



## Incident Reporting Policy

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**School Statement:** Cessnock West Public School supports the prompt reporting of incidents in accordance with statutory and regulatory obligations and corporate objectives.

### Key considerations

These procedures support the Department's Incident Reporting Policy

The Incident Reporting Policy states that an incident is broadly defined as an event which:

- Causes disruption to an organisation; or
- Creates danger or risk that could significantly affect individuals within the organisation; or
- Impacts on the effective operation of workplaces; or
- Attracts negative media attention or a negative public profile for the workplace or the Department of Education and Communities; or
- An incident which WorkCover describes as deemed to be "Notifiable" under the Work Health and Safety Act 2011 which must be reported by law.

Employees must report:

- Workplace incidents
- Workplace related incidents (incidents occurring at an activity directly related to work e.g. excursions, sports events) 2 Department of Education & Communities Incident Reporting Procedures
- Community or student incidents (occurring outside the workplace but which impact on the workplace)

An incident refers not only to incidents that occur at the workplace but also to incidents that occur during workplace activities (e.g. excursions) or incidents away from the workplace that have an impact on the operation of the workplace (e.g. emergencies such as natural disasters, or the death of employees or students).

## Guidance for workplace managers about the reporting of incidents

Nature of incident	Who reports the incident	Report to	Reporting Method	When
Injuries and WHS incidents: employees, students, visitors and others in the workplace	The employee or The workplace manager or nominee	WHS Directorate Line manager	<p>Employees can report workplace health and safety incidents to:</p> <ul style="list-style-type: none"> <li>• The Work Health and Safety (WHS) Incident Notification Hotline on <b>1800 811 523</b> (preferred), or</li> <li>• fax injury/incident notification form to the WHS Directorate Claims and Administration Unit on <b>(02) 9707 6233</b>.</li> </ul> <p>For schools, also consider whether the <a href="#">Reporting Accidents Policy and support materials</a> need to be implemented</p>	As soon as possible, but at worst within 24 hours of the incident occurring.
Notifiable incident under the WHS Act, including a workplace fatality, near misses, WorkCover Notices and Provisional Improvement Notices issued by Health and Safety representatives.	The workplace manager or nominee	WHS Directorate Line manager	Report WorkCover <a href="#">Notifiable Incidents</a> including the death of person, dangerous incidents or serious injury or illness to the WHS Directorate on <b>1800 811 523</b>	As soon as possible, but at worst within 24 hours of the incident occurring
Community health issues e.g. outbreak of an infectious disease	Workplace manager or nominee	Line manager (e.g. Director of Public Schools, TAFE college or campus manager)  NSW Area Health Service (where required)	Line manager (e.g. Director Public Schools NSW)  Contact NSW Area Health Service where required (refer to <a href="#">Infection Control Guidelines</a> ).  WHS Incident Notification Hotline on <b>1800 811 523</b>	As soon as possible, but at worst within 24 hours

Nature of incident	Who reports the incident	Report to	Reporting Method	When
Asbestos issues	Workplace manager or nominee	Asset Management	Asset Management Unit on 132 779	As soon as possible
Violence, weapons, illegal drugs or other criminal activity.	The workplace manager or nominee	<p><b>Schools</b> – Safety and Security Directorate</p> <p><b>TAFE-</b> Institute where Security available</p> <p><b>State / Corporate Offices</b></p> <p><b>Line manager</b></p>	<p><b>Physical violence resulting in injury must be reported.</b></p> <p>Schools – Safety and Security Directorate Incident Support Unit hotline on <b>1300 363 778</b></p> <p>TAFE - appropriate internal reporting mechanism</p>	As soon as possible, but at worst within 24 hours
Allegations of a child protection nature against employees or criminal conduct by employees, that are potentially contentious	The workplace manager or individual who is aware of the incident/ conduct	Employee Performance and Conduct Directorate	Employee Performance and Conduct Directorate on <b>(02) 9266 8070</b>	As soon as possible, but at worst within 24 hours
Major complaints / criticism of departmental activities (including programs or (personnel) and unfavorable media.	The workplace manager	Line manager  Media Unit	Media Unit on <b>(02) 9561 8501</b>  TAFE – as per internal complaints process.	As soon as possible, but at worst within 24 hours

Nature of incident	Who reports the incident	Report to	Reporting Method	When
Natural disasters and events resulting in disruption to school operations including bushfires, floods etc.	The workplace manager	<p>Line manager</p> <p>Director, Work Health and Safety or Safety and Security Directorate who will liaise with the State Emergency Operations Centre (SEOC)</p> <p>Media Unit</p>	<p>Contact the line manager (e.g. Director of Public Schools)</p> <p>Contact Director, Work Health and Safety on <b>(02) 9707 6225</b></p> <p>Or</p> <p>Contact the Safety and Security Directorate Incident Support Unit hotline on <b>1300 363 778</b></p>	As soon as possible, but at worst within 24 hours
Concerns about risk of harm to a child or young persons	The workplace manager	<p>Suspected risk of significant harm must be reported to the Community Services Helpline.</p> <p>Where there are risk of harm concerns that do not meet the threshold for reporting to Community Services, but which are not trivial, contact the CWU.</p>	<p>Contact the Community Services Helpline on <b>133 627</b></p> <p>Contact the Child Wellbeing Unit on <b>(02) 9269 9400</b></p> <p>The <a href="#">Mandatory Reporter Guide</a> can be used to assist in determining whether you are required to make a report to Community Services or contact with the Child Wellbeing Unit.</p>	As soon as possible (but at worst within 24 hours) after risk is identified

Nature of incident	Who reports the incident	Report to	Reporting Method	When
Missing child or young person (a child or young person will be a missing person when their whereabouts are unknown and there are concerns for their safety, welfare or wellbeing)	The workplace manager	Report to Safety and Security Directorate who will check whether the matter has been reported the Police. Where no report is made the principal is to report the matter to the Police	Schools – the Safety and Security Directorate Incident Support Unit hotline on <b>1300 363 778</b> (Safety & Security may be able to assist with the report if difficulties are encountered in making the report to the Police)	As soon as possible (within 24 hours of becoming aware child/young person is a missing person)
Suspected suicide of a student or other serious incident not defined in this table which is of concern to the school	The workplace manager	Safety and Security Directorate  For TAFE NSW, advise the college or campus manager and the institute director  Line manager	Safety and Security Directorate Incident Support Unit hotline <b>1300 363 778</b> (Safety and Security Directorate’s hotline operates 24 hours a day, seven days a week. The directorate will pass on relevant information to the relevant areas of DEC for follow up.)	As soon as possible, but at worst within 24 hours