operating loss of \$10,520 for FY22 for the Canteen, compared with an operating profit of \$5,298 in FY21. This is the first trading loss for the Canteen in the last 5 years (combined net profit - \$44k) and reflects the combined challenges of reduced volunteer involvement and high inflationary environment on food prices.

Revenue for the Music program decreased in FY22, reflecting lower enrolments in the program. Revenue for the music program has declined consistently for the last 5 years reflecting a continued trend of reducing enrolments in the program.

Overall operating costs for the Music program have decreased slightly in FY22, reflecting lower tutor costs due to less groups, offset by higher administration costs associated with running the program. The net result for the Music program was a loss of \$15k a 311% increase from the \$3k loss reported in F21. The music program has reported operating losses in 3 out of the last 5 years (net loss over the last 5 years of \$38k, excluding loss on items destroyed in the fire).

Separately the P&C operates an instrument hire business, as a stand-alone operation this reported a net loss in \$9k in FY22 on operating revenue of \$20k. The operating loss reflects purchase of new sheet music which was able to be expensed immediately and annual depreciation charges on instruments exceeding the cost of hire.

The combined Music Program / Instrument Hire business has reported an operating loss of \$24k in FY22 up from an operating loss \$5k in FY21 and combined operating losses totalling \$70k over the last 5 years.

In conclusion, FY22 represents a return to a more normal trading environment for the P&C after what has been a very challenging 3 years, compounded by impact of the fire and COVID. The reserves built up by previous generations of parents has enabled the P&C to support the school community through this period and it falls to the responsibility of the next generation to ensure that these reserves are maintained and supplemented to support the school in future generations.

Lane Cove Fun Run 2022 Wrap Up

Race Director- Lara Wehby

Community Partners – Caleb Taylor

Sponsorship – Renee Maxwell

Operations – Nina Baulch

Vendor Manager – Anna Scott

School Ambassadors – Grace Lattuca, Nathan Griffith and Sally Angus

Held on the 11th September 2022

With over 2,100 registrations

52 Volunteers

28 Vendors

A successful event – with no injuries.

Sponsorship was \$27,650

We raised \$35k profit for 2022 P&C and we have 10k in assets to use for next years run (10th September 2023)

We have booked the oval for the 10th September next year.

We need to decide sponsorship levels for next year – we want to introduce a platinum sponsor

Key learnings for next year

- Prize giving – make it run quicker and get the results out faster
- Showcase – do we hand this over to someone else to run
- Set up up whatsapp groups earlier
- More communication about the traffic management

- Check the special parking the night before
- Make late rego's easier
- More volunteers and more marshalls
- More signage on the oval
- Encourage vendors to stay longer – if we go ahead with another showcase

- More engagement with the school children and the school ambassadors

LCPS P&C SGM 2022

Minutes of Meeting

Date: Tuesday 22nd November 2022

Time: 7:00pm – 7:30pm Remote (Zoom)

Attendees		
<ol style="list-style-type: none"> 1. Caleb Taylor, LCPS P&C President 2. Chloe Blanch, LCPS P&C Vice President: School Community 3. Lara Whenby, LCPS P&C Vice President: Fundraising & Events 4. Hajar Torkaman, LCPS Treasurer 5. Ben Bradley, LCPS Secretary 6. Victor Tan, LCPS Relieving Principal 7. Darshini Heaney 8. Jonathon Heaney 9. Para Daman 10. Elouise Robertson 11. Liz Obee 12. Grace Lattuca 13. Sally Robertson 14. Emma Sorenson 15. Shaunagh Ashby 16. Peter Chan 17. Brendan Hood 18. Jaishree Parekh 19. Imko Muuze 20. Kate Blue 21. Vivian Chan 22. Junelyn Hunt 23. Juliette Curtin 24. Sandra Quan 25. Francis De Niese 26. Neena Ackhavong 27. Ian Watson 28. Caryn Gottcent 29. Myles Davis 30. Lassie Zia 31. Liz McPherson 		
No.	Agenda Item/Topic	Discussion and Next Steps
1.	Acknowledgement of Country / Welcome	<u>Caleb Taylor</u> <ul style="list-style-type: none"> ▪ Welcome and open
2.	Proposed Motion	<u>Proposed motion for LCPS Music</u> In the circumstances where the Lane Cove Public School intends to offer its own community use agreement for the purpose of running its own music programme in 2023, the Executive of the Lane Cove Public School P&C proposes the following motions: 1. The P&C cease its own music programme at the end of the contract period with the existing tutors in December 2022.

