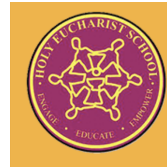




# Holy Eucharist Catholic Primary School

## St Albans South.



### 2.19 CHILD PROTECTION POLICY – REPORTING OBLIGATIONS

#### APPENDIX:

1. A Step by Step Guide to Making a Report to Child Protection or Child First
2. Four Critical Actions for Schools: Responding to Incidents, Disclosures, and Suspicions of Child Abuse
3. PROTECT - Responding to Suspected Child Abuse: A Template for all Victorian Schools.
4. PROTECT – Identifying and Responding to All Forms of Abuse in Victorian Schools. (Server)
5. Guidelines on the Employment of Staff in Catholic Schools (Server)
6. Guidelines on the Engagement of Volunteers in Catholic Schools (Server)
7. Protecting the Safety and Wellbeing of Children and Young People. (Server)
8. Engaging External Labour Providers and Casuals – A Guide for Schools
9. Guidelines on the Engagement of Contractors In Catholic Schools (draft)

#### **Holy Eucharist Catholic Primary School Commitment Statement to Child Safety**

*A safe and nurturing culture for all children and young people at our Catholic school*

'The intention for this statement is to provide a central focus for child safety<sup>1</sup> at our Catholic school, built around a common understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change....

...Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements<sup>2</sup>.

<sup>1</sup>As defined by the Victorian Government Special Gazette No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

<sup>2</sup>Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

#### **EVIDENCE OF THIS OCCURRING AT HOLY EUCHARIST**

At all times, the ongoing safety and wellbeing of all children and young people will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Children and young people are also provided with the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.

#### **Introduction**

Protection for children and young people is based upon the belief that each person is made in the image and likeness of God and that the inherent dignity of all should be recognised and fostered.

Catholic schools are entrusted with the holistic education of the child, in partnership with parents, guardians and caregivers who are the primary educators of their children. Catholic school staff therefore have a duty of care to students by taking reasonable care to avoid acts or omissions which they can reasonably foresee would be likely to result in harm or injury to the student and to work for the positive wellbeing of the child.

Under the National Framework for Protecting Australia's Children 2009–2020, protecting children is everyone's responsibility – parents, communities, governments and business all have a role to play. In Victoria, a joint protocol, Protecting the safety and wellbeing of children and young people, involving the Department of Health and Human Services (DHHS) Child Protection, the Department of Education and Training (DET), the Catholic Education Commission of Victoria and licensed children's services, exists to protect the safety and wellbeing of children and young people. **All teachers, other staff, parish priests, canonical and religious order administrators of Catholic schools** within Victoria must understand and abide by the professional, moral and legal obligations to implement child protection and child safety policies, protocols and practices.

## ***Purpose of this policy***

Schools must comply with the legal obligations that relate to managing the risk of child abuse under the ***Children, Youth and Families Act 2005 (Vic.)***, the ***Crimes Act 1958 (Vic)*** and the recommendations of the ***Betrayal of Trust Report***.

This policy is designed to assist staff to:

- identify the indicators of a child or young person who may be in need of protection
- understand how a 'reasonable belief' is formed
- make a report of a child or young person who may be in need of protection
- comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.

Child Protection reporting obligations fall under separate pieces of legislation with differing reporting requirements. This policy sets out the actions required under the relevant legislation when there is a reasonable belief that a child is in need of protection or a criminal offence has been committed and provides guidance and procedures on how to make a report.

### ***1. Children, Youth and Families Act 2005 (Vic.)***

- 1.1 Mandatory Reporting
- 1.2 Forming a 'reasonable belief'
- 1.3 Types of child abuse and indicators of harm
- 1.4 Reporting child protection concerns
- 1.5 When to make a mandatory report
- 1.6 When a report may be required, though not mandated
- 1.7 Flowchart – Responding to a possible mandatory reporting concern.

### ***2. Crimes Act 1958 (Vic.)***

- 2.1 Failure to disclose
- 2.2 Failure to protect
- 2.3 Grooming
- 2.4 When to report criminal offences.

### ***3. How to make a report for mandatory reporting and criminal offences***

- 3.1 Making a report
- 3.2 Potential consequences of making a report
- 3.3 Related resources.

## **Policy**

### ***1. Children, Youth and Families Act 2005 (Vic.)***

#### ***1.1 Mandatory Reporting***

Mandatory reporting is a legal requirement under the ***Children, Youth and Families Act 2005 (Vic.) (Act)*** to protect children from harm relating to physical injury and sexual abuse. A child, for the purpose of the relevant parts of the *Act*, is any person **17 years** of age or younger. School personnel mandated under this *Act* who, in the course of carrying out their duties, form a **reasonable belief** that a child is in need of protection from physical harm or sexual abuse, and that the **child's parents are unwilling or unable to protect the child**, must report that belief to DHHS Child Protection and the grounds for it as soon as possible after forming the belief. A subsequent report must be made on each occasion on which the mandatory reporter becomes aware of further reasonable grounds for the belief.

#### ***1.2 Forming a 'reasonable belief'***

When staff are concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a 'reasonable belief' might be formed if:

- a child states that they have been physically or sexually abused

- a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been physically or sexually abused
- a child or young person exhibits sexually-abusive or age-inappropriate behaviours
- professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused
- signs of abuse lead to a belief that the child has been physically or sexually abused.

### **1.3 Types of child abuse and indicators of harm**

Child abuse can have a significant effect on a child's physical or emotional health, development and wellbeing. The younger a child the more vulnerable he/she is and the more serious the consequences are likely to be.

There are many indicators of child abuse and neglect. The presence of a single indicator, or even several indicators, does not prove that abuse or neglect has occurred. However, the repeated occurrence of an indicator, or the occurrence of several indicators together, should alert staff to the possibility of child abuse and neglect. While any indicators of possible child abuse or neglect are concerning, it is important to know which indicators **must** be reported.

It is **mandatory** to report concerns relating to:

- physical abuse
- sexual abuse.

While not mandated, making a report to DHHS Child Protection may also be needed for:

- emotional abuse
- neglect
- medical neglect
- family violence
- human trafficking (including forced marriage)
- sexual exploitation (including pornography and prostitution)
- risk-taking behaviour
- female genital mutilation
- risk to an unborn child
- a child or young person exhibiting sexually-abusive behaviours.

**Note:** For full definitions for all of the types of child abuse and a comprehensive list of the indicators of harm refer to [Appendix 2: Protecting the safety and wellbeing of children and young people](#)

### **1.4 Reporting child protection concerns**

All school staff who believe on reasonable grounds that a child or young person is in need of:

- protection from physical harm or sexual abuse – **must** report their concerns to DHHS Child Protection
- protection from harm that is not believed to involve physical harm or sexual abuse – are encouraged to report their concerns to DHHS Child Protection.
- therapeutic treatment – are encouraged to report their concerns to DHHS Child Protection or Child FIRST.

**Child Protection** is the Victorian Government Agency, provided by the DHHS, that protects children at risk of significant harm. Child Protection has statutory powers and can use these to protect children.

**Child FIRST** is the Family Information Referral Support Team run by a registered community service in a local area that can receive confidential referrals about a child of concern. It does not have any statutory powers to protect a child but can refer matters to family services.

Mandatory reporters **must report their concern to DHHS Child Protection** if there is a reasonable belief that a child or young person is in need of protection from physical injury or sexual abuse. Refer to: [A step-by-step guide to making a report to Child Protection or Child FIRST \(PDF - 270Kb\)](#)

It is essential to document the concerns and observations which contributed to the suspicion that a child is in need of protection. This information may be gathered over a period of time and should be treated confidentially and held securely.

It is recommended – not, however, a requirement – that concerns and observations regarding suspected physical injury or sexual abuse of a child are discussed with the principal or a senior school staff member and to ensure support is provided to all involved in matters of this nature. The confidentiality of these discussions must be maintained.

If more than one mandated reporter has formed a belief about the same child on the same occasion, it is sufficient for one professional to make a report. The other is obliged to ensure the report has been made and that all grounds for their own belief were included in the report made by the other staff member (Section 184 (2)).

If one mandated reporter directs another mandated reporter not to make a report, and the one professional continues to hold the belief that a child is in need of protection, then that professional is legally obliged to make a report to Child Protection.

The mandatory reporter may continue to suspect that a child is at risk and in need of protection. Any further observations should continue to be recorded and a report made on each separate occasion where a belief has been formed, on reasonable grounds, that a child is likely to be at risk and in need of protection. If there is any suspicion that this relates to a sexual offence involving an adult and a child **under 16** then it must be reported to the police. Refer to Department of Justice and Regulations – Failure to disclose offence and the Betrayal of Trust: Fact Sheet

### 1.5 When to make a mandatory report

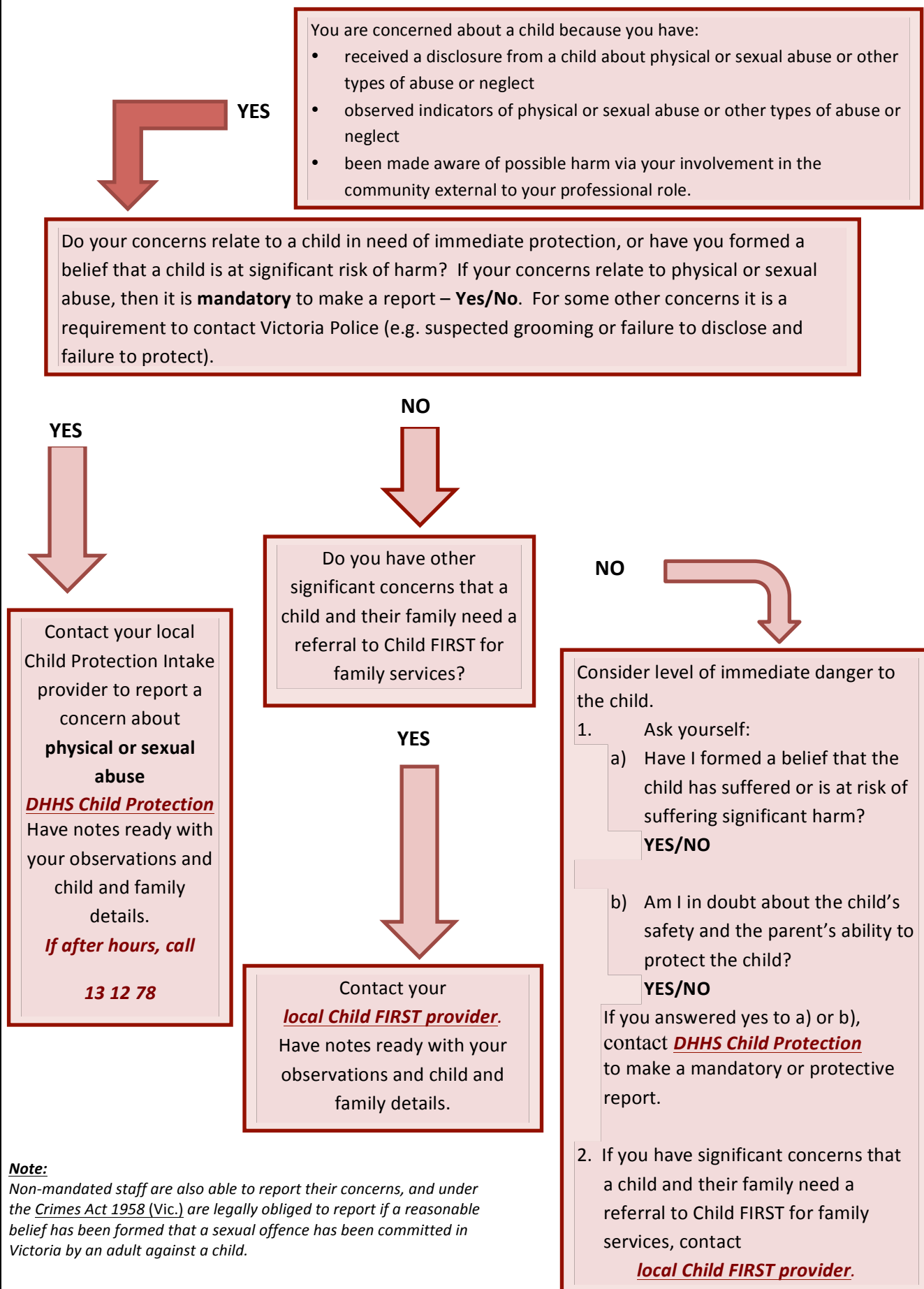
Type of Reporting	By Whom	To Whom
<b>Mandatory Reporting - DHHS Child Protection</b> Mandatory reporters must make a report as soon as practicable if, in the course of practising their profession or carrying out their duties, they form a belief on reasonable grounds that a child or young person is in need of protection, as a result of physical injury or sexual abuse, and the child's parents are unable or unwilling to protect the child.	<b>Mandatory reporters</b> <ul style="list-style-type: none"> <li>Teachers registered to teach or who have permission to teach pursuant to the <i>Education and Training Reform Act 2006</i> (Vic.)</li> <li>Principals of government and non-government schools</li> <li>Registered medical practitioners</li> <li>Nurses</li> <li>All members of the police force.</li> </ul>	<u>Contact DHHS Child Protection</u>

### 1.6 When a report may be required, though not mandated

<b>Child in need of protection</b> Any person may make a report if they believe on reasonable grounds that a child is in need of protection for any of the following reasons: <ul style="list-style-type: none"> <li>The child has been abandoned and there is no other suitable person who is willing and able to care for the child.</li> <li>The child's parents are dead or incapacitated and there is no other suitable person who is willing and able to care for the child.</li> <li>The child has suffered or is likely to suffer significant harm as a result of physical injury and the parents are unable or unwilling to protect the child.</li> <li>The child has suffered or is likely to suffer significant harm as a result of sexual abuse and their parents are unable or unwilling to protect the child.</li> <li>The child has suffered or is likely to suffer emotional or psychological harm and the parents are unable or unwilling to protect the child.</li> </ul>	Any person	<u>Contact DHHS Child Protection</u>  <u>and</u>  <u>Victoria Police if it is clear a crime has been committed.</u>
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<ul style="list-style-type: none"> <li>The child's physical development or health has been, or is likely to be significantly harmed and the parents are unable or unwilling to provide basic care, or effective medical or other remedial care.</li> </ul>		
<p><b><i>Child in need of therapeutic treatment</i></b></p> <p>Any person may make a report if they believe on reasonable grounds that a child who is 10 years of age or over, but under 15 years of age, is in need of therapeutic treatment because he or she has exhibited sexually-abusive behaviours. Contact Child FIRST if there is no significant concern about the immediate safety of the child.</p>	Any person	<u>Contact DHHS Child Protection or Child FIRST</u>
<p><b><i>Significant concerns about the wellbeing of a child</i></b></p> <p>School staff can seek advice from or make referral to DHHS Child Protection or Child FIRST if they have a significant concern for the wellbeing of a child and where the immediate safety of the child is not compromised.</p> <p>The staff member should share relevant information with Child FIRST to help them complete their assessment of the referral.</p>	Any person	<u>Contact DHHS Child Protection or Child FIRST</u>

## 1.7 Flowchart – Responding to a possible mandatory reporting concern





## 2. Crimes Act 1958 (Vic.)

Three new criminal offences have been introduced under the *Crimes Act 1958* (Vic):

- **failure to disclose offence**, which requires adults to report to police a reasonable belief that a sexual offence has been committed against a child
- **failure to protect offence**, which applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but failed to do so
- **grooming offence**, which targets communication with a child or their parents with the intent of committing child sexual abuse.

### 2.1 Failure to disclose

Any staff member who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult against a **child under 16** must disclose that information to police. Failure to disclose the information to police is a criminal offence under **section 327 of the Crimes Act 1958 (Victoria)** and applies to **all adults** in Victoria, not just professionals who work with children. The obligation is to disclose that information to the police as soon as it is practicable to do so, except in limited circumstances such as where the information has already been reported to DHHS Child Protection.

For further information about the 'failure to disclose' offence, see: [\*Department of Justice and Regulations – Failure to disclose offence\*](#) and the [\*Betrayal of Trust: Fact Sheet\*](#).

### 2.2 Failure to protect

Any staff member in a position of authority who becomes aware that an adult associated with their organisation (such as an employee, contractor, volunteer, sport coach or visitor) poses a risk of sexual abuse to a child **under 16** who is in the care or supervision of the organisation must take all reasonable steps to reduce or remove that risk. Failure to take reasonable steps to protect a child in the organisation from the risk of sexual abuse from an adult associated with the organisation is a criminal offence contained in **section 49C (2) of the Crimes Act 1958 (Vic.)**. In a school context, this will include the principal and the business manager and may also extend to School Counsellors, heads of departments and heads of school.

For further information about the 'failure to protect' offence, see: [\*Department of Justice and Regulations – Failure to protect offence\*](#) and the [\*Betrayal of Trust: Fact Sheet\*](#).

### 2.3 Grooming

The offence of grooming prohibits predatory conduct designed to prepare or 'groom' a child for future sexual activity and is contained in **section 49B (2) of the Crimes Act 1958 (Vic.)**. The offence applies to communication with children **under 16 years**. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails. The offence can be committed by any person aged 18 years or over. It does not apply to communication between people who are both under 18 years of age. For further information about the 'grooming offence', see: [\*Department of Justice and Regulation – Grooming offence\*](#) and the [\*Betrayal of Trust: Fact Sheet\*](#).

**For more information about managing and responding to the risk of abuse, see [\*Responding to Student Sexual Assault\*](#) and [\*Risk Management\*](#) in the [\*Department of Education and Training resources\*](#).**

## 2.4 When to report criminal offences

This table sets out when to report a concern that a child or a young person has been abused, or is in need of protection.

Type of Reporting	By Whom	To Whom
<p><b><i>Reasonable belief that a sexual offence has been committed by an adult against a child under 16.</i></b></p> <p>Any adult who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 must report that information to police.</p> <p>You will not be guilty of an offence if you do not report in the following circumstances:</p> <ul style="list-style-type: none"><li>• The victim is 16 years of age or older and does not have an intellectual disability that limits his/her capacity to make an informed decision; and he/she does not want the information reported to the police.</li><li>• The victim has disclosed the information in confidence in the course of a therapeutic relationship with you as a registered medical practitioner or counsellor.</li><li>• The victim turned 16 years of age before 27 October 2014.</li></ul> <p>Reasonable excuses for failing to comply with the requirement include:</p> <ul style="list-style-type: none"><li>• a reasonable belief that the information has already been reported to police or DHHS Child Protection disclosing all of the information</li><li>• a reasonable fear that the disclosure will place someone (other than the alleged perpetrator) at risk of harm.</li></ul>	<p>Any person aged 18 or over</p>	<p><u>Victoria Police</u></p>



### 3. How to make a report for mandatory reporting and criminal offences

The following information provides practical guidance in relation to record-keeping for both mandatory reporting and criminal offences.

#### 3.1 Making a report

**In case of emergency or if a child is in life-threatening danger contact Triple Zero (000) or the local police station.**

Alternatively, to report concerns about the immediate safety of a child within their family unit to DHHS Child Protection, call the local Child Protection Intake Provider, (see [DHHS Child Protection contacts](#).) If after hours call the **Child Protection Crisis Line on 13 12 78**.

The table below describes the information to include when making a mandatory report about child abuse or child protection concerns.

Step	Description
1.	Keep comprehensive notes that are dated and include the following information: <ul style="list-style-type: none"><li>• a description of the concerns (e.g. physical injuries, student behaviour)</li><li>• the source of those concerns (e.g. observation, report from child or another person)</li><li>• the actions taken as a result of the concerns (e.g. consultation with the principal, report to DHHS Child Protection etc.).</li></ul>
2	Discuss any concerns about the safety and wellbeing of students with the principal or a member of the school leadership team.  The individual staff member should then make their own assessment about whether they should make a report about the child or young person and to whom the report should be made.
3	Gather the relevant information necessary to make the report. This should include the following information: <ul style="list-style-type: none"><li>• full name, date of birth and residential address of the child or young person</li><li>• the details of the concerns and the reasons for those concerns</li><li>• the individual staff member's involvement with the child or young person</li><li>• details of any other agencies which may be involved with the child or young person.</li></ul>
4	<b>Make a report to the relevant agency:</b> <ul style="list-style-type: none"><li>• To report concerns which are life-threatening <b>phone 000 or the local police station</b>.</li><li>• To find the nearest Victoria Police Sexual Offences and Child Abuse Investigation Team contact your local police station or visit the <a href="#">Victoria Police website</a> for local contact numbers.</li><li>• To report concerns about the immediate safety of a child within their family unit to DHHS Child Protection:<ul style="list-style-type: none"><li>○ Call your <b>local Child Protection</b> Intake provider immediately, <a href="#">Child Protection</a></li><li>○ For <b>After Hours Child Protection Emergency</b> Services, call <b>13 12 78</b>.</li></ul></li><li>• To report concerns to <a href="#">DHHS Child Protection</a>, contact your local child protection office.</li></ul> <p><b>**Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection.</b></p>
5	<b>Make a written record of the report including the following information:</b> <ul style="list-style-type: none"><li>• the date and time of the report and a summary of what was reported</li><li>• the name and position of the person who made the report and the person who received the report.</li></ul>
6	<b>Notify relevant school staff and/or Catholic Education Melbourne</b> staff of a report to DHHS Child Protection or Child FIRST. <ul style="list-style-type: none"><li>• School staff should advise the principal or a member of the leadership team if they have made a report.</li><li>• School staff can seek further assistance by contacting the Catholic Education Melbourne Wellbeing &amp; Community Partnerships Unit.</li></ul>
7	In the case of international students, the principal must notify the International Education Division of the Department of Education and Training on (03) 9637 2990 to ensure that appropriate support is arranged for the student.  In the case of Koorie students, the principal must notify the Diocese or Regional Office (as appropriate) to ensure the regional Koorie support officer can arrange appropriate support for the student.

### 3.2 Potential consequences of making a report

This table describes the potential consequences of making a report.

Potential consequence	Description
Confidentiality	<p>The identity of a reporter must remain confidential unless:</p> <ul style="list-style-type: none"> <li>the reporter chooses to inform the child, young person or parent of the report</li> <li>the reporter consents in writing to their identity being disclosed</li> <li>a court or tribunal decides that it necessary for the identity of the reporter to be disclosed to ensure the safety and wellbeing of the child</li> <li>a court or tribunal decides that, in the interests of justice, the reporter is required to provide evidence.</li> </ul>
Professional Protection	<p>If a report is made in good faith:</p> <ul style="list-style-type: none"> <li>it does not constitute unprofessional conduct or a breach of professional ethics on the part of the reporter</li> <li>the reporter cannot be held legally liable in respect of the report.</li> </ul>
Interviews	<p>DHHS Child Protection and/or Victoria Police may conduct interviews of children and young people at the school without their parent's knowledge or consent.</p> <ul style="list-style-type: none"> <li>Interviewing children and young people at school should only occur in exceptional circumstances and if it is in the best interests of the child to proceed in this manner.</li> <li>DHHS Child Protection and/or Victoria Police will notify the principal or a member of the leadership team of their intention to interview the child or young person on the school premises.</li> <li>When DHHS Child Protection practitioners/Victoria Police officers come to the school premises, the principal or a member of the leadership team should request to see identification before permitting them to have access to the child or young person.</li> <li>When a child or young person is being interviewed by DHHS Child Protection and/or Victoria Police, school staff must arrange to have a supportive adult present with the child or young person.</li> </ul> <p>For more information on these requests and school responsibilities: see the Department of Education &amp; Training website: <a href="#">Police and DHHS Interviews</a>.</p>
Support for the child or young person	<p>The roles and responsibilities of staff members in supporting children who are involved with DHHS Child Protection may include the following:</p> <ul style="list-style-type: none"> <li>acting as a support person for the child or young person</li> <li>attending DHHS Child Protection case-planning meetings</li> <li>observing and monitoring the child's behaviour</li> <li>liaising with professionals.</li> </ul>
Requests for Information	<p>DHHS Child Protection and/or Child FIRST and/or Victoria Police may request information about the child or family for the purpose of investigating a report and assessing the risk to the child or young person.</p> <p>In certain circumstances, DHHS Child Protection can also direct school staff to provide information or documents about the protection or development of the child. Such directions should be in writing and only be made by authorised persons within DHHS Child Protection: see the Department of Education &amp; Training website: <a href="#">Requests for Information About Students</a>.</p>
Witness Summons	<p>If DHHS Child Protection makes a Protection Application in the Children's Court of Victoria, any party to the application may issue a Witness Summons to produce documents and/or to give evidence in the proceedings: see the Department of Education &amp; Training website: <a href="#">Subpoenas and Witness Summonses</a>.</p>

### 3.3 Related resources

#### **Catholic Education Melbourne**

- [Catholic Schools Operational Guide](#) (CEVN website).

#### **Department of Education and Training (DET)**

- [Duty of care](#)
- [Police and DHHS Interviews](#)
- [Responding to Student Sexual Assault](#)
- [Requests for Information about Students](#)
- [Subpoenas and Witness Summonses](#)
- [Protecting the safety and wellbeing of children and young people](#)
- Flowchart: [A step-by-step guide to making a report to Child Protection or Child FIRST \(PDF - 270Kb\)](#)
- [Mandatory Reporting eLearning Module](#).

#### **Department of Health and Human Services**

- [Child Protection](#)
- [Child FIRST](#).

#### **Related legislation**

- *Children, Youth and Families Act 2005* (Vic.)
- *Crimes Act 1958* (Vic.)
- *Education and Training Reform Act 2006* (Vic.)
- *Victorian Institute of Teaching Act 2001* (Vic.).

#### **Victoria Police**

- [Victoria Police Sexual Offences and Child Abuse Investigation Teams \(SOCIT\)](#).

#### **Department of Justice and Regulations**

- [Failure to disclose offence](#)
- [Failure to protect offence](#)
- [Grooming offence](#).

#### **Other resources**

- Daniel Morcombe Child Safety Curriculum
- Parents, see: [Daniel Morcombe Child Safety Curriculum Parent Guides - Queensland Department of Education, Training and Employment](#).

#### **Further information**

Catholic Education Melbourne Wellbeing & Community Partnerships Unit operates the **Student Wellbeing Information Line (9am – 5pm daily) 03 9267 0228**

The *Student Wellbeing Information Line* seeks to:

- address matters that impact on the wellbeing and educational outcomes of young people arising in Catholic school communities across the Archdiocese of Melbourne using a solution-focused framework
- act as a conduit between the school and the family to promote effective communication and resolution of enquiries
- empower and enhance the capacity, competence and confidence of stakeholders to address matters related to the wellbeing of young people.

#### **Reviewed**

- 2017

## APPENDIX 1: A Step by Step Guide to Making a Report to Child Protection or Child First

# A step-by-step guide to making a report to Child Protection or Child FIRST

### Protective concerns

You are concerned about a child because you have:

- received a disclosure from a child about abuse or neglect
- observed indicators of abuse or neglect
- been made aware of possible harm via your involvement in the community external to your professional role.

### At all times remember to:

- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

STEP 1	RESPONDING TO CONCERNS	STEP 2	FORMING A BELIEF ON REASONABLE GROUNDS	STEP 3	MAKING A REFERRAL TO Child FIRST	STEP 4	MAKE A REPORT TO CHILD PROTECTION
1. If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm*. <b>Go to Step 4</b>	2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. <b>Go to Step 3</b>	3. In all other situations <b>Go to Step 2.</b>	<p>1. If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm*. <b>Go to Step 4</b></p> <p>2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. <b>Go to Step 3</b></p> <p>3. In all other situations <b>Go to Step 2.</b></p>	<p>1. Consider the level of immediate danger to the child. Ask yourself:</p> <p>a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm? <b>YES / NO</b> and</p> <p>b) Am I in doubt about the child's safety and the parent's ability to protect the child? <b>YES / NO</b></p> <p>2. If you answered yes to a) or b) <b>Go to Step 4</b></p> <p>3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. <b>Go to Step 3</b></p>	<p>1. Contact your local Child FIRST provider.</p> <ul style="list-style-type: none"> <li>• See over for contact list for local Child FIRST phone numbers.</li> </ul> <p>2. Have notes ready with your observations and child and family details.</p>	<p>1. Contact your local Child Protection Intake provider immediately.</p> <ul style="list-style-type: none"> <li>• See over for contact list for local Child Protection phone numbers.</li> <li>• For <b>After Hours Child Protection</b> Emergency Services, call <b>131 278</b>.</li> </ul> <p>2. Have notes ready with your observations and child and family details.</p> <ul style="list-style-type: none"> <li>• Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection</li> </ul>	<p><b>Mandatory/Protective Report*</b></p> <p>1. Contact your local Child Protection Intake provider immediately.</p> <ul style="list-style-type: none"> <li>• See over for contact list for local Child Protection phone numbers.</li> <li>• For <b>After Hours Child Protection</b> Emergency Services, call <b>131 278</b>.</li> </ul> <p>2. Have notes ready with your observations and child and family details.</p> <ul style="list-style-type: none"> <li>• Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection</li> </ul>

For further information refer to Protecting the safety and wellbeing of children and young people – A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools



## Contact Numbers

### Department of Education and Early Childhood Development

METROPOLITAN REGIONS	
Eastern	(03) 9265 2400
Northern	(03) 9488 9488
Western	(03) 9291 5500
Southern	(03) 9794 3555
RURAL REGIONS	
Barwon South Western	5225 1000
Gippsland	5127 0400
Grampians	5337 8444
Hume	5761 2100
Loddon Mallee	5440 3111

### Office for Children and Licensed Children's Services:

METROPOLITAN REGIONS	
Eastern	(03) 9265 2400
Northern	(03) 9412 5333
Western	(03) 9275 7000
Southern	(03) 9096 9555
RURAL REGIONS	
Barwon South Western	5225 1000
Gippsland	5127 0400
Grampians	5337 8444
Hume	5761 2100
Loddon Mallee	5440 3111

### Important information for government schools

Principals of Victorian Government schools must report all incidents to the Emergency and Security Management Unit on 03 9589 6266.

Victorian Government schools should contact the Student Critical Incident Advisory Unit (SCIAU), Student Wellbeing Division, for advice and support when responding to allegations of student sexual assault or inappropriate sexual behaviours.

The SCIAU can be contacted on

03 9637 2934 or 03 9637 2487.

Victorian Government School Principals should refer to the Flowchart – Responding to Allegations of Student Sexual Assault Compulsory Actions for Principals at:

<http://www.education.vic.gov.au/healthwellbeing/safety/childprotection/childprotection.htm>

### Department of Human Services Child Protection

METROPOLITAN REGIONS		METROPOLITAN REGIONS	
Intake Unit	Regional Office	Intake Unit	Regional Office
Eastern	1300 360 391 Box Hill	(03) 9843 6000	
North and West	1300 664 977 Preston	1300 664 977	
	Footscray	1300 360 462	
Southern	1300 655 795 Dandenong	(03) 9213 2111	
RURAL REGIONS		RURAL REGIONS	
Intake Unit	Regional Office	Intake Unit	Regional Office
Barwon South Western	1800 075 599 Geelong	(03) 5226 4540	
Gippsland	1800 020 202 Traralgon	(03) 5177 2500	
Grampians	1800 000 551 Ballarat	(03) 5333 6530	
Hume	1800 650 227 Wangaratta	(03) 5722 0555	
	Woodonga	(03) 6055 7777	
Loddon Mallee	1800 675 598 Bendigo	(03) 5434 5555	
After hours Child Protection Emergency Services (AHCPS)			
Statewide number for all emergency child protection matters outside of normal business hours (24 hours, 7 days a week):			
			<b>131 278</b>

### Victoria Police

Catholic Education Offices

Catholic Education Office, Melbourne	(03) 9267 0228
Catholic Education Office, Ballarat Diocese	5337 7135
Catholic Education Office, Sale Diocese	5622 6600
Catholic Education Office, Sandhurst Diocese	5443 2377

Independent Schools Victoria

(03) 9825 7200

### Other

Victorian Aboriginal Education Association, Inc.	(03) 9481 0800
Victoria Police Sexual Offences and Child Abuse Unit (03) 9247 6666	
Centre Against Sexual Assault	1800 806 292
Gatehouse Centre, Royal Children's Hospital (for specialist counselling and medical assistance)	(03) 9345 6391
Child Safety Commissioner	(03) 8601 5884
Victorian Aboriginal Child Care Agency	(03) 8388 1855

### CHILD FIRST

Local Catchment Area		Contact	
Barwon South Western	Greater Geelong, Queenscliff, Surf Coast	1300 551 948	
	Colac – Otway, Corangamite	5232 5500	
	Warrnambool, Moyne, Glenelg, Southern Grampians	1300 889 713	
Gippsland	East Gippsland	5152 0052	
	Wellington	5144 7777	
	La Trobe, Baw Baw	1800 339 100	
	South Gippsland, Bass Coast	5662 3150	
Grampians	Northern Grampians, West Wimmera, Hindmarsh, Yarrambat, Horsham	1800 195 114	
	Azarat, Pyrenees, Hepburn, Ballarat, Golden Plains, Moorabool	1300 783 341	
Hume	Woodonga, Towong, Indigo	1800 705 211	
	Alpine, Benalla, Mansfield, Wangaratta	1800 705 211	
	Greater Shepparton, Strathbogie, Moira	1300 854 944	
	Mitchell, Murrindindi	1800 663 107	
Loddon Mallee	Greater Bendigo, Campaspe, Central Goldfields, Loddon, Macedon Ranges, Mount Alexander	1800 260 338	
	Buloke, Goonawarra, Swan Hill, Mildura	1800 625 533	
		1800 MALLEE	
Eastern Metropolitan	Yarra Ranges, Knox, Maroondah	1300 369 146	
	Monash, Whitehorse, Manningham, Boroondara	1300 762 125	
North and West Metropolitan	Nilumbik, Whittlesea, Banyule, Yarra and Darebin	(03) 9450 0955	
	Brimbank, Melton	1300 338 180	
	Hume, Moreland	1300 786 433	
	Hobson's Bay, Maribyrnong, Melbourne, Moonee Valley and Wyndham	1300 786 433	
Southern Metropolitan	Casey, Cardinia, Greater Dandenong	(03) 9705 3939	
	Aboriginal children and families (Casey, Cardinia and Great Dandenong)	(03) 9794 5973	
	Frankston, Mornington Peninsula	1300 721 383	
	Kingsdon, Bayside, Glen Eira, Stonnington, Port Phillip	1300 367 441	

## APPENDIX 2:

### Four Critical Actions for Schools: Responding to Incidents, Disclosures, and Suspicions of Child Abuse

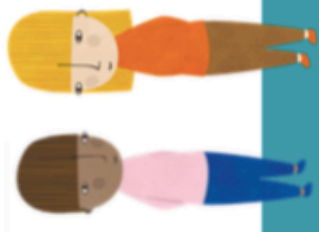
## FOUR CRITICAL ACTIONS FOR SCHOOLS

## Responding to Incidents, Disclosures and Suspicions of Child Abuse

**PROTECT**

THE  
EDUCATION  
STATE

VICTORIA  
GOVERNMENT  
SCHOOLS  
Education  
and Training



### YOU MUST TAKE ACTION

As a school staff member, you play a **critical role** in protecting children in your care.

- You **must** act, by following the 4 critical actions, as soon as you witness an incident, receive a disclosure or form a reasonable belief that a child has, or is at risk of being abused.
- You **must** act if you form a suspicion/reasonable belief, even if you are unsure and have not directly observed child abuse (e.g. if the victim or another person tells you about the abuse).
- You **must** use the **Responding to Suspected Child Abuse** template to keep clear and comprehensive notes.

\* A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action.

## 1 RESPONDING TO AN EMERGENCY

If there is no risk of immediate harm go to **Action 2**.

- If a child is at immediate risk of harm you **must** ensure their safety by:
- separating alleged victims and others involved
  - administering first aid
  - calling **000 for urgent medical and/or police assistance** to respond to immediate health or safety concerns
  - identifying a contact person at the school for future liaison with Police.

Where necessary you may also need to maintain the integrity of the potential crime scene and preserve evidence.

## 2 REPORTING TO AUTHORITIES

As soon as immediate health and safety concerns are addressed you **must** report all incidents, suspicions and disclosures of child abuse as soon as possible. Failure to report physical and sexual child abuse may amount to a criminal offence.

Q: Where does the source of suspected abuse come from?

