

CHILD SAFETY RESPONDING AND REPORTING OBLIGATIONS (INCLUDING MANDATORY REPORTING) POLICY AND PROCEDURES

Purpose

The purpose of this policy is to ensure that all staff and members of our school community understand the various legal and other reporting obligations related to child safety that apply to Hamilton North Primary School. The specific procedures that are applicable at our school are contained at Appendix A.

Scope

This policy applies to all school staff, volunteers and school community members. It also applies to all staff and students engaged in any school and school council-run events, activities and services.

Policy

All children and young people have the right to protection in their best interests.

Hamilton North Primary School understands the important role our school plays in protecting children from abuse including:

- Physical abuse
- Sexual abuse (including sexual exploitation)
- Family violence
- Emotional abuse
- Neglect (including medical neglect)
- Grooming

The staff at Hamilton North Primary School are required by law to comply with various child safety reporting obligations. For detailed information about each obligation, please refer to [Identifying and Responding to All Forms of Abuse in Victorian Schools](#).

At Hamilton North Primary School we also recognise the diversity of the children and young people at our school and take account of their individual needs and backgrounds when considering child safety.

Mandatory Reporting

Principals, registered teachers, registered medical practitioners, nurses and all members of the police force are mandatory reporters under the *Children, Youth and Families Act 2005* (Vic).

All mandatory reporters must make a report to the Department of Health and Human Services (DHHS) Child Protection as soon as practicable if, during the course of carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that:

- a child has suffered, or is likely to suffer, significant harm as a result of physical abuse and/or sexual abuse, and
- the child's parents have not protected, or are unlikely to protect, the child from harm of that type.

A mandatory reporter who fails to comply with this legal obligation may be committing a criminal offence. It is important for all staff at Hamilton North Primary School to be aware that they are legally obliged to make a mandatory report on each occasion that they form a reasonable belief that a child is in need of protection and they must make a mandatory report even if the Principal does not share their belief that a report is necessary.

At our school, all mandated school staff must undertake the *Mandatory Reporting and Other Obligations eLearning Module* annually.

For more information about Mandatory Reporting see the Department's *Policy and Advisory Library*: [Protecting Children — Reporting and Other Legal Obligations](#).

Child in need of protection

Any person can make a report to DHHS Child Protection (131 278 – 24 hour service) if they believe on reasonable grounds that a child is in need of protection.

The policy of the Department of Education and Training (DET) requires **all staff** who form a reasonable belief that a child is in need of protection to report their concerns to DHHS or Victoria Police, and discuss their concerns with the school leadership team.

For more information about making a report to DHHS Child Protection, see the Department's *Policy and Advisory Library*: [Protecting Children — Reporting and Other Legal Obligations](#) and [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

At Hamilton North Primary School we also encourage all staff to make a referral to Child FIRST when they have significant concern for a child's wellbeing. For more information about making a referral to Child FIRST see the School Policy and Advisory Guide: Child Protection – Reporting Obligations.

Reportable Conduct

Our school must notify the Department's Employee Conduct Branch (9637 2594) if we become aware of an allegation of 'reportable conduct'.

There is an allegation of reportable conduct where a person has formed a reasonable belief that there has been:

- a sexual offence (even prior to criminal proceedings commencing), sexual misconduct or physical violence committed against, with or in the presence of a child;
- behaviour causing significant emotional or physical harm to a child;
- significant neglect of a child; or
- misconduct involving any of the above.

The Department, through the Employee Conduct Branch, has a legal obligation to inform the Commission for Children and Young People when an allegation of reportable conduct is made.

Our Principal must notify the Department's Employee Conduct Branch of any reportable conduct allegations involving current or former teachers, contractors, volunteers (including parents), allied health staff and school council employees.

If school staff become aware of reportable conduct by any person in the above positions, they should notify the School Principal immediately. If the allegation relates to the Principal, they should notify the Regional Director.

For more information about Reportable Conduct see the Department's *Policy and Advisory Library*: [Reportable Conduct](#).

