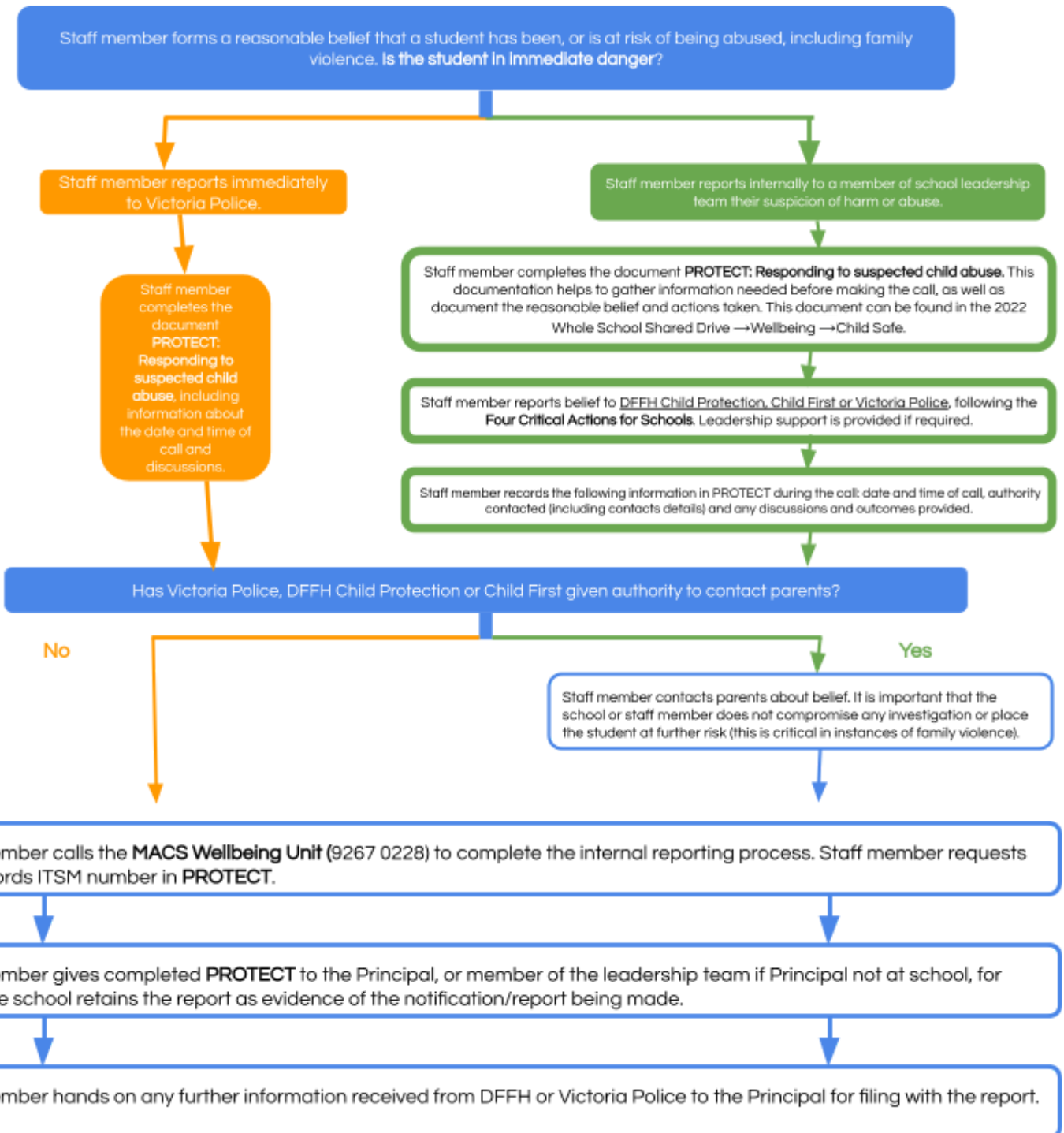


# St Mary's Parish Primary School Internal School Process for



## Internal school process for mandatory reporting

MACS schools should develop internal procedures consistent with PROTECT and the Four Critical Actions referenced in the Policy. Schools may document these internal procedures below in a variety of ways, including a flow chart. The internal procedures must be readily available to all members of the school community, including on the public website.



Resources stated: [PROTECT Responding Documentation](#)

## FOUR CRITICAL ACTIONS FOR SCHOOLS

# Responding to Incidents, Disclosures and Suspicions of Child Abuse

### 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 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.
- 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).
- 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 Security Services Unit.
- 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 Security Services Unit.
- CATHOLIC SCHOOLS**
  - School principal and/or leadership team
  - Diocesan education office.
- INDEPENDENT SCHOOLS**
  - School principal and/or chairperson.

For suspected student sexual assault, please follow the **Four Critical Actions: Student Sexual Offending**.

### 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 (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)
- 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 9777**  
South Division **1300 655 795**  
East Division **1300 360 391**  
West Division (Rural) **1800 075 599**  
West Division (Metro) **1300 664 9777**

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

**CHILD FIRST**  
<https://services.dhhs.vic.gov.au/referral-and-support-teams>

**ORANGE DOOR**  
<https://www.vic.gov.au/familyviolence/the-orange-door.html>

#### VICTORIA POLICE

**000** or your local police station **DET SECURITY SERVICES UNIT**  
(03) 9589 6266

**STUDENT INCIDENT AND RECOVERY UNIT**  
(03) 9651 3622

**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) 9825 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**.

August 2018 Edition

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Independent Schools Victoria

## FOUR CRITICAL ACTIONS FOR SCHOOLS

# Responding to Student Sexual Offending

### 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 suspicion that a student is a victim of a student sexual offending and/or a student has engaged in sexual offending.
- You **must** act even if you are unsure and have not directly observed student sexual offending (e.g. if a victim, or another person tells you about the offence)
- You **must** use the **Responding to Student Sexual Offending template** to keep clear and comprehensive notes.

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## 1 IMMEDIATE RESPONSE TO AN INCIDENT

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 incidents, suspicions and disclosures of student sexual offending as soon as possible:

#### VICTORIA POLICE

All instances on **000**

#### DHHS CHILD PROTECTION

If you believe that:

- the victim's parent/carers are unable or unwilling to protect the child
- the student who is alleged to have engaged in the student sexual offending is:
  - aged over 10 and under 15 years and may be in need of therapeutic treatment to address these behaviours
  - may be displaying physical and behavioural indicators of being the victim of child abuse\*.

You **must** identify a contact person at the school for future liaison with Victoria Police and/or Child Protection and seek advice about contacting parents/carers (see **Action 3**).

\*See the **Four Critical Steps for Schools: Responding Incidents, Disclosures and Suspicions of Child Abuse** for further guidance in these circumstances.

#### INTERNALLY

ALSO report internally to:

- School Principal and/or leadership team** (all instances)
- Government Schools:** DET Security Services Unit
- Catholic Schools:** Diocesan education office

## 3 CONTACTING PARENTS/CARERS

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

- not to contact** the parents/carers (e.g. in circumstances where contacting the parents/carers is likely to adversely affect a **Victoria Police** investigation or where the student is a mature minor and has requested that their parent/carer not be notified)
- 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 students who are victim to a student sexual offence AND students who have engaged in a sexual offence. This is an essential part of your duty of care requirements. This support should include the development of a **Student Support Plan** in consultation with wellbeing professionals, outlining support strategies. Strategies may include the development of a safety plan, direct support and referral to wellbeing professionals.

### 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 (Metro) **1300 664 9777**

**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 contact your local police station

**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

#### INDEPENDENT SCHOOLS VICTORIA

(03) 9825 7200