



Belgrave South Primary School

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APPENDIX A

CHILD SAFETY REPORTING PROCEDURES AT BELGRAVE SOUTH PRIMARY SCHOOL

Child Safe Standard 5

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 Belgrave South Primary School they should start with their classroom teacher or another staff member that the student feels comfortable to approach.
- Our school operates with the right to be safe.

Classroom programs reinforce these rights and responsibilities and support students to understand the actions they can take when they feel unsafe. Additional support programs such as Respectful Relationships curriculum, Cyber safety provide additional strategies for students.

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 Assistant Principal or should make the required reports to DHHS Child Protection and/or Victoria Police as necessary. At our school, the Principal in conjunction with the delegated Child Safety Officer 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 or Assistant Principal (or designated officer in charge) as 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 the Principal's office.
- At Belgrave South Primary School, a member of the principal team will support an individual staff member who has formed the reasonable belief to make the report.
- 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 or ensure that a report to DHHS Child Protection or Victoria Police has been made by the Principal/Assistant Principal. If the report has not been made by another staff member, the mandatory reporter must make the report.
- If the staff member has formed a 'reasonable belief' that a sexual offence has been committed by an adult against a child, they must ensure that a report to Victoria Police has been made by either the Principal/Assistant Principal or by themselves. If the report has not been made by another staff member, the staff member must make the report.

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 the Principal/Assistant Principal

The Principal and Assistant Principal are 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/Assistant Principal is also responsible for responding appropriately to a child who makes or is affected by an allegation of child abuse.

If the Principal/Assistant 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 the principal's office. 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 Belgrave South Primary School, the Principal and/or Assistant 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 and Assistant Principal are unavailable, the delegated Child Safety Officer 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 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

NOTE: There is no requirement for community members to inform the school if they are making a disclosure to DHHS Child Protection or the Victoria Police. However, where a community member is concerned about the safety of a child or children at the school, and where disclosure of that concern will not compromise any potential police investigation, the community member is encouraged to report this concern to the principal so that appropriate steps to support the student can be taken.

FOUR CRITICAL ACTIONS FOR SCHOOLS POSTER PLEASE ACCESS THE CURRENT INFORMATION ON THE DET WEBSITE

Please access the current information on the DET website: [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#)

FOUR CRITICAL ACTIONS FOR SCHOOLS Responding to Student Sexual Offending

PROTECT



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 (eg. 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.

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/carer 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*.

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 (eg. 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.

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 to Incidents, Disclosures and Suspicions of Child Abuse** for further guidance in these circumstances.

CONTACT

DHHS CHILD PROTECTION AREA

North Division 1300 664 977
South Division 1300 665 795
East Division 1300 360 391
West Division (Rural) 1800 075 599
West Division (Metro) 1300 664 977

AFTER HOURS

After hours, weekends, public holidays 13 12 78

CHILD FIRST

www.dhavic.gov.au

VICTORIA POLICE 000 or contact 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 7155 Sale (03) 5622 6600 Sandhurst (03) 5443 2377

INDEPENDENT SCHOOLS VICTORIA

(03) 9625 7200



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 (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 665 795
East Division 1300 360 391
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.dhavic.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 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 7155 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