		<p>2. The tender to outsource the P&C's music programme be withdrawn.</p> <p>3. A music committee be re-established to:</p> <p>(a) manage the instrument assets of the P&C; and</p> <p>(b) liaise with the Lane Cove Public School as to how best to support its music programme in 2023</p>
		<p>Caleb moved the motion and spoke on its behalf. He noted:</p> <ul style="list-style-type: none"> • The Lane Cove Public School (LCPS) is running its own programme. • In those circumstances, the plan is to cease the programme currently being run by the P&C and formally 'wrap it up'. • He observed the P&C still retains assets relating to the programme (scores, instruments etc) which the P&C can use to help parents maintain access to cost effective instruments. <p>Darshini seconded motion.</p>
		Voted in one line (carried unanimously with 24 votes).
3.	Meeting closed.	

Lane Cove Public School Parents & Citizens Association:

Code of Conduct

All members, employees, contactors and volunteers of the Lane Cove Public School Parents & Citizens Association (**LCPSP&CA**) are responsible for the safety and wellbeing of children and young people who engage with the LCPSP&CA and are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

I will:

- act in accordance with the LCPSP&CA's child safety and wellbeing policies and procedures at all times;
- behave respectfully, courteously and ethically towards children and their families and towards other staff;
- listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well;
- promote the human rights, safety and wellbeing of all children;
- demonstrate appropriate personal and professional boundaries;
- consider and respect the diverse backgrounds and needs of children;
- create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families;
- involve children in making decisions about activities, policies and processes that concern them wherever possible;
- contribute, where appropriate, to the LCPSP&CA's policies, discussions, learning and reviews about child safety and wellbeing;
- identify and mitigate risks to children's safety and wellbeing;
- respond to any concerns or complaints of child harm or abuse promptly and in line with the LCPSP&CA's policies and procedures for receiving and responding to complaints;
- report all suspected or disclosed child harm or abuse as required by NSW law and by the LCPSP&CA's policies and procedures on internal and external reporting.

comply with NSW law and the LCPSP&CA's policies and procedures on record keeping and information sharing.

I will NOT:

- engage in any unlawful activity with or in relation to a child;
- engage in any activity that is likely to physically, sexually or emotionally harm a child;
- unlawfully discriminate against any child or their family members;
- be alone with a child unnecessarily;
- arrange personal contact, including online contact, with children I am working with for a purpose unrelated to the LCPSP&CA's activities;
- disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by the LCPSP&CA's policy and procedure on reporting;
- use inappropriate language in the presence of children or show or provide children with access to inappropriate images or material;
- work with children while under the influence of alcohol or prohibited drugs;

- ignore or disregard any suspected or disclosed child harm or abuse.

If I think this Code of Conduct has been breached by another person who is a member, employee, contractor or volunteer associated with the LCPSP&CA, I will:

- act to prioritise the best interests of children;
- take actions promptly to ensure that children are safe;
- promptly report any concerns to my manager, the LCPSP&CA's Child Safety Officer, the President or other executive of the LCPSP&CA;
- follow the LCPSP&CA's policies and procedures for receiving and responding to complaints and concerns; and
- comply with NSW law if relevant, and with the LCPSP&CA's policies and procedures as they relate to internal and external reporting.

Lane Cove Public School Parents and Citizens' Child Safe Policy

Purpose

The purpose of the Lane Cove Public School Parents and Citizens Association (**LCPSP&CA**) Child Safe Policy is to:

- demonstrate commitment to the safety and welfare of children and young people;
- minimise the risk of abuse, misconduct and misuse of positional power; and
- inform all staff and volunteers of their obligations and responsibilities in keeping children safe.

Publication

This policy is to be published on the LCPSP&CA website. In addition, a copy of the policy is to be emailed at the beginning of each school year to members of the LCPSP&CA and the Principal of the Lane Cove Public School (**LCPS**).

Scope and audience

This policy covers all activities conducted by the LCPSP&CA that involve students at the LCPS. It applies to:

- the executive;
- employees;
- contractors;
- volunteers;
- children and young people; and
- families, carers and communities.

Responsibilities

Position	Responsibility
The Executive	<ul style="list-style-type: none">○ Implement the Child Safe Policy as it applies to activities and events involving students at LCPS.○ Ensure members, employees, volunteers and contractors have access to and understand this policy and related procedures.○ Communicate any updates to this policy and supporting resources with relevant stakeholders.○ Provide training and advice in the application of this policy and supporting resources.
Members, employees, contractors and volunteers	<ul style="list-style-type: none">○ Comply with this policy and any supporting resources.