Failure to disclose offence

Reporting child sexual abuse is a community-wide responsibility. All adults (ie persons aged 18 years and over), not just professionals who work with children, have a legal obligation to report to Victoria Police, as soon as practicable, where they form a 'reasonable belief' that a sexual offence has been committed by an adult against a child under the age of 16 by another person aged 18 years or over.

Failure to disclose information to Victoria Police (by calling 000 or local police station) as soon as practicable may amount to a criminal offence unless a person has a 'reasonable excuse' or exemption from doing so.

"Reasonable belief" is not the same as having proof. 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 when:

- a child states that they have been sexually abused
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been sexually abused
- professional observations of the child's behaviour or development leads a mandated professional to form a belief that the child has been sexually abused
- signs of sexual abuse leads to a belief that the child has been sexually abused.

"Reasonable excuse" is defined by law and includes:

- fear for the safety of any person including yourself or the potential victim (but not including the alleged perpetrator or an organisation)
- where the information has already been disclosed, for example, through a mandatory report to DHHS Child Protection.

For more information about this reporting obligation, see the Department's *Policy and Advisory Library*: [Failure to disclose offence](#).

Failure to protect offence

This reporting obligation applies to school staff in a position of authority. This can include Principals, assistant Principals and campus Principals. Any staff member in a position of authority who becomes aware that an adult associated with their school (such as an employee, contractor, volunteer or visitor) poses a risk of sexual abuse to a child under the age of 16 under their care, authority or supervision, must take all reasonable steps to remove or reduce that risk.

This may include removing the adult (ie persons aged 18 years and over) from working with children pending an investigation and reporting your concerns to Victoria Police.

If a school staff member in a position of authority fails to take reasonable steps in these circumstances, this may amount to a criminal offence.

For more information about this reporting obligation, see the Department's *Policy and Advisory Library*: [Failure to protect offence](#).

Grooming

Grooming is a criminal offence under the *Crimes Act 1958* (Vic). This offence targets predatory conduct undertaken by an adult to prepare a child, under the age of 16, to engage in sexual activity at a later time. Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer.

For more information about this offence and reporting obligations see: Protecting Children — Reporting and Other Legal Obligations. A copy is filed under Standard 5 in the Child Safety Folder.

Related policies and further information

- Code of Conduct (Child Safety)
- Child Safety Policy
- Duty of Care Policy
- Risk Assessment Register
- Student Engagement and Wellbeing Policy
- Student Voice, Agency and Leadership Policy
- Statement of Values (True North Values)
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Child Protection Reporting Obligations](#).

Office Use Only			
Previous Review Date			
Current Review Date	October 2020	Ratified by School Council	October 2020
Scheduled Review Date	October 2023		

APPENDIX A

CHILD SAFETY RESPONDING AND REPORTING PROCEDURES AT HAMILTON NORTH PRIMARY SCHOOL

For students

- All students should feel safe to speak to any staff member to raise any concerns about their safety or any other concerns that they have.

If a student does not know who to approach at Hamilton North Primary School they should start with:

- Class Teacher
- Wellbeing Leader
- Principal
- Any other member of staff where a child feels comfortable
- Child-related PROTECT posters throughout the school.

Managing disclosures made by students

When managing a disclosure you should:

- listen to the student and allow them to speak
- stay calm and use a neutral tone with no urgency and where possible use the child's language and vocabulary (you do not want to frighten the child or interrupt the child)
- be gentle, patient and non-judgmental throughout
- highlight to the student it was important for them to tell you about what has happened
- assure them that they are not to blame for what has occurred
- do not ask leading questions, for example gently ask, "What happened next?" rather than "Why?"
- be patient and allow the child to talk at their own pace and in their own words
- do not pressure the child into telling you more than they want to, they will be asked a lot of questions by other professionals and it is important not to force them to retell what has occurred multiple times
- reassure the child that you believe them and that disclosing the matter was important for them to do
- use verbal facilitators such as, "I see", restate the child's previous statement, and use non-suggestive words of encouragement, designed to keep the child talking in an open-ended way ("what happened next?")
- tell the child in age appropriate language you are required to report to the relevant authority to help stop the abuse, and explain the role of these authorities if appropriate (for a young child this may be as simple as saying "I will need to talk to people to work out what to do next to help you").

