



Tharawal Housing Aboriginal Corporation

Child and Young Persons Procedures

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Applies to:	Tharawal Housing Aboriginal Corporation
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This procedure outlines the step all staff must take in relation to assessing and making a notification to Department of Community and Justice in regards to a child or young person at risk of harm, abuse or neglect. As well as the steps required to exchange information in relation to a child, children or young person at risk under Chapter 16A of the *Child and Young Persons Care and Protection Act 1988*.

Mandatory Reporting:

- If a staff member identifies or believes a child or young person may be at risk of harm, abuse or neglect they are required to report the matter to the direct supervisor as soon as possible.
- The direct supervisor is required to report the matter to the Housing Manager as soon as possible.
- The Housing Manager will assess the information and decide on the level of risk and course of action to be taken. Additional information may be required from the staff member to make a full assessment of the situation.
- The matter is then to be assessed by the Housing Manager in accordance with the child and young person NSW Mandatory Reporter Guide. Pending on the outcome of the Mandatory Reporter Guide. Housing Manager to report the matter to the Department and Community Justice Child Protection Line.
- All information relating to the matter is to be stored securely for any future legal requirements or follow ups.
- Housing Manager to monitor and review if any follow ups are required.
- Housing Manager to advise CEO of report and outcome.

Exchange of Information:

- If a request to exchange information is received or when making a request to exchange information under Chapter 16A staff are to advise their direct supervisor immediately.
- Staff must advise their direct supervisor as to the content of the request and or why the request has is being initiation.
- Supervisor to approval or decline the request.
- If approved information is to be exchanged in accordance with the chapter 16A.
- All information relating/exchange in relation to a child, children or young person must be reported to the Housing Manager.
- Housing Manager to report to CEO for follow up and monitoring.

Conflict of Interest:

It is the responsibility of all THAC staff to declare any conflict of interest that may arise. If a staff member or board member has any personal relationship with the applicant and or tenant they must declare their conflict immediately and withdraw themselves from the process.

In accordance with THAC Conflict of Interest Policy staff must complete a Conflict of Interest Declaration Form.



Tharawal Housing Aboriginal Corporation staff must always adhere to the Confidentially Policy and Privacy Policy.