

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

Date Jan 2024

Review Jan 2026

Purpose

Schools have a responsibility in the prevention and reporting of child abuse. Lauriston Girls' School has developed policies and procedures to outline the requirement and process involved in the mandatory reporting of child abuse.

In Victoria, there are various definitions of a child or young person. The principles outlined below shall apply to all students enrolled at Lauriston Girls' School, regardless of their age.

The policy sets out what constitutes child abuse, those individuals who are mandated to make a notification, and the process of making a report to the Department of Families, Fairness and Housing (Child Protection).

Legislation

Underpinning this policy is the following Victorian State legislation:

Children, Youth and Families Act 2005 (Vic)

Crimes Amendment (Protection of Children) Act 2014

Application

The procedures outlined in this policy apply to complaints or concerns relating to child abuse made by or in relation to a child or student, staff, volunteers, contractors, service providers, visitors or other persons while connected to a school environment.

Who is mandated to report in Victoria?

The following are mandatory reporters in Victoria:

- Registered medical practitioners
- Nurses
- Midwives
- Registered teachers and early childhood teachers
- School principals
- School counsellors

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

- Police officers
- Out of home care workers (excluding voluntary foster and kinship carers)
- Early childhood workers
- Youth justice workers
- Registered psychologists
- People in religious ministry

What is a mandated Reporter required to do?

In Victoria, under the Children, Youth and Families Act 2005, mandatory reporters must **MAKE A REPORT TO CHILD PROTECTION**, if:

- in the course of practising their profession or carrying out duties of their office, position or employment,
- they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

Sexual Offences against a Child- Crimes Act Obligations

Failure to Disclose: *Under the Crimes Amendment (Protection of Children) Act 2014, any adult (aged 18 and over) who holds a reasonable belief that a sexual offence has been committed in Victoria or elsewhere by an adult against a child (aged under 16 years) is required to disclose that information to police (unless they hold a reasonable excuse for not doing so). Refer to the Child Protection Policy for further information.*

Failure to Protect Offence: *a person who: (a) by reason of the position he or she occupies within a relevant organisation has the power or responsibility to reduce or remove a substantial risk that a child will become the victim of a sexual offence committed by a person of or over the age of 18 years who is associated with the relevant organisation; and (b) knows there is a substantial risk that the person will commit a sexual offence against the child; must not negligently fail to reduce or remove that risk.*

Non Mandatory Reporting

Under the law, anyone can report the following to Child Protection:

- Significant concerns for the wellbeing of a child (aged under 17) (wellbeing reports)
- A child (aged under 17) who the person believes on reasonable grounds to be in need of protection (protective intervention reports)
- A child (aged under 18) who the person believes on reasonable ground is in need of therapeutic treatment because they are exhibiting sexually active abusive behaviours (therapeutic treatment reports)

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

Non mandatory reports to Child Protection should follow the same procedure as outline below.

Concerns for the wellbeing of a child

There may be situations when a mandatory or non-mandatory reporter may have a significant concern for the wellbeing of a child, but do not believe they are at risk of significant harm. Where the immediate safety of the child will not be compromised, a referral to the Orange Door (replacing Child FIRST) may be appropriate.

The Orange Door provides families assistance with the care and wellbeing of children, including those experiencing family violence, to contact the services they need to be safe and supported.

Referring to The Orange Door is appropriate where families are:

- experiencing significant parenting problems that may be affecting the child's development
- experiencing family conflict, including family breakdown
- under pressure due to a family member's physical or mental illness, substance abuse, disability or bereavement
- young, isolated or unsupported
- experiencing significant social or economic disadvantage that may adversely impact a child's care or development.

Non mandatory referrals to Orange Door should use the procedure as outlined below, as applicable, to guide the process.

How to make a Report to the Department of Families, Fairness and Housing (Child Protection Services)

1. Forming a Belief on Reasonable Grounds:

A belief is a belief on reasonable grounds if a reasonable person, doing the same work, would have formed the same belief on those grounds.