When managing a disclosure you should AVOID:

- displaying expressions of panic or shock
- asking questions that are investigative and potentially invasive (this may make the child feel uncomfortable and may cause the child to withdraw)

- going over the information repeatedly (you are only gathering information to help you form a belief on reasonable grounds that you need to make a report to the relevant authority)
- making any comments that would lead the student to believe that what has happened is their fault
- making promises to the child about what will occur next or that things will be different given the process can be unpredictable and different for each child depending on their circumstances (instead reassure them that you and others will do your best to help).

General procedures

Our school will follow the [*Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse*](#) (Four Critical Actions) when responding to incidents, disclosures and suspicions of child abuse.

All staff at our school who believe that a child is in need of protection, even if it doesn't meet the threshold required for mandatory reporting or the staff member is not a mandatory reporter, should in the first instance, speak to the Principal or should make the required reports to DHHS Child Protection and/or Victoria Police as necessary.

At our school the Principal will be responsible for monitoring overall school compliance with this procedure.

Nothing in this procedure prevents a staff member or any other person from reporting to the relevant authorities if they form a reasonable belief that a child is at risk of abuse.

Reporting suspicions, disclosures or incidents of child abuse

Responsibilities of all school staff

If a school staff member reasonably suspects or witnesses an incident of child abuse or receives a disclosure of child abuse, they must:

- If a child is at immediate risk of harm, separate alleged victims and others involved, administer first aid and call 000.
- Speak to the Principal/Wellbeing Leader soon as possible, who will follow the [*Four Critical Actions*](#).
- Make detailed notes of the incident or disclosure using the [*Responding to Suspected Child Abuse: Template*](#) and ensure that those notes are kept and stored securely in a locked office filing cabinet.
- If the staff member is a mandatory reporter and reasonably believes that a student has suffered physical and/or sexual abuse from which the child's parents have not protected the child, they must make a report to DHHS Child Protection.
- If the staff member has formed a 'reasonable belief' that a sexual offence has been against a child, they must make a report to Victoria Police.

In circumstances where a member of the leadership team disagrees that a report needs to be made, but the staff member has formed a 'reasonable belief' that the child is in need of protection and/or has been the victim of sexual abuse, the staff member must still contact DHHS Child Protection and/or Victoria Police to make the report.

Responsibilities of Principal

The Principal is responsible for promptly managing the school's response to an incident, suspicion or disclosure of child abuse, and ensuring that the incident, suspicion or disclosure is taken seriously. The Principal is also responsible for responding appropriately to a child who makes or is affected by an allegation of child abuse.

If the Principal receives a report from a school staff member or member of the school community of a suspicion, disclosure or incident of child abuse, they must:

- Follow the [Four Critical Actions](#) as soon as possible, including:
 - Responding to an emergency
 - Reporting to authorities/referring to services
 - Contacting parents/carers and
 - Providing ongoing support.
- Make detailed notes of the incident or disclosure, including actions taken using the [Responding to Suspected Child Abuse: Template](#) and ensure that those notes are kept and stored securely in a locked office filing cabinet. They are also responsible for ensuring that any staff member who reported the incident, disclosure or suspicion to them also makes and keeps notes of the incident.
- At Hamilton North Primary School the Principal will be responsible for ensuring that there is a prompt response to the disclosure and that the child is appropriately supported.

If the Principal is unavailable, the Wellbeing Leader will take on the role and responsibilities described in this section.

Duty of care and ongoing support for students

Fulfilling the requirements in this procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of abuse.

All staff have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students. All staff must ensure that the Principal or other appropriate staff member is aware of any incidents, suspicions or disclosures of child abuse as soon as possible after they occur. This will allow appropriate supports to be put in place for the student affected.

For school visitors, volunteers and school community members

All community members aged 18 years or over should be aware of their legal obligations – see *Failure to disclose offence* above, in this Policy.

