

HOLY EUCHARIST SCHOOL

Internal School Process for Mandatory Reporting



Internal school process for mandatory reporting

<p>1. Follow the procedures outlined in the 'Four Critical Actions for Schools' poster</p>	<p>The staff at school play a critical role in protecting children in their care. Staff must act, by following the 'Four Critical Actions for Schools' poster, as soon as the incident is witnessed, disclosure of the incident has been received, and/or a reasonable belief* has been formed that a child has or is at risk of being abused. Staff must act if they form a suspicion/reasonable belief, even if they are unsure and have not directly observed child abuse (e.g. if the victim or another person tells the staff member about the abuse).</p> <p>* A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action.</p>
<p>2. Keep Notes</p>	<p>It is highly recommended that staff use <u>'PROTECT: Responding to Suspected Child Abuse: A Template for all Victorian Schools'</u>, even if the incident is not reported. This template will ensure that notes are clear and comprehensive.</p> <p>Notes must be dated and should include the following information:</p> <ul style="list-style-type: none"> • a description of the concerns (e.g. physical injuries, student behaviour) • the source of those concerns (e.g. observation, report from child or another person) • the actions taken as a result of the concerns (e.g. **consultation with the principal, report to DFFH Child Protection).
<p>3. Discuss Concerns</p>	<p>**It is recommended that concerns and observations regarding suspected physical or sexual abuse of a child are discussed with the Principal, the Deputy Principal or a member of with the Child Safety/Wellbeing Leader (Michael Bonnici, Anne-Marie Conte and/or Julie Semcesen).</p> <p>This will assist in ensuring that support is provided to all involved in matters of this nature. The confidentiality of these discussions must be maintained.</p>
<p>3. Gather and document information</p>	<p>Gather the relevant information necessary to make the report. This should include the following:</p> <ul style="list-style-type: none"> • full name, date of birth and residential address of the child or young person • details of the concerns and the reasons for those concerns • your involvement with the child or young person • details of any other agencies which may be involved with the child or young person. <p>This information should be collected and documented using the <u>'PROTECT: Responding to Suspected Child Abuse: A Template for all Victorian Schools'</u>. The template is to be used to record as much information as possible to provide when you make your report to either Victoria Police or DFFH Child Protection.</p> <p>It is critical that completing the template does not impact on reporting times – if a child is in immediate danger, Holy Eucharist Primary school staff need to report the matter to Victoria Police immediately.</p>
<p>4. As soon as you are aware of immediate health and safety concerns, you must report it.</p>	<p>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.</p>

<p>5. Report the incident</p>	<p>To report concerns which are life-threatening, phone 000 or the local police station.</p> <p>Where the source of the abuse comes from within Holy Eucharist Primary school, that is, the suspected or alleged abuse involves a Holy Eucharist Primary school staff member, volunteer, allied health practitioner, officer/office holder, contractor or visitor at the school:</p> <ul style="list-style-type: none"> • Contact Victoria Police, which will contact DFFH Child Protection when appropriate • Report internally to: <ul style="list-style-type: none"> - the Principal, or the Child Safety Team if the Principal is involved in the allegation - MACS Regional General Manager/Goold House. <p>Where the source of the suspected or alleged abuse comes from within the child’s family or community, you must:</p> <ul style="list-style-type: none"> • Report sexual abuse and grooming to Victoria Police • Report the matter to <u>DFFH Child Protection</u> if you consider the child to be in need of protection due to child abuse, or that they have been, are being or are at risk of being harmed due to any form of abuse, including family violence. If after hours, call the Child Protection Emergency Service on 13 12 78 • Report internally to: <ul style="list-style-type: none"> - the Principal, or a member of the Leadership Team if the Principal is unavailable - MACS Regional General Manager/ Goold House
<p>6. Provide Ongoing Support</p>	<p>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 and support. 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.</p>
<p>CONTACTS:</p>	<p>DHHS CHILD PROTECTION AREA North Division 1300 664 977 South Division 1300 655 795 East Division 1300 360 391 West Division (Rural) 1800 075 599 West Division (Metro) 1300 664 977</p> <p>AFTER HOURS After hours, weekends, public holidays 13 12 78.</p> <p>CHILD FIRST https://services.dhhs.vic.gov.au/referral-and-support-teams</p> <p>ORANGE DOOR https://www.vic.gov.au/familyviolence/the-orange-door.html</p> <p>VICTORIA POLICE 000 or your local police station</p> <p>GOOLD HOUSE Melbourne (03) 9267 0228</p> <p>THE LOOKOUT The LOOKOUT has a service directory, information, and evidence based guidance to help you respond to family violence: http://www.lookout.org.au. Family violence victims/survivors can be referred to 1800 Respect for counselling, information and a referral service: 1800 737 732.</p>