

## NOTIFICATION PROCESS FOR SRE TEACHERS

### CONTACT DETAILS:

Cecilia Zammit, CCD Director  
 Diocese of Parramatta  
 ☎ 02 8838 3486

The CCD Director will ensure the Parish Priest is informed

### WHAT YOU MUST DO

If you think that a child or young person (yp):	<ul style="list-style-type: none"> <li>• Is at risk of harm, or</li> <li>• Has been subjected to physical or sexual assault, ill treatment, neglect or psychological harm</li> </ul>
THEN YOU MUST FOLLOW THE 3Rs:	
<b>REASSURE</b> – the child or yp that	The child or yp did the right thing by telling you <ul style="list-style-type: none"> <li>• The child or yp is not in trouble</li> <li>• You will tell someone who can help the child or yp</li> <li>• The child or yp has a right to feel safe and protected</li> </ul>
<b>RECORD</b>	Immediately anything that you are told or that you observe <ul style="list-style-type: none"> <li>• Include the date, time, parties involved</li> <li>• Sign the record</li> </ul>
<b>REPORT</b> – the incident immediately or as soon as practicably possible to:	<ul style="list-style-type: none"> <li>• Principal of the school</li> <li>• CCD Director</li> </ul>

**Note:** *A child is defined as a person under the age of 16 years.  
 A young person is defined as a person who is 16 or 17 years.*

SRE Teachers (Catechists and Assistants) are to be aware of the **NSW Department of Education Code of Conduct**, which includes the **Social Media Policy** (see Section 23 of the Code) and act in accordance with the conduct described in it.

## TERMS YOU NEED TO KNOW

### Risk of harm

- Basic physical or psychological needs are not being met or are at risk of not being met
- Absence of necessary medical care
- Risk of physical or sexual abuse
- Risk of psychological harm due to exposure to domestic violence
- Conduct of the care-giver causes or has the potential to cause harm

### Indicators that a child or yp is at risk of harm include:

- Bruising, lacerations, welts, burns and scalds
- Persistent sexualised behaviour
- Self destructive behaviour
- Bullying and other behavioural disorders
- Extreme attention-seeking behaviour

### Sexual Assault and Sexual Misconduct

- Any sexual offence or misconduct committed against, with or in the presence of a child or yp
- Includes inappropriate conversations of a sexual nature, comments that express a desire to act in a sexual manner, unwarranted and inappropriate touching, sexual exhibitionism, watching a child or yp undress, personal correspondence with a child or yp in respect of the adult's sexual feelings
- Grooming behaviour or patterns of behaviour aimed at establishing trust with the child or yp for inappropriate purposes, such as inappropriately giving gifts, showing special favours to them but not other children, spending inappropriate special time with the child or yp
- Possession or display of child pornography

### Physical Assault

- A hostile or reckless act in the eyes of the victim
- The application of force against a child or yp
- Acts that cause a child or yp to fear that an assault or immediate force is likely to occur
- It does not have to involve actual injury or harm
- It is irrelevant whether or not consent is provided

### Ill treatment

- Excessive restriction of freedom
- Excessive demands placed on a child or yp
- Punishment is disproportionate to the behaviour or inappropriate in the circumstances
- Punishment is inconsistent with community standards

### Neglect

- Failure to provide basic physical or emotional necessities of life
- May be an ongoing situation or an isolated incident

### Psychological Harm

- Conduct causing significant emotional harm or trauma
- Can include exposing a child or yp to violence isolating, belittling, exploiting or excluding a child or yp repeatedly

### Professional Misconduct

- Inappropriate conduct involving a child or yp eg. Social contact, grooming behaviours, inappropriate physical conduct, inappropriate gestures and comments