Grounds for forming a belief are matters of which the reasonable person has become aware, and any opinions in relation to those matters.

There may be reasonable ground for forming such a belief if:

- A child or young person states that they have been physically or sexually abused;

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

- A child or young person states that they know someone who has been physically or sexually abused;
- Someone who knows the child or young person states that the child or young person has been physically or sexually abused;
- A child's actions or behaviour may place them at risk of significant harm and the child's parents are unwilling or unable to protect the child.

2. Making Observations:

Individual staff members should make observations and keep notes of concerns that have led them to believe a report is necessary. These dated notes should be recorded on the Mandatory reporting record Form. The notes should be given to the Vice Principal- Head of Junior School or Deputy Principal - Wellbeing and stored in the student's file. The Head of School will notify the Principal immediately. The notes should be update appropriately with each step below by the reporter, Head of School or the School Psychologist.

3. Clarify whether a Report to Child Protection Services is required:

A report to the Department of Families, Fairness and Housing (Child Protection Services) is required when:

- A mandatory reporter believes, based on reasonable grounds, that a child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse; and
- The child's parents or caregiver have not protected, or are unlikely to protect the child from such harm

The belief and the reasonable grounds for forming that belief should be reported by an individual authorised by the School to Child Protections Services as soon as practicable. Additional reports should be made after each occasion where there is awareness of further concerns.

It is permissible for the mandatory reporter to ask a child sufficient questions to establish a reasonable belief, but care should be taken not to ask leading questions. Once a concern has been raised the matter must be referred to appropriately trained or senior staff such as the Heads of School, School Psychologists and Principal. The role of the notifying staff member from this point forward is to continue to monitor the child of concern. It is not the role of the mandated notifier to take on the role of investigator.

Mandatory reporters or other staff may also choose to report in relation to other types of significant harm e.g. emotional abuse, neglect or exploitation, if there is a belief that the child is in need of protection.

If there is a concern of the child's well being but you do not believe they are in need of protection, referring to Orange Door may be appropriate.

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

4. Making a Report:

Department of Families, Fairness and Housing

If a staff member believes a report to the Department of Families, Fairness and Housing (Child Protection) is required, the reporter, Head of School or the School Psychologist will proceed with a report to the Department of Families, Fairness and Housing (Child Protection).

The following information will be required when making a report:

- The child's name, age and address;
- Name of parents and address details;
- Your reason for believing the injury or behaviour is the result of abuse or neglect;
- Your assessment of the immediate danger to the child or young person;
- Current whereabouts of the child or young person;
- Your description of the injury or behaviour observed; and
- Any other information you have about the family.

The identity of the notifier will remain confidential unless:

- The notifier chooses to inform the child and/or family of the notification
- Consent is given for the identity of the notifier to be disclosed.

Orange Door

If a staff member believes a referral to Orange Door is required, the reporter, Head of School or the School Psychologist will proceed with a referral

The following information may be required when making a referral:

- The child's name, age and address;
- Name of parents and address details;
- Your reason for believing the injury or behaviour is the result of abuse or neglect;
- Your assessment of the immediate danger to the child or young person;
- Current whereabouts of the child or young person;
- Your description of the injury or behaviour observed; and
- Any other information you have about the family.

The identity of the notifier will remain confidential unless:

- The notifier chooses to inform the child and/or family of the notification
- Consent is given for the identity of the notifier to be disclosed.

5. Communication:

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

A decision regarding who else (if anyone) should be informed, needs to be made.

The School ought not to discuss the notification with parents or caregivers until consultation with the Department of Families, Fairness and Housing (Child Protection), Orange Door or Victoria Police has taken place.

The need for confidentiality should be remembered at all times in the interests of the child or young person and the family.

- If the relevant authority advises not to inform the parents or caregiver, the School must not do so;
- If the relevant authority advises that better outcomes for the child or young person may be achieved by informing the parents or caregiver of the notification, the Principal or delegate will do so;
- If a decision has been made not to inform the parents or caregiver, and a complaint is received about the notification, the parents and caregiver should be referred to the Principal;
- If the School informs the parents or caregiver, the identity of the member of staff in the notification will not be disclosed without his/her permission.

6. Support:

It is essential that reports are managed in a caring, supportive and confidential manner. Support for the responding staff member and the child or young person who is the cause for concern as well as anyone affected should be arranged.

Access to the School's Employee Assistance Program will be promoted and managers shall monitor the wellbeing of the responding staff member and any other affected individual (including the alleged perpetrator if an employee of the School).

Staff will also be provided with regular awareness on mandatory reporting and protection of children education.

7. Monitoring:

After notification to the Department of Families, Fairness and Housing (Child Protection) is made, a senior protective worker will decide whether or not further investigation is required. The reporter (member of staff) will be advised of the decision.

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

If the reporter (member of staff) is not advised, a Head of School or School Psychologist may contact the Department of Families, Fairness and Housing (Child Protection) and request information about what action is proposed.

8. Interviewing the student at School:

Sometimes the Department of Families, Fairness and Housing (Child and Protection), Orange Door or the Victoria Police may need to interview a child or young person at school. Where parents or caregivers are not implicated in allegations, it is usually of assistance to the student to have parents present during the interview.

In cases where there are concerns about the ongoing safety of the child or young person at home, or the possibility that either or both parents are implicated in the alleged abuse, an interview of the child or young person should proceed without parental consent.

The Department of Families, Fairness and Housing (Child Protection) will inform parents or caregivers that an interview has taken place with the child or young person.

9. Support and Protection of Students:

In all instances, the school will protect, support or assist children who disclose abuse, or are otherwise linked to suspected child abuse by:

- Ensuring that the student does not have contact with the staff member, person associated with the School or a person external to the School who is alleged to have committed any of the specific offences noted in this policy until the allegation is resolved;
- The provision of counselling by the School Psychologist with the agreement of parents;
- The provision of the School wellbeing support network including the School Psychologist, School Nurse, Year Level Coordinators, House Coordinators and Tutors;
- Family counselling with the School Psychologist or an external psychologist, where recommended;
- Modifications to the academic program where appropriate;
- Modifications to the school timetable and attendance where appropriate.

International Students:

The School must notify the VRQA if the alleged abuse relates to an International Student and Lauriston Girls' School has issued a Confirmation of Appropriate Accommodation and Welfare (CAWW) letter in relation to that student thereby assuming responsibility for approving the student's accommodation, support and general welfare.

Fulfilling the roles and responsibilities contained 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 child abuse.

POLICIES AND PROCEDURES

Mandatory Reporting and other obligations

10. Document control, protection of individuals and confidentiality of information:

There should be no detailed communication with alleged perpetrators or any other students involved until after approval from Victoria Police. Police and the Department of Families, Fairness and Housing (Child Protection) are to be the investigating body at all times.

The Principal or her delegate is the only authorised representative of the School able to make media comment.

11. Four Critical Steps

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

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.

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

You **must** act if you form a suspicion/ reasonable belief, even if you are unsure and have not directly observed child abuse (eg. 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.

* 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 / 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

- School principal and/or leadership team

- Employee Conduct Branch

- DET Incident Support and Operations Centre

- CATHOLIC SCHOOLS

- School principal and/or leadership team

- Diocesan education office.

INDEPENDENT SCHOOLS

- School principal and/or school chairperson

- Commission for Children and Young People on **1300 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

INDEPENDENT SCHOOLS

- Commission for Children and Young People on **1300 782 978**.

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

- School principal and/or leadership team

- DET Incident Support and Operations Centre

- CATHOLIC SCHOOLS

- School principal and/or leadership team

- Diocesan education office.

INDEPENDENT SCHOOLS

- School principal and/or chairperson.

OTHER CONCERNS

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/The Orange Door (in circumstances where the family are open to receiving support)

- DHHS Child Protection

- 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 (eg. 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)

- 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 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.

CONTACT

DHHS CHILD PROTECTION

AREA

North Division **1300 664 977**

South Division **1300 655 795**

East Division **1300 380 391**

West Division (Rural) **1800 075 599**

West Division (Metro) **1300 664 977**

AFTER HOURS

After hours, weekends, public holidays **13 12 78**.

CHILD FIRST

<https://services.dhhs.vic.gov.au/referral-and-support-team>

ORANGE DOOR

<https://www.vic.gov.au/familyviolence/the-orange-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 2595

DIOCESAN OFFICE

Melbourne **(03) 9267 0228**

Ballarat **(03) 5337 7135**

Sale **(03) 5622 6600**

Sandhurst **(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.org.au>

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

PROTECT

THE VIOLENCE

VICTORIA

Education and Training

CECV

Child Protection



POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

12. Record Keeping

As set out in the **Records Management Policy** Lauriston Girls' School must create full and accurate records of school functions and activities, including records relating to the handling of incidents, complaints and investigations.

Long-term records of incident, complaints and investigations which include records that document allegations and the response to allegations of staff or volunteer misconduct in school setting, in cases where the allegations involve students (excluding cases of child sexual abuse) will be retained for 75 years after the action was completed.

For cases of child sexual abuse the records will be:

- Stored securely so that they cannot be lost, damaged, altered or tampered with over time.
- Stored confidentially so that privacy is protected and only authorised people are aware of them and can access and use them for legitimate purposes.
- Retained for as long as they might reasonably be needed for current or possible future legal proceedings, in such a way that they can be accessed and used for authorised purposes.
- Ensure that contextual information is retained with the records, so that future users are able to understand them and that they can be used to provide good evidence.

The Principal is responsible for making, securing and retaining records of the complaint or concern and the response of the school's services.

The School has a system and process for managing electronic and hardcopy records to ensure the authenticity, security, reliability and accessibility of those records.

All records are stored in safe and secure locations to ensure their integrity and accessibility. Permanent records are stored in conditions that ensure their long-term preservation.

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

Responding to an Incident, Disclosure or Suspicion of Child Abuse Template

IF YOU ARE MAKING A REPORT TO DFFH 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 – THIS IS PARTICULARLY CRITICAL IN INSTANCES OF FAMILY VIOLENCE.

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?

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

RESPONDING TO AN EMERGENCY

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:

POLICIES AND PROCEDURES

Mandatory Reporting and other obligations



PERSONAL DETAILS

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

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 (INCLUDING EXPOSURE TO FAMILY VIOLENCE)
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

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

FAMILY BACKGROUND

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):

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

Details of the Incident, Disclosure or Suspicion

GROUND'S 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 INCLUDING EXPOSURE TO FAMILY VIOLENCE:

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:

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

GROUND'S FOR YOUR BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK 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 ON WHO YOU REPORT TO)

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

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

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
- ☐ DFFH CHILD PROTECTION
- ☐ Orange Door
- ☐ 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:

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

REPORTING TO AUTHORITIES

PROVIDE DETAILS OF YOUR DISCUSSIONS WITH ANY OF THE ABOVE AUTHORITIES:

DATE:

TIME:

AUTHORITY:

OUTCOMES FROM THE REPORT:

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

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:

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

REPORTING INTERNALLY

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

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 DFFH 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). THIS IS PARTICULARLY CRITICAL IN INSTANCES OF SUSPECTED FAMILY VIOLENCE.

HAVE YOU SOUGHT ADVICE FROM DFFH 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:

POLICIES AND PROCEDURES

Mandatory Reporting and other obligations



ACTIONS TAKEN

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

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 OF 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):

POLICIES AND PROCEDURES

Mandatory Reporting and other obligations



PLANNED ACTIONS

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

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 – INCLUDING EXPOSURE TO FAMILY VIOLENCE?

- ☐ 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

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

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

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

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

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

POLICIES AND PROCEDURES



Mandatory Reporting and other obligations

REVIEW OF ACTIONS TAKEN

OTHER LEARNINGS