Any person can make a report to DHHS Child Protection if they believe on reasonable grounds that a child is in need of protection. For contact details see the Four Critical Actions - https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf

APPENDIX B

FOUR CRITICAL ACTIONS FOR SCHOOLS

FOUR CRITICAL ACTIONS FOR SCHOOLS Responding to Incidents, Disclosures and Suspicions of Child Abuse

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
- administering first aid
- calling **000** for **urgent medical and/or police assistance** and reporting 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 / REFERRING TO SERVICES

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, volunteer or visitor to Victoria Police.

You **must also** report **internally** to:

- **GOVERNMENT SCHOOLS**
- Employee Conduct Branch
- DET Incident Support and Operations Centre
- **CATHOLIC SCHOOLS**
- Diocesan education office
- School principal and/or leadership team
- School principal and/or school chairperson
- Commission for Children and Young People on **1800 782 978**

All allegations of 'reportable conduct' **must** be reported as soon as possible to:

- **GOVERNMENT SCHOOLS**
- Employee Conduct Branch
- **CATHOLIC SCHOOLS**
- Diocesan education office
- Commission for Children and Young People on **1800 782 978**

WITHIN THE FAMILY OR COMMUNITY

DHHS CHILD PROTECTION

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

- at risk 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**
- School principal and/or leadership team
- DET Incident Support and Operations Centre
- **CATHOLIC SCHOOLS**
- School principal and/or leadership team
- Diocesan education office
- School principal and/or chairperson

YOU MUST TAKE ACTION

- You **must** act, by following the Four 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.

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

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

- You **must** act if you form a suspicion or 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).
- It is strongly recommended that you use the **Responding to Suspected Child Abuse template** to keep clear and comprehensive notes, even if you make a decision not to report.

3 CONTACTING PARENTS/CARERS

Your principal **must** consult with DHHS Child Protection or Victoria Police to discuss the incident and how to proceed with parents/carers. They may advise:

- **not to contact** the parent/carer (e.g. in circumstances where the parents are alleged to have engaged in the abuse or the child is in immediate danger of further harm)
- **to contact** the parent/carer and must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion
- **how to communicate** with all relevant parties with consideration for their safety.

4 PROVIDING ONGOING SUPPORT

Your school **must** provide support for children impacted by abuse. This includes implementing 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 receive information or report new information to authorities.

CONTACT

DHHS CHILD PROTECTION

AREA

- North Division **1800 654 977**
- South Division **1800 655 795**
- East Division **1800 380 391**
- West Division (Tasmania) **1800 075 599**
- West Division (Melb) **1800 654 977**

AFTER HOURS

After hours, weekends, public holidays **13 1728**

CHILD FIRST

<https://services.dhhs.vic.gov.au/reference-and-support/learn>

ORANGE DOOR

<https://www.vic.gov.au/familyviolence/the-crime-door.html>

VICTORIA POLICE

000 or your local police station

DET INCIDENT SUPPORT AND OPERATIONS CENTRE

- 1800 126 126**

INCIDENT MANAGEMENT AND SUPPORT UNIT

- 1800 126 126**

EMPLOYEE CONDUCT BRANCH

- (03) 9637 2585**

DIOCESAN OFFICE

Melbourne **(03) 9267 0228**
Ballarat **(03) 5337 7195**
Sale **(03) 5622 6600**
Shepparton **(03) 5443 2377**

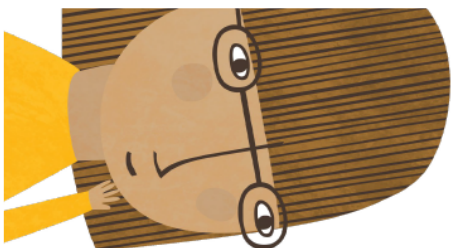
INDEPENDENT SCHOOLS VICTORIA

(03) 9625 7200

THE LOOKOUT

The LOOKOUT has a service directory, information, and evidence based guidance to help you respond to family violence. <http://www.lookout.vic.au>

Family violence victims/survivors can be referred to **1800 Respect** for counselling, information and a referral service: **1800 737 732**



APPENDIX C

RESPONDING TO SUSPECTED STUDENT SEXUAL OFFENDING: TEMPLATE FOR VICTORIAN SCHOOLS



RESPONDING TO SUSPECTED STUDENT SEXUAL OFFENDING: TEMPLATE FOR VICTORIAN SCHOOLS

WHEN TO USE THIS TEMPLATE?