### WITHIN THE SCHOOL

#### VICTORIA POLICE

You **must** report all instances of suspected child abuse involving a school staff member, contractor or volunteer to Victoria Police.

You **must also** report internally to:

- GOVERNMENT SCHOOLS**
  - School Principal and/or leadership team
  - Employee Conduct Branch
  - DET Security Services Unit
- CATHOLIC SCHOOLS**
  - School Principal and/or leadership team
  - Diocesan education office
- INDEPENDENT SCHOOLS**
  - School Principal and/or school chairperson

### WITHIN THE FAMILY OR COMMUNITY

#### DHHS CHILD PROTECTION

You **must** report to DHHS Child Protection if a child is considered to be:

- in need of protection from child abuse
- at risk of being harmed (or has been harmed) and the harm has had, or is likely to have, a serious impact on the child's safety, stability or development.

#### VICTORIA POLICE

You **must also** report all instances of suspected sexual abuse (including grooming) to Victoria Police.

You **must also** report internally to:

#### GOVERNMENT SCHOOLS

You **must also** report to:

- School Principal and/or leadership team
- DET Security Services Unit

#### CATHOLIC SCHOOLS

You **must also** report to:

- School Principal and/or leadership team
- Diocesan education office

#### INDEPENDENT SCHOOLS

You **must also** report to:

- School Principal and/or chairperson

If you believe that a child is not subject to abuse, but you still hold **significant concerns** for their wellbeing you must still act. This may include making a referral or seeking advice from Child FIRST (in circumstances where the family are open to receiving support), or to DHHS Child Protection or Victoria Police.

## 3

### CONTACTING PARENTS/CARERS

Your Principal **must** consult with DHHS Child Protection or Victoria Police to determine what information can be shared with parents/carers. They may advise:

- not to contact** the parents/carer (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parent/carer to be contacted)
- to contact** the parents/carers and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion).

## 4

### PROVIDING ONGOING SUPPORT

Your school **must** provide support for children impacted by abuse. This should include the development of a **Student Support Plan** in consultation with wellbeing professionals. This is an essential part of your duty of care requirements. Strategies may include development of a safety plan, direct support and referral to wellbeing professionals.

You **must** follow the **Four Critical Actions** every time you become aware of a further instance or risk of abuse. This includes reporting new information to authorities.

### CONTACT

**DHHS CHILD PROTECTION**  
AREA  
North Division **1300 664 9777**  
South Division **1300 655 795**  
East Division **1300 360 391**  
West Division (Rural) **1800 075 599**  
West Division (Metrol) **1300 664 9777**

**DET SECURITY SERVICES UNIT**  
(03) 9589 6266  
**STUDENT INCIDENT AND RECOVERY UNIT**  
(03) 9637 2934  
**EMPLOYEE CONDUCT BRANCH**  
(03) 9637 2595

**DIOCESAN OFFICE**  
Melbourne (03) 9267 0228  
Ballarat (03) 5337 7135  
Sale (03) 5622 6600  
Sandhurst (03) 5443 2377  
[www.dhs.vic.gov.au](http://www.dhs.vic.gov.au)

**AFTER HOURS**  
After hours, weekends, public holidays **13 12 78**

**CHILD FIRST**  
[www.dhs.vic.gov.au](http://www.dhs.vic.gov.au)

**VICTORIA POLICE**  
000 or your local police station

**INDEPENDENT SCHOOLS VICTORIA**  
(03) 9825 7200



# PROTECT

## Responding to Suspected Child Abuse: A Template for all Victorian Schools

### When to use this template

School staff should use this template to document any incident, disclosure or suspicion that a child has been, or is at risk of being abused. This template should be used in conjunction with following the **Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse**.

Completing this template should not impact on reporting times. If a child is in immediate danger school staff should report immediately to Victoria Police.

Whilst you may need to gather the information to make a report, remember it is not the role of school staff to investigate abuse, leave this to Victoria Police and/or DHHS Child Protection.

### Why record this information?

When completing this template your aim should be to provide as much information as possible. This information will be critical to any reports and may be sought at a later date if the matter is the subject of Court proceedings. These notes may also later assist you if you are required to provide evidence to support any decisions.

It is a requirement under *Ministerial Order No. 870 - Child Safe Standards - Managing the risk of child abuse in schools* for schools to keep clear and comprehensive notes on all observations, disclosures and other details that led them to suspect the abuse.





## RESPONDING TO AN INCIDENT, DISCLOSURE OR SUSPICION OF CHILD ABUSE

PLEASE NOTE: IF YOU ARE MAKING A REPORT TO DHHS CHILD PROTECTION OR VICTORIA POLICE YOU MUST SEEK ADVICE BEFORE CONTACTING PARENTS/CARERS SO AS NOT TO COMPROMISE ANY INVESTIGATION OR PLACE A CHILD AT FURTHER RISK.

### STAFF MEMBER LEADING THE RESPONSE

NAME:

OCCUPATION:

LOCATION (SCHOOL ADDRESS):

RELATIONSHIP TO CHILD:

### CRITICAL ACTION 1: IMMEDIATE RESPONSE TO AN INCIDENT

If anyone is in immediate danger school staff should report immediately to Victoria Police on 000.

See Action 1 of Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

### RESPONDING TO AN EMERGENCY

DID THE CHILD REQUIRE FIRST AID? PROVIDE DETAILS IF 'YES'.

WHO ADMINISTERED THIS? (NAME AND TITLE)

DID THE CHILD REQUIRE FURTHER IMMEDIATE MEDICAL ASSISTANCE?

CURRENT LOCATION AND SAFETY STATUS:

E.G. ARE ALL IMPACTED STUDENTS SAFE AND NOT IN ANY IMMEDIATE DANGER?

IF A CHILD IS IN IMMEDIATE DANGER SCHOOL STAFF SHOULD REPORT IMMEDIATELY TO VICTORIA POLICE ON 000.

## CHILD'S INFORMATION

### PERSONAL DETAILS

NAME:	GENDER:
YEAR LEVEL/CLASS:	DATE OF BIRTH:
RESIDENTIAL ADDRESS:	
PARENT/CARER NAME/S:	
PARENT/CARER CONTACT:	
LANGUAGE(S) SPOKEN BY CHILD:	
DISABILITIES, MENTAL OR PHYSICAL HEALTH ISSUES:	

## CHILD'S BACKGROUND

### CULTURAL STATUS AND RELIGIOUS BACKGROUND

IF THE CHILD IS OF ABORIGINAL OR TORRES STRAIT ISLANDER BACKGROUND, GOVERNMENT SCHOOLS MUST CONTACT THEIR Koorie ENGAGEMENT SUPPORT OFFICER, AND CATHOLIC SCHOOLS MUST CONTACT THE DIOCESAN EDUCATION OFFICE TO ARRANGE CULTURALLY APPROPRIATE SUPPORT. IF THE CHILD IS AN INTERNATIONAL STUDENT YOU MUST NOTIFY THE INTERNATIONAL EDUCATION DIVISION ON (03) 9637 2990.

### ANY KNOWN PREVIOUS HISTORY OF SUSPECTED ABUSE

(PRIOR TO THIS INCIDENT, DISCLOSURE OR SUSPICION OR INVOLVEMENT WITH AGENCIES):

## FAMILY BACKGROUND

### FAMILY COMPOSITION (IF KNOWN):

LIST PARENTING OR CARE ARRANGEMENTS AND SIBLING NAMES AND AGES

### ANY OTHER PEOPLE LIVING WITH THE CHILD (IF KNOWN):

## FAMILY BACKGROUND

DISABILITY, MENTAL OR PHYSICAL HEALTH ISSUES IN FAMILY (IF KNOWN):

LIKELY REACTION TO A REPORT BEING MADE (IF KNOWN):

## DETAILS OF THE INCIDENT, DISCLOSURE OR SUSPICION

### GROUNDS FOR YOUR BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF ABUSE

INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE A CHILD/CHILDREN ARE  
SUBJECT TO CHILD ABUSE, OR AT RISK OF ABUSE:

DETAIL ANY DISCLOSURES OR INCIDENTS OR SUSPICIONS (INCLUDING NAMES, TIMES AND DATES DOCUMENTING  
A CHILD'S EXACT WORDS AS FAR AS POSSIBLE). INCLUDE SPECIFIC DETAIL HERE ON WHAT LED YOU TO FORM A  
REASONABLE BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF BEING ABUSED

ANY PHYSICAL INDICATORS OF ABUSE:

ANY BEHAVIOURAL INDICATORS OF ABUSE:

ANY PATTERNS OF BEHAVIOUR OR PRIOR CONCERNS LEADING UP TO AN INCIDENT,  
DISCLOSURE OR SUSPICION:

**DETAILS OF PERSONS ALLEGED TO HAVE  
COMMITTED THE ABUSE (IF KNOWN)**

NAME:

GENDER:

DATE OF BIRTH:

RELATIONSHIP TO CHILD:

NOTING IF THEY ARE WITHIN THE SCHOOL OR WITHIN THE FAMILY AND COMMUNITY (THIS WILL IMPACT WHO YOU REPORT TO)

ADDRESS:

CONTACT DETAILS:

## CRITICAL ACTION 2: REPORTING

See Action 2 of Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

### REPORTING TO AUTHORITIES

TICK THE AUTHORITIES YOU HAVE REPORTED TO:

- ☐ VICTORIA POLICE
- ☐ DHHS CHILD PROTECTION
- ☐ CHILD FIRST
- ☐ DECISION NOT TO REPORT

IF YOU'VE DECIDED NOT TO REPORT, LIST YOUR REASONS HERE. ALSO INCLUDE ANY FOLLOW-UP ACTIONS UNDERTAKEN BY YOU BELOW:

#### PROVIDE DETAILS OF YOUR REPORT:

DATE:

TIME:

AUTHORITY:

OUTCOMES FROM THE REPORT:



## REPORTING INTERNALLY

PROVIDE DETAILS OF YOUR DISCUSSION WITH SCHOOL LEADERSHIP:

TIME:

DATE:

NAMES:

DISCUSSION OUTCOMES:

PROVIDE DETAILS OF YOUR INTERNAL DISCUSSIONS TO EITHER OF THE FOLLOWING:

**GOVERNMENT SCHOOL STAFF** MUST REPORT TO SECURITY SERVICES UNIT AND ALSO TO THE EMPLOYEE CONDUCT BRANCH  
IF THE INCIDENT, DISCLOSURE OR SUSPICION INVOLVES A STAFF MEMBER, CONTRACTOR OR VOLUNTEER

**CATHOLIC SCHOOL STAFF** MUST REPORT TO THEIR CATHOLIC DIOCESAN EDUCATION OFFICE

TIME:

DATE:

NAMES:

DISCUSSION OUTCOMES:

## CRITICAL ACTION 3: CONTACTING PARENTS/CARERS

See Action 3 of Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

### ACTIONS TAKEN

#### PROVIDE DETAILS OF YOUR DISCUSSION WITH PARENTS/CARERS (IF APPROPRIATE):

SCHOOL STAFF MUST CONSULT WITH VICTORIA POLICE AND/OR DHHS CHILD PROTECTION TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS. IF IT IS, PARENTS MUST BE CONTACTED AS SOON AS POSSIBLE (PREFERABLY ON THE SAME DAY OF THE INCIDENT, DISCLOSURE OR SUSPICION).

HAVE YOU SOUGHT ADVICE FROM DHHS CHILD PROTECTION OR VICTORIA POLICE?

- ☐ NO  
☐ YES

IS IT APPROPRIATE TO CONTACT PARENT/CARER?

- ☐ NO  
☐ YES

LIST REASONS IF IT IS NOT APPROPRIATE TO CONTACT PARENT/CARER:

#### IF CONTACTING PARENT/CARER, PROVIDE THE FOLLOWING DETAILS:

NAME OF STAFF MEMBER MAKING THE CALL:

NAME OF PARENT/CARER RECEIVING THE CALL:

DISCUSSION OUTCOMES:

## CRITICAL ACTION 4: PROVIDING ONGOING SUPPORT

See Action 4 of Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

### PLANNED ACTIONS

INCLUDE DETAIL ON WHAT FOLLOW-UP ACTIONS HAVE OCCURRED TO SUPPORT THE STUDENT (FOR EXAMPLE REFERRAL TO WELLBEING PROFESSIONALS AND OTHER SPECIALISED SERVICES, THE CONVENING OF A STUDENT SUPPORT GROUP AND DEVELOPMENT OF SUPPORT PLANS):

FOLLOW-UP ACTIONS:

SUPPORT:

REFERRAL(S):

## PROCESS OF REVIEW

COMPLETE THIS SECTION BETWEEN 4- 6 WEEKS AFTER AN INCIDENT, SUSPICION OR DISCLOSURE OF ABUSE IN CONJUNCTION WITH YOUR SCHOOL LEADERSHIP TEAM.

THIS WILL SUPPORT YOU AND YOUR SCHOOL TO CONTINUE TO PROTECT CHILDREN IN YOUR CARE AND TO REFLECT ON YOUR PROCESSES AND THE NEED FOR ANY FOLLOW-UP ACTIONS.

### SAFETY AND WELLBEING

#### CURRENT SAFETY AND WELLBEING OF THE CHILD

IS THE CHILD SAFE FROM ABUSE AND HARM?

- ☐ NO  
☐ YES

IF NOT CONSIDER THE NEED TO MAKE A FURTHER REPORT.

DOES THE CHILD HAVE ANY WELLBEING ISSUES THAT ARE NOT CURRENTLY BEING ADDRESSED?

- ☐ NO  
☐ YES

IF SO, CONSIDER HOW THESE CAN BE ADDRESSED AND CAPTURED WITHIN A STUDENT SUPPORT PLAN.

#### CURRENT WELLBEING OF OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE

ARE THERE ANY OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE?

- ☐ NO  
☐ YES

IF SO HAVE THEIR WELLBEING NEEDS BEEN MET?

- ☐ NO  
☐ YES

#### CURRENT WELLBEING OF IMPACTED STAFF MEMBERS

DOES THE STAFF MEMBER WHO MADE THE REPORT/WITNESSED AN INCIDENT, FORMED A SUSPICION OR RECEIVED A DISCLOSURE REQUIRE ANY SUPPORT?

- ☐ NO  
☐ YES

IF SO HAS THIS BEEN RECEIVED?

- ☐ NO  
☐ YES

## REVIEW OF ACTIONS TAKEN

**HAVE SCHOOL STAFF FOLLOWED THE FOUR CRITICAL ACTIONS FOR SCHOOLS: RESPONDING TO INCIDENTS, DISCLOSURES OR SUSPICIONS OF CHILD ABUSE?**

WAS AN APPROPRIATE DECISION MADE IN RELATION TO WHEN TO ACT?

- ☐ NO  
☐ YES

COULD THE SUSPECTED ABUSE HAVE BEEN DETECTED EARLIER?

- ☐ NO  
☐ YES

### ACTION 1

DID THE SCHOOL TAKE APPROPRIATE ACTION IN AN EMERGENCY?

- ☐ NO  
☐ YES

### ACTION 2

WAS A REPORT MADE TO THE APPROPRIATE AUTHORITIES AND INTERNALLY?

- ☐ NO  
☐ YES

WERE SUBSEQUENT REPORTS MADE IF NECESSARY?

- ☐ NO  
☐ YES

### ACTION 3

DID THE SCHOOL CONTACT THE PARENTS/CARERS ASAP?

- ☐ NO  
☐ YES

HAVE THE PARENTS CONTINUED TO BE ENGAGED IF APPROPRIATE?

- ☐ NO  
☐ YES

### ACTION 4

HAS THE SCHOOL PROVIDED ADEQUATE SUPPORT FOR THE STUDENT?

- ☐ NO  
☐ YES

HAS A STUDENT SUPPORT PLAN BEEN ESTABLISHED, IMPLEMENTED & REVIEWED?

- ☐ NO  
☐ YES

HAS A STUDENT SUPPORT GROUP BEEN ESTABLISHED?

- ☐ NO  
☐ YES

WAS THE STUDENT APPROPRIATELY SUPPORTED IN ANY INTERVIEWS?

- ☐ NO  
☐ YES

HAVE ANY COMPLAINTS BEEN RECEIVED?

- ☐ NO  
☐ YES

HAVE THE COMPLAINTS BEEN RESOLVED?

- ☐ NO  
☐ YES

## OTHER LEARNINGS

# PROTECT

## Identifying and Responding to All Forms of Abuse in Victorian Schools

**PLEASE FIND**

**‘Identifying and Responding to  
All Forms of Abuse in Victorian Schools’.**

**SAVED ON THE SCHOOL SERVER (53 PAGES)**







## **Guidelines** ON THE Employment of Staff in Catholic Schools



**PLEASE FIND**

**‘Guidelines on the Employment of Staff in Catholic Schools’**

**SAVED ON THE SCHOOL SERVER (24 PAGES)**



# **Guidelines** ON THE *Engagement of Volunteers in Catholic Schools*

**PLEASE FIND**

**‘Guidelines on the Engagement of Volunteers in Catholic  
Schools’**

**SAVED ON THE SCHOOL SERVER (17 PAGES)**

# Protecting the safety and wellbeing of children and young people

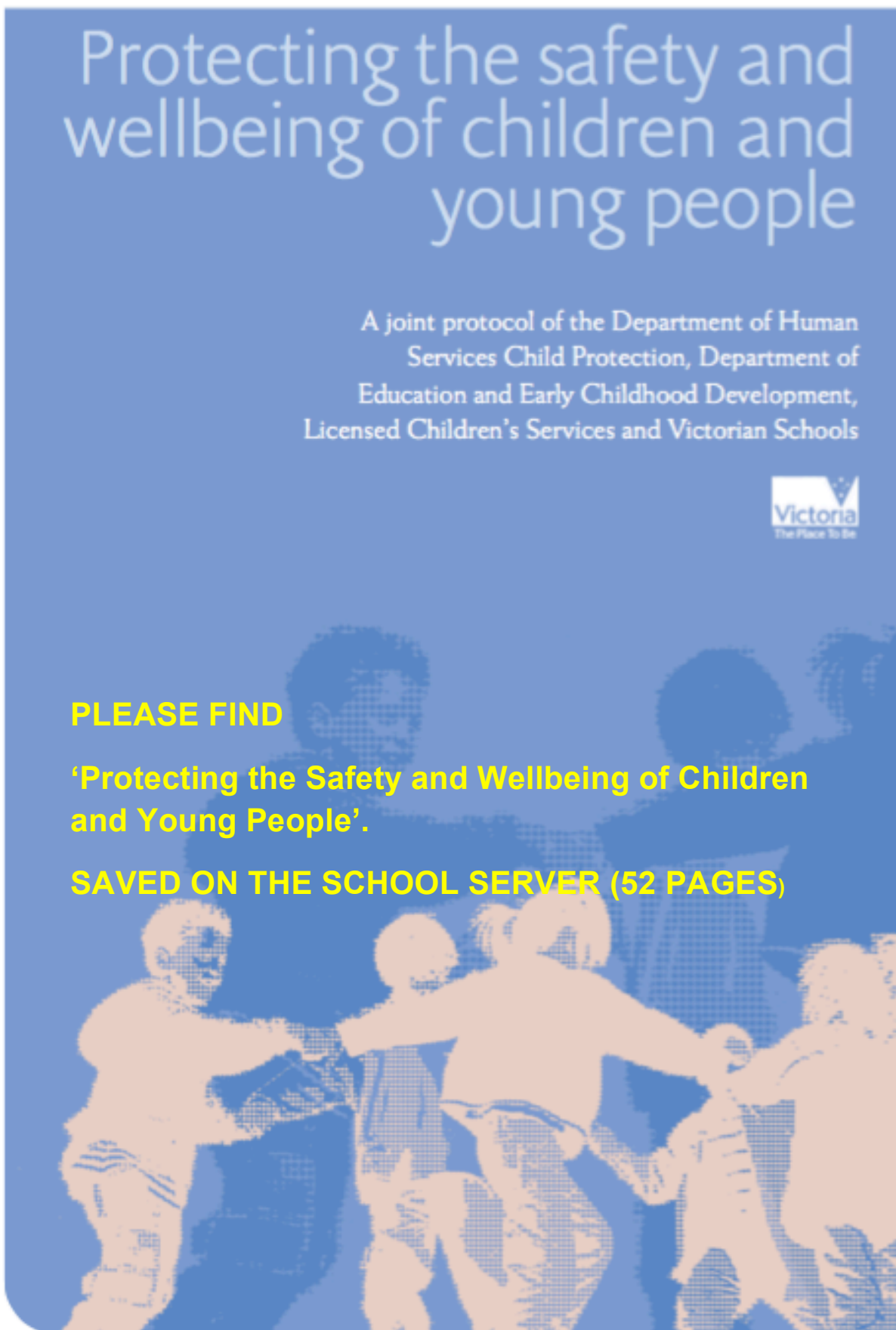
A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools



**PLEASE FIND**

**'Protecting the Safety and Wellbeing of Children and Young People'.**

**SAVED ON THE SCHOOL SERVER (52 PAGES)**



**APPENDIX 8: Engaging External Labour Providers and Casuals – A Guide for Schools**  
**SAVED ON THE SERVER**

I

# Engaging External Labour Providers and Casuals – A Guide for Schools

Updated July 2016

**PLEASE FIND**

**‘Engaging External Labour Providers and  
Casuals – A Guide for Schools’**

**SAVED ON THE SCHOOL SERVER (76 PAGES)**

This Guide should be read in conjunction with the CECV Guidelines on the Employment of Staff in Catholic Schools and the CECV Guidelines on the Engagement of Contractors in Catholic Schools developed by CECV, which deals with the obligations of schools with respect to the Child Safe Standards for employees and contractors.



## **GUIDELINES ON THE ENGAGEMENT OF CONTRACTORS IN CATHOLIC SCHOOLS**

**DRAFT**

**PLEASE FIND**

**‘Guidelines for Contractors in Catholic Schools’**

**SAVED ON THE SCHOOL SERVER (28 PAGES)**