	<ul style="list-style-type: none"> ○ Report any breach of the policy, whether by themselves, or another.
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Statement of Commitment to Child Safety

The Executive of the LCPSP&CA is committed to child safety and, in particular, to minimising the risk of abuse, misconduct and misuse of positional power.

1. Child safety is embedded in organisational leadership, governance and culture

The Executive of the LCPSP&CA is committed to the physical and emotional safety of children and young people. Every employee or contractor who is engaged in a role that may reasonably involve them coming into contact with children and young people must have a verified and current Working with Children Check.

2. Children participate in decisions affecting them and are taken seriously

Every function of the LCPSP&CA must be considered from the point of view of the safety of children and young people. Where a concern is raised by child or young person concerning a LCPSP&CA event or the conduct of a member of the LCPSP&CA Executive or volunteers, employees, contractors and others associated with the LCPSP&CA, that concern must be taken seriously. This includes reporting any suspicious or potentially inappropriate behaviour in line with the LCPSP&CA Child Safety Reporting Policy.

3. Families and communities are informed and involved

Where a concern is raised by a child or young person relating to the conduct of a member of the LCPSP&CA Executive or volunteers, employees, contractors and others associated with the LCPSP&CA, the parent, guardian or authorised adult of that child or young person must be informed (or if that is reasonably considered not in the best interests of the child or young person, the Principal of LCPS).

4. Diversity matters

The Executive of the LCPSP&C takes into account cultural and other diversity considerations and sensitivities of its members and their families. The LCPSP&C elects a Cultural Liaison Officer (**CLO**) each year at its Annual General Meeting. The Executive of the LCPSP&C actively takes feedback from the CLO, the LCPS as well as its members seriously on all issues of diversity.

5. People working with children are suitable and supported

Where the responsibilities of an employee or contractor of the LCPSP&CA involve work on school grounds or interaction with LCPS students, that employee or contractor must have a verified and current Working with Children Check. This is one of LCPSP&C selection criteria for employment for such a position.

Before hiring a candidate (including as a contractor) for positions involving work with vulnerable people, the Executive of the LCPSP&CA:

- conduct a formal interview, including analysis of past experience working with vulnerable people; and
- contact at least two referees supplied by the candidate (ideally previous employers), confirming the identity of the candidate and their suitability to work with vulnerable people.

Before a candidate commences employment with the LCPSP&CA, the Executive of the LCPSP&CA must comply with all relevant state and/or federal legislation in respect to obtaining a Working with Children Check and/or Working with Vulnerable People check and/or Criminal History check. The Executive of the LCPSP&CA takes reasonable steps to ensure ongoing monitoring of the validity and

currency of such checks. The Executive of the LCPSP&CA will not employ or engage any person if they have prior convictions relating to violent or sexually related offences.

From the date of this policy, the Executive of the LCPSP&CA includes in their induction of all employees and contractors whose responsibilities involve work on school grounds or interaction with students of the LCPS, training on child safety and wellbeing responsibilities. The Executive of the LCPSP&CA also provides an annual refresher course at the start of the year. This includes highlighting mandatory and external reporting obligations, where someone is made aware of potentially inappropriate behaviour towards a child.

The Executive of the LCPSP&CA supports its members, employees, contractors and volunteers by ensuring that wherever possible, there is more than one adult present when interacting with a child or young person. The Executive also explicitly encourages its staff to raise any concerns with it.

6. Processes to respond to complaints of child abuse are child-focused

When responding to any complaint of child abuse, the Executive of the LCPSP&CA follows the Australian Government's National Office for Child Safety, Complaint Handling Guide.

The seriousness and nature of the complaint determines the exact way in which the Executive of the LCPSP&CA will investigate and manage any complaint. However, the Executive of the LCPSP&CA will keep the child – via their family – informed of what is happening at each stage of the complaints process. Making sure the child feels safe is the number one priority and the Executive of the LCPSP&CA will consult directly with them on how we can achieve this, who they want to talk to and where they would like to go.

The Executive of the LCPSP&CA attempts to make its complaints system as simple and straightforward as possible, including communicating to children and their families how to make a complaint. This information is distributed via email to members at the start of each year.

The Executive of the LCPSP&CA also provides training for its employees and contractors and others on its complaints process, as well as its reporting and privacy obligations. This includes providing explicit training on the different ways children may make disclosures.