School staff should use this template to document any incident, disclosure or suspicion that a student is victim to, or has engaged in student sexual offending. This template should be used in conjunction with the following: Four Critical Actions For Schools: Responding to Student Sexual Offending.

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 STUDENT SEXUAL OFFENDING

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):

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
DO ANY STUDENTS REQUIRE FIRST AID? PROVIDE DETAILS IF 'YES'
WHO ADMINISTERED THIS? (NAME AND TITLE)
DO ANY CHILDREN REQUIRE IMMEDIATE MEDICAL ASSISTANCE?
CURRENT LOCATION AND SAFETY STATUS: <i>E.G. ARE ALL IMPACTED STUDENTS SAFE AND NOT IN ANY IMMEDIATE DANGER?</i> IF A CHILD IS IN IMMEDIATE DANGER SCHOOL STAFF SHOULD REPORT IMMEDIATELY TO VICTORIA POLICE ON 000

INFORMATION OF THE ALLEGED VICTIM

CHILD'S 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 (ALLEGED VICTIM)

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

PREVIOUS HISTORY OR INDICATORS OF BEING VICTIM TO SEXUAL OFFENCE OR ANY UNDERLYING PROTECTIVE CONCERNS:

FAMILY'S BACKGROUND (ALLEGED VICTIM)

FAMILY COMPOSITION (IF KNOWN):

LIST PARENTING OR CARE ARRANGEMENTS AND SIBLING NAMES AND AGES

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

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

LIKELY REACTION TO REPORT BEING MADE (IF KNOWN):

IF THERE IS MORE THAN ONE CHILD ALLEGED TO HAVE ENGAGED IN STUDENT SEXUAL OFFENDING, OR MORE THAN ONE CHILD WHO IS THE VICTIM OF STUDENT SEXUAL OFFENDING, PLEASE FILL OUT AN ADDITIONAL STUDENT DETAILS FORM FOR EACH CHILD. THIS FORM CAN BE FOUND AT

WWW.EDUCATION.VIC.GOV.AU/PROTECT

INFORMATION OF THE CHILD ALLEGEDLY ENGAGED IN STUDENT SEXUAL OFFENDING

CHILD'S 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 (ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

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

PREVIOUS HISTORY OR INDICATORS OF BEING VICTIM TO SEXUAL OFFENCE OR ANY UNDERLYING PROTECTIVE CONCERNS:

FAMILY'S BACKGROUND (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

FAMILY COMPOSITION (IF KNOWN):

LIST PARENTING OR CARE ARRANGEMENTS AND SIBLING NAMES AND AGES

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

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

LIKELY REACTION TO REPORT BEING MADE (IF KNOWN):

IF THERE IS MORE THAN ONE CHILD ALLEGED TO HAVE ENGAGED IN STUDENT SEXUAL OFFENDING, OR MORE THAN ONE CHILD WHO IS THE VICTIM OF STUDENT SEXUAL OFFENDING, PLEASE FILL OUT AN ADDITIONAL STUDENT DETAILS FORM FOR EACH CHILD. THIS FORM CAN BE FOUND AT

WWW.EDUCATION.VIC.GOV.AU/PROTECT

DETAILS OF THE INCIDENT, DISCLOSURE OR SUSPICION

GROUND FOR YOUR BELIEF THAT A STUDENT IS A VICTIM OF STUDENT SEXUAL OFFENDING:

LIST INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THAT A STUDENT IS SUBJECT TO STUDENT SEXUAL OFFENDING:

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.