7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

The Executive of the LCPSP&CA provides annual training to its employees and contractors on children's rights, child development, our safety and wellbeing policies and procedures. This training also covers topics such as how to recognise abuse, how to respond to a disclosure, what constitutes inappropriate behaviour and how to report it, how to respond to child-on-child harmful behaviour, how to keep proper records, external reporting obligations, and creating culturally safe environments. The Executive of the LCPSP&CA also encourages employees and contractors to attend any relevant education sessions conducted by the Office of the Children's Guardian (OCG).

The Executive of the LCPSP&CA provides resources to all members, employees and contractors and volunteers, including this policy.

The Executive of the LCPSP&CA also makes sure all members, employees, contractors and volunteers who disclose harm or risk to children or young people are adequately supported. This is done by keeping written notes that document interactions, maintaining confidentiality and privacy and encouraging professional intervention where appropriate.

8. Physical and online environments minimise the opportunity for abuse to occur

In general, employees and contractors of the LCPSP&CA must not:

- provide unauthorised transportation of a student to events run by the LCPSP&CA absent written authorisation from the parent, guardian or authorised adult of that student;

- seek contact with LCPS students, their families or former participants outside authorised activities, either via social media or any other means;
- engage in activities with students outside authorised programs or activities, unless they have the full knowledge and acceptance of the parent, guardian or authorised adult of that student;
- accept an invitation to attend any private social function at a student's request without the full knowledge, acceptance or invitation of the parent, guardian or authorised adult of that student; and
- invite a student or past student to attend any private social function without the full knowledge and acceptance of the parent, guardian or authorised adult of that student.

However, where an employee or contractor of the LCPSP&CA is also a parent of a LCPS student, this section does not apply to engagement with students in their capacity as a parent acting in the ordinary course of parenthood.

9. Implementation of the Child Safe Standards is continuously reviewed and improved

The Executive of the LCPSP&CA will actively relay any updates it receives from the Department of Education, the OCG, the Principal of LCPS and teaching staff to our members, employees, contractors and volunteers via email.

The Executive of the LCPSP&CA is committed to always refining and improving its Child Safe Standards. This includes, where appropriate, using surveys and other methods to review processes. The Executive of the LCPSP&CA will also ask for feedback on the complaints and investigation procedures whenever they are invoked.

Finally, the Executive of the LCPSP&CA will review this policy annually to identify any systemic weaknesses. Where weaknesses are identified, the Executive of the LCPSP&C will take prompt consultative measures to improve them.

10. Policies and procedures document how the organisation is child safe.

The Executive of the LCPSP&CA makes this policy, the Child Safety Reporting Policy and our Code of Conduct available to all its members, publishing it on our website and distributing it via email at the start of each year. The Executive of the LCPSP&CA also distribute it at inductions and training.

The Executive of the LCPSP&CA keep proper records demonstrating that we follow proper procedure.

The Executive of the LCPSP&CA reviews this policy at least annually and after any critical incidents.

The Executive of the LCPSP&CA is also mindful of, and adheres to, the following legislation, regulations, standards and principals:

- [Children's Guardian Act 2019](#) (NSW) and [Children's Guardian Regulation 2022](#) (NSW)
- [Child Protection \(Working with Children\) Act 2012](#) (NSW) and [Child Protection \(Working with Children\) Regulation 2013](#) (NSW)
- [Children and Young Persons \(Care and Protection\) Act 1998](#) (NSW)
- [Crimes Act 1900](#) (NSW)
- [Children and Young Persons \(Care and Protection\) Regulation 2022](#) (NSW)
- [Disability Inclusion Act 2014](#) (NSW)
- [Anti-Discrimination Act 1977](#) (NSW)
- [National Principles for Child Safe Organisations](#)
- [Child Safe Standards](#)
 - [A guide to the Child Safe Standards](#) (NSW Government, Office of the Children's Guardian)

- [*Convention on the Rights of the Child*](#)
- [*UNICEF child-friendly version of the Convention on the Rights of the Child*](#)

APPROVAL HISTORY

Version	President of the LCPSP&C	Date of Approval
1	Caleb Taylor	25 January 2023

Lane Cove Public School Parents and Citizens Child Safe Reporting Policy

Introduction

- All members, employees, contractors and volunteers of the Lane Cove Public School Parents and Citizens Association (**LCPSP&CA**) must report any concerns about the safety or welfare of a child or young person immediately.
- All members, employees, contractors and volunteers of the LCPSP&CA should be confident that concerns and allegations will be dealt with honestly and fairly.
- All members, employees, contractors and volunteers of the LCPSP&CA should be confident in reporting unacceptable behaviour around children and young people.
- Where an allegation is made, the safety and wellbeing of the child is paramount.

Reporting obligations

Any actual, alleged or reasonable suspicion of sexual abuse is to be reported to:

- police and/or other statutory authority/ies in compliance with mandatory reporting obligations and any other legislated responsibilities relevant to safeguarding and protection of vulnerable people, and
- the President of the LCPSP&CA or the Child Safety Officers; and
- the insurer of the LCPSP&CA (by the Executive of the LCPSP&CA).

(“Reasonable suspicion” means fair and practical reason to believe an incident involving sexual abuse has occurred based on either verbal communication, hearsay, rumour or observance of behaviour.)

NSW reporting obligations

NSW Police

Contact the police on 131 444 for any situation you consider could be a criminal offence. This includes child sexual assault, physical assault and grooming offences.

It is a criminal offence for adults not to report to police if they ‘know, believe or reasonably ought to know that a child abuse offence has been committed’ – see [section 316A](#) of the [Crimes Act 1900](#) (NSW) .

In addition, people employed in child-related work may be subject to a criminal offence if they fail to reduce or remove risk of a child becoming a victim of child abuse.

Department of Communities and Justice (DCJ)

Any person who has reasonable grounds to believe that a child or young person is at risk of significant harm may report to Department of Communities and Justice by phoning 132 111 (this is a 24-hour service).

Under the [Children and Young Persons \(Care and Protection\) Act 1998](#) (NSW):

- a person who is paid to provide education services or a person (paid or unpaid) who is in a management position in education services is a “**mandatory reporter**”
- mandatory reporters must report if they have reasonable grounds to suspect a child is at risk of significant harm by going to the [ChildStory Reporter Community](#).

Office of the Children's Guardian

All employees and contractors of the LCPSP&CA must report allegations and findings of sexual offences, sexual misconduct, ill-treatment of a child, neglect of a child, an assault against a child, failure to protect a child or failure to report if a child has been harmed, as well as any behaviour that causes significant emotional or psychological harm to a child to the President of the LCPSP&CA. If the matter or complaint involves the conduct of the President of the LCPSP&CA, the report should be made to the OCG.

Types of concerns

All complaints should be reported. This includes:

- disclosures of abuse;
- suspicion of abuse or harm to a child or young person; and
- unacceptable behaviour around children and young people

Child safety Officers

The LCPSP&CA have appointed two child safety officers for whom any concern can be raised and discussed. These are presently:

1. [INSERT] on [INSERT PHONE, EMAIL]
2. [INSERT] on [INSERT]

Raising a concern

The Executive of the LCPSP&CA is committed to fostering a culture and environment where survivors of abuse, members, employees, contractors and volunteers will report physical or sexual abuse.

Members, non-member officers, employees, contractors and volunteers are actively encouraged to report any actual, alleged or reasonable suspicion of sexual abuse. The Executive of the LCPSP&CA is committed to receiving complaints openly and to not dismissing concerns when they are raised.

A child or young person, or any member, non-member officer, staff member, volunteer or student can make a complaint or raise a concern by:

- face-to-face meeting with the President of the LCPSP&CA or either of the child safe contact officers;
- phone call (see contact numbers on previous page); or
- email (see email addresses on previous page).

Note: If you wish to raise a complaint against a child safe contact officer or if you have a concern that one of the child safe contact officers may somehow be conflicted or lack independence from the circumstances of the actual, alleged or reasonable suspicion of sexual abuse, please contact the OCG.

Immediate actions

- Steps are taken to ensure the child is removed from immediate harm, including removing the person the allegation is made about from child-related work if required.
 - If under any investigation (internally or by the police) for committing sexual abuse, an employee, contractor or volunteer is automatically suspended from work or other duties within LCPSP&CA.
 - If found guilty of committing sexual abuse following an investigation or trial, the involvement with LCPSP&CA of any employee, contractor or volunteer, is automatically terminated.

- The incident is recorded on our complaint record form.
- If required, NSW Police and DCJ are contacted and will give us instructions on how to proceed.
- If required, the OCG is contacted and will give advice on how to proceed with an investigation.
- Investigation is carried out in a timely, fair and transparent manner (being mindful of privacy obligations) in line with our policy on responding to child safety reports.
- The child receives information about the investigation process, timeframes and outcome (being mindful of privacy and not compromising any ongoing investigation). The child receives ongoing support from both your organisation and through referrals as needed (for example, counselling).
- After a finding is made, management is to act in accordance with our Responding to Child Safety Reports Policy.
- Critical incident review conducted to improve policies and procedures to prevent the incident reoccurring.

Privacy and confidentiality

All details in relation to any reports or allegations of physical or sexual abuse are to remain private and confidential.

We follow the obligations defined under the *Privacy Act 1988* (Commonwealth).

- All information is recorded on our complaints and allegations reporting form.
- All complaints and allegations reporting forms are stored securely and only accessed by those in the organisation with responsibility for oversight or investigation.
- Information may be exchanged under Chapter 16A of the *Child and Young Persons (Care and Protection) Act 1998* with other agencies who have responsibilities relating to the safety, welfare or wellbeing of children or young persons.
- The privacy of those involved is maintained by the LCPSP&CA in accordance with our obligations under the *Privacy and Personal Information Protection Act 1998*.

Communication and support for stakeholders

The Executive of the LCPSP&CA ensures that all our stakeholders (including workers, families and children) know how to raise a concern in the following ways.

- We publish our policies and procedures (including this Child Safe Reporting Policy) on our website.
- We provide our employees and contractors with training opportunities so they understand our complaints and allegations processes.

Review date

This policy will be reviewed annually and after critical incidents, to ensure continuous improvement in our practices and that we keep up to date with relevant legislation and industry requirements.

This policy is due to be reviewed before 25 January 2024.

APPROVAL HISTORY

Version	President of the LCPSP&C	Date of Approval
1	Caleb Taylor	25 January 2023

Week	Term1 2023	
1	30 Jan 31 Jan 3 Feb	Pupil Free Day First Day Term 1 (Year 1-6)
2	6 Feb 10 Feb	- First Day Kindy - Welcome BBQ
3	13 Feb 14 Feb 17 Feb	- Valentines Day
4	20 Feb 21 Feb 24 Feb	- P&C General meeting 6:30pm Class Parent drinks
5	27 Feb 28 Feb	- Executive meeting 6:30
6	6 Mar 7 Mar 11 Mar	- School Council Trivia The Alcott
7	13 Mar 18 Mar	-
8	20 Mar 22 Mar 24 Mar	Harmony week P&C General meeting 6:30pm World food Fair
9	27 Mar	-
10	3 Apr 6 Apr	- - Last Day Term 1
	10 Apr 23 Apr	Autumn Holidays

Week	Term2 2023	
1	25 Apr 26 Apr	Anzac Day First Day of Term 2
2	1 May 2 May	-
3	8 May 9 May	- P&C General meeting 6:30
4	15 May	-
5	22 May 23 May	- Executive meeting 6:30pm
6	29 May	
7	5 Jun 8 Jun	- School Council
8	12 Jun 13 Jun 17 Jun	King's Birthday P&C General meeting 6:30
9	19 Jun	-
10	26 Jun 30 Jun	- Last Day Term 2
	3 Jul 16 Jul	Winter Holidays

TBC DATES
Gala
Opening of Hall
Mothers and others

Week	Term3 2023	
1	17 Jul 18 Jul	Pupil Free Day First Day of Term 3
2	24 Jul	
3	31 Jul 1 Aug 3 Aug	Education Week P&C General meeting 6:30 Welcome Back Open Day
4	7 Aug	
5	14 Aug 15 Aug 17 Aug	Exec meeting 6:30pm School Council
6	21 Aug	-
7	28 Aug 1 Sep	- Father's Day breakfast
8	4 Sep 5 Sep 10 Sep	- P&C General meeting 6:30 Fun Run
9	11 Sep	-
10	18 Sep 22 Sep	- Last Day Term 3
	25 Sep 8 Oct	Spring Holidays

Week	Term4 2023	
1	9 Oct	First Day of Term 4
2	16 Oct	-
3	23 Oct 24 Oct	- P&C General meeting 6:30
4	30 Oct 31 Oct 4 Nov	- Executive meeting 6:30pm K-2 Disco
5	6 Nov 9 Nov	- School Council
6	13 Nov 14 Nov	- P&C AGM meeting 6:30
7	20 Nov 26 Nov	-
8	27 Nov 1 Dec	- End of Year BBQ /Christmas Trees
9	4 Dec	-
10	11 Dec	-
11	18 Dec 19 Dec	- Last Day Term 4