LIST ANY PHYSICAL INDICATORS OF ABUSE:

LIST ANY BEHAVIOURAL INDICATORS OF ABUSE:

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

GROUNDINGS FOR YOUR BELIEF THAT A STUDENT HAS COMMITTED STUDENT SEXUAL OFFENDING:

LIST INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THAT A STUDENT HAS ENGAGED IN STUDENT SEXUAL OFFENDING:

DETAIL ANY DISCLOSURES OR INCIDENTS OR SUSPICIONS (INCLUDING NAMES, TIMES, AND DATES DOCUMENTING A CHILD'S EXACT WORDS AS FAR AS POSSIBLE)

LIST ANY PHYSICAL INDICATORS OF ABUSE:

LIST ANY BEHAVIOURAL INDICATORS OF ABUSE:

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

ANY OTHER GROUNDS FOR BELIEF THAT:

- THE STUDENT MAY BE SUBJECT TO ANOTHER FORM OF ABUSE THEMSELVES
- THE STUDENT'S PARENTS/S ARE UNABLE TO PROTECT THE CHILD
- THE STUDENT IS AGED OVER 10 YEARS AND UNDER 15 YEARS AND IS EXHIBITING SEXUALLY ABUSIVE BEHAVIOURS, AND MAY BE IN NEED OF THERAPEUTIC TREATMENT TO ADDRESS THESE BEHAVIOURS.

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 REPORT

DATE:

TIME:

AUTHORITY:

NAME OF PERSON SPOKEN TO:

OUTCOMES FROM THE REPORT:

REPORTING INTERNALLY

PROVIDE DETAILS OF YOUR DISCUSSION WITH SCHOOL LEADERSHIP:

DATE:

TIME:

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

DATE:

TIME:

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 (ALLEGED VICTIM)

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

SCHOOL STAFF MUST CONSULT WITH VICTORIA POLICE TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS/CARERS. IF IT IS APPROPRIATE, PARENTS/CARERS 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:

ACTIONS TAKEN (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

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

SCHOOL STAFF MUST CONSULT WITH VICTORIA POLICE TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS/CARERS. IF IT IS APPROPRIATE, PARENTS/CARERS 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 (ALLEGED VICTIM)

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:

REFERRALS(S):

PLANNED ACTIONS (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

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:

REFERRALS(S):

PROCESS OF REVIEW

COMPLETE THIS SECTION BETWEEN 4-6 WEEKS OF MAKING A REPORT 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 ACTION.

SAFETY AND WELLBEING

CURRENT SAFETY AND WELLBEING OF THE VICTIM

IS THE CHILD SAFE FROM ABUSE AND HARM?

- ☐ NO (if not, consider the need to make a further report)
- ☐ YES

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

HAS THE STUDENT SUPPORT PLAN BEEN EFFECTIVELY IMPLEMENTED?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?

FOLLOW UP ACTIONS:

HAS THERE BEEN ONGOING COMMUNICATION WITH THE CHILD?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?

CURRENT SAFETY AND WELLBEING OF STUDENT WHO ENGAGED IN THE STUDENT SEXUAL OFFENDING

IS THE CHILD SAFE FROM ABUSE AND HARM?

- ☐ NO (if not, consider the need to make a further report)
- ☐ YES

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

HAS THE STUDENT SUPPORT PLAN BEEN EFFECTIVELY IMPLEMENTED?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?

FOLLOW UP ACTIONS:

HAS THERE BEEN ONGOING COMMUNICATION WITH THE CHILD?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?

CURRENT WELLBEING OF OTHER CHILDREN WHO MAY BE IMPACTED BY THE STUDENT SEXUAL OFFENDING

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

- ☐ NO
- ☐ YES

IF SO HAVE THEIR WELLBEING NEEDS BEEN MET

- ☐ NO
- ☐ YES

HAS THERE BEEN ONGOING COMMUNICATION WITH THE CHILD?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?

CURRENT WELLBEING OF IMPACTED STAFF MEMBERS

DOES THE STAFF MEMBER WHO MADE THE REPORT/ WITNESSED THE 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 AND 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

CONTINUOUS IMPROVEMENT

CONSIDER AND LIST ACTIONS THAT CAN BE TAKEN TO BUILD YOUR SCHOOL'S CAPACITY TO IDENTIFY AND RESPOND TO STUDENT SEXUAL OFFENDING IN THE FUTURE: