



Child Safe Protection Policy

1. Introduction

Child protection is based on the understanding that each person is created in the image of God and is precious in His sight. There is a Biblical imperative to ensure that children are treated with care and respect as modelled by Jesus Christ (Matthew 18:6; 19:14).

Seventh-day Adventist Schools in Victoria (ASV) provide a values-based education which focuses on the development of the whole child and where the home and school work together harmoniously to provide this education. In this context, there is a legislative and moral imperative that there is a zero tolerance for any forms of child abuse and where the school, through its teachers, provide duty of care and take every precaution to avoid abuse happening.

In this context, Seventh-day Adventist Schools in Victoria (ASV) will abide by the tenets of the Department of Education and Training (DET) *Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse* (see Appendix 1) and *Responding to Suspected Child Abuse: A Template for all Victorian Schools*, which is referred to in this policy. **All teachers, other staff members, volunteers, contractors, other service providers, School Council members and ASV Board members within Victoria** must understand and abide by the legal, professional, and moral obligations to implement child protection and child safety policies, protocols and practices.

1.1 Scope

This policy applies to all staff, contractors, volunteers, education practicum students, students and other stakeholders at schools operated by Seventh-day Adventist Schools (Victoria) Ltd and covers information about reporting allegations of:

- (a) inappropriate behaviour by a staff member causing harm to a child or group of children,
- (b) harm or suspected harm of a student by any other person.

1.2 Responsibility

School principal or deputy principals in the absence of the school principal.

1.3 Point of Contact

School principal or deputy principals in the absence of the school principal.

2. Definitions and Legislation

2.1 Relevant Definitions

"Harm" means physical, sexual, emotional or psychological, abuse and neglect of children. Reference to a "child" or "children" is inclusive of children and young people up to the age of 18 years.

"Student" means a child enrolled at an Australian Adventist school.

"Reportable conduct" means any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence or an offence involving child abuse material), or any assault, ill-treatment or neglect of a child, or any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.



2.2 Relevant Legislation

Seventh-day Adventist Schools (Victoria) Ltd is committed to:

- Implementing protective systems and practices;
- Planning safe and supportive environments and
- Responding appropriately to allegations of abuse and allegations of inappropriate behaviour toward children and young people.

Seventh-day Adventist Schools (Victoria) Ltd also has a duty of care and a legislated responsibility to promote the wellbeing, safety and protection of children and young persons, from all forms of harm. Seventh-day Adventist Schools (Victoria) Ltd recognises the principles of the child protection legislation below:

- The Children, Youth and Families Act 2005 (as amended in 2011)
- Working with Children Act 2005
- Child Wellbeing and Safety Act 2005
- The Charter of Human Rights and Responsibilities Act 2006
- The Crimes Amendment (Grooming) Act 2014
- Education and Training Reform Act 2006
- Victorian Institute of Teaching Act 2001
- Crimes Act 1958 (VIC)

Further, Seventh-day Adventist Schools (Victoria) is also accountable under the *Child Safe Standards* which were introduced in response to recommendations made by the *Betrayal of Trust* report. The Ministerial Order No. 870 – *Managing the Risk of Child Abuse in Schools* was made under the *Education and Training Reform Act 2006* (Vic.) and sets out the specific actions that all Victorian schools must take to meet the requirements in the Child Safe Standards.

3. Policy

3.1 Statement of Commitment and Principles

Seventh-day Adventist Schools (Victoria) Ltd is committed to ensuring the safety, welfare and wellbeing of children is maintained at all times during their participation in learning and other activities run by its schools. Within each school, a best practice approach to creating a safe environment includes procedures for responding to allegations and disclosures of reportable conduct of children and young people, based on the following principles:

- All children and young people have a right to safety and freedom from abuse of any kind.
- All adults working with children and young people have a responsibility to care for them, to promote their wellbeing and to protect them from any form of reportable conduct.
- When any action is taken to prevent or respond to any type of reportable conduct, the welfare and wellbeing of the child or young person are the primary concerns.
- The integrity of the family unit is respected but not to the detriment of the child or young person.
- The dignity of persons involved in situations where reportable conduct is suspected or disclosed, should be respected and they should be treated with fairness, sensitivity, dignity and respect.
- In the interests of justice, appropriate confidentiality should be maintained, with information that relates to suspected or disclosed abuse being provided only to those who have a right or a need to be informed.



3.2 Health and Safety

Each school will protect students from harm as far as it is reasonably able. The safety, wellbeing and best interests of our students are of primary importance. The school will ensure the health and safety of staff in accordance with work health and safety legislation.

3.3 Conduct of Staff, Contractors, Volunteers & Education Practicum Students

All staff, contractors, volunteers and education practicum students must ensure that their behaviour towards and relationships with students reflect proper standards of care for students in accordance with the ASA and VIT and Codes of Conduct. Staff, contractors, volunteers and education practicum students must not cause harm to students.

3.4 Inappropriate Behaviour

If a student considers the behaviour of a staff member, volunteer, contractor, education practicum student or stakeholder in the school to be inappropriate, the student should report the behaviour to the:

- (a) Principal or
- (b) Child Safety Officer, School Counsellor, Chaplain or any other staff member.

3.5 Dealing with Information about Sexual Abuse, Harm and any other Inappropriate Behaviour

If a staff member receives a report of inappropriate behaviour about another staff member, contractor, volunteer, education practicum student or stakeholder in the school that the student considers inappropriate, the staff member receiving the report must immediately report it verbally and then in writing to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must provide verbal information followed by a written report to the Director of Education Seventh-day Adventist Schools (Victoria) Ltd.

If a student discloses information about abuse to a staff member it is imperative that the staff member support or provide assistance for the child who disclosed the child abuse, or who are linked to suspected child abuse. It is important that the child is kept safe during the process of investigation or inquiry.

3.6 Mandatory reporting requirements

Mandatory reporting describes the legal obligation of certain professionals and community members to report incidences of child abuse. These people are called 'mandated reporters'. If the mandated reporters fail to report they may be fined and/or incarcerated. Section 182 (1) of the Children, Youth and Families Act 2005 (as amended in 2011) lists the following people as mandated to report:

- registered medical practitioner
- a nurse
- a midwife
- a person who is registered as a teacher under the Education and Training Reform Act 2006 or has been granted permission to teach under the Act
- the principal of a Government school or non-Government school within the meaning of the Education and Training Reform Act 2006
- a member of the police force.

Reasonable Belief

A mandated reporter does not need to have proof to report any concerns that they have about the safety of a child under 16. Indicators that represent reasonable grounds to report a suspected offence include:



- A child or young person discloses that he or she has suffered or is suffering non accidental physical injury or sexual abuse
- a child or young person exhibits sexually abusive or age-inappropriate behaviour(s)
- Someone else advises you that a child or young person has been sexually abused or non-accidentally injured, or
- Your own observations of the child or young person's physical condition or behaviours lead you to reasonably suspect that the child or young person has suffered or is suffering non-accidental physical injury or sexual abuse.

ABUSE AND NEGLECT TYPES WHICH MUST BE REPORTED

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- medical neglect
- family violence
- human trafficking (including forced marriage).

Crimes Act 1958 (Vic.)

In response to the [Betrayal of Trust](#) report three new criminal offences have been introduced under the Crimes Act 1958 (Vic.):

- failure to disclose offence, which requires adults to report to the Police a reasonable belief that a sexual offence has been committed against a child
- failure to protect offence, which applies to people in positions of authority within organisations, who knew of a risk of child sexual abuse by someone in the organisation and failed to reduce or remove the risk
- grooming offence, which targets communication with a child or their parents with the intent of committing child sexual abuse.

Failure to Disclose

Any school staff member who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 must disclose that information to Victoria Police.

Failure to disclose the information to the Police is a criminal offence under Section 327 of the *Crimes Act 1958* (Vic.) and applies to **all adults (18 years and over)** in Victoria, not just professionals who work with children.

The obligation is to disclose that information to the Police as soon as it is practicable to do so, except in limited circumstances such as where the information has already been reported to DHHS Child Protection.

Refer to [Appendix 2](#) for more information on when to report a concern that a child or a young person has been sexually abused, or is in need of protection from sexual abuse.

For further information about the 'failure to disclose' offence, see [Department of Justice and Regulations – Failure to disclose offence](#) and the [Betrayal of Trust: Fact Sheet](#).

Failure to Protect

Any school staff member in a position of authority who becomes aware that an adult associated with their organisation (such as an employee, contractor, volunteer, sport coach or visitor) poses a risk of sexual abuse to a child **under 16** who is in the care or supervision of the organisation, must take all reasonable steps to reduce or remove that risk. Failure to take reasonable steps to protect a child in the organisation from the risk of sexual abuse from an adult associated with the organisation is a criminal offence under Section 49C (2) of the *Crimes Act 1958* (Vic.).



In a school context, this will include the principal and the business manager and may also extend to school counsellors, heads of departments and heads of schools.

For further information about the 'failure to protect' offence, see [Department of Justice and Regulations - Failure to protect offence](#) and the [Betrayal of Trust: Fact Sheet](#).

Grooming

The offence of grooming prohibits predatory conduct designed to prepare or 'groom' a child for future sexual activity and is contained in Section 49B (2) of the *Crimes Act 1958* (Vic.). The offence applies to communication with children **under 16 years**.

Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails. The offence can be committed by any person aged 18 years or over. It does not apply to communication between people who are both under 18 years of age. For further information about the 'grooming offence', see [Department of Justice and Regulation – Grooming offence](#) and the [Betrayal of Trust: Fact Sheet](#).

For more information about managing and responding to the risk of abuse, see [Responding to Student Sexual Assault](#) and [Risk Management](#) in the [Department of Education and Training resources](#).

3.7 Accessibility of Policy

This policy is accessible on the school website and will be available on request from the school administration. Each new staff member, contractor, volunteer, education practicum student and other school stakeholder will be made aware of the policy as part of their induction. Comprehensive training will be provided to all staff on an annual basis.

3.8 Awareness of Policy

Staff, contractors, volunteers, education practicum students, students and parents will be made aware of the policy by its display on the school website and in the Staff Handbook.

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4.0 Monitoring of Policy

Child safety practices are embedded into the Christian ethos however it is still important to have the expectation of child safety kept ever before the minds of the educators at Heritage College. It will be the responsibility of the heads of the college to ensure the commitment and adherence of this policy are valued. The principal of the college is to bring Child Safety to every leadership meeting and give opportunities for reports about child safety or updates regarding training. It will also be the responsibility of the deputy principals of each campus (primary and secondary), to ensure that general staff meetings also contain an agenda item for child safety review – to allow staff an opportunity to discuss or enquire into procedures and especially a time for the heads of school to communicate expectations regarding child safety.



References

- [Appendix 1: Four Critical Actions for Schools](#)
- [Appendix 2: Reporting Criteria: Failure to Disclose](#)

Victorian Government

- [Ministerial Order 870: Child Safe Standards](#)

Department of Education and Training

- [Mandatory Reporting eLearning Module](#)

Related legislation

- Children, Youth and Families Act 2005 (Vic.)
- Crimes Act 1958 (Vic.)
- Education and Training Reform Act 2006 (Vic.)
- Victorian Institute of Teaching Act 2001 (Vic.)

Department of Justice and Regulations

- [Failure to disclose offence](#)
- [Failure to protect offence](#)
- [Grooming offence](#)

Evaluation

This policy will be reviewed as part of the College's three year review cycle.

Ratified by Heritage College School Council 2017

TO BE REVIEWED May 2022 (TBC)

FOUR CRITICAL ACTIONS FOR SCHOOLS

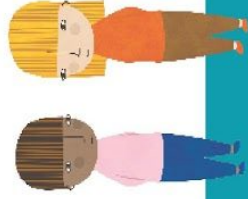
Responding to Incidents, Disclosures and Suspicions of Child Abuse

PROTECT

THE EDUCATION STATE

VICTORIA

DEPARTMENT OF EDUCATION AND TRAINING



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 critical actions as soon as you receive a disclosure or receive a disclosure or form a reasonable belief that a child has, or is at risk of being abused.
- You must use the Reporting Suspected Child Abuse to Police form to keep clear and comprehensive notes, you about the abuse).

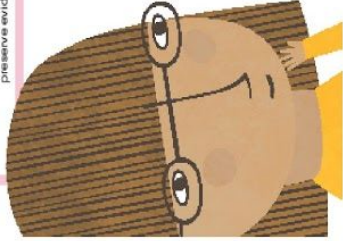
* A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action.

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

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 or volunteer to Victoria Police.

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

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.

GOVERNMENT SCHOOLS

You must also report internally to:

- School Principal and/or leadership team
- DET Security Services Unit

CATHOLIC SCHOOLS

You must also report to:

- School Principal and/or leadership team
- Diocesan education office

INDEPENDENT SCHOOLS

You must also report to:

- School Principal and/or chairperson

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 (in circumstances where the family are open to receiving support), or to DHHS Child Protection or 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 parent/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).

4 PROVIDING ONGOING SUPPORT

Your school must provide ongoing support and assistance to children affected 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.

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 654 9777
South Division 1300 655 795

East Division 1300 360 351

West Division (Rural) 1800 075 599

West Division (Metro) 1300 654 9777

AFTER HOURS

After hours, weekends, public holidays 13 1276

CHILD FIRST

www.dhs.vic.gov.au

VICTORIA POLICE

000 or your local police station

DET SECURITY SERVICES UNIT

(03) 9559 6256

STUDENT INCIDENT AND RECOVERY UNIT

(03) 9637 2934

EMPLOYEE CONDUCT BRANCH

(03) 9637 2595

DIOCESAN OFFICE

Melbourne (03) 9247 0228

Bairat (03) 5337 7195

Sale (03) 5622 6600

Sandhurst (03) 5443 2377

INDEPENDENT SCHOOLS

VICTORIA

(03) 9625 7200



Appendix 2

PROTECT

Responding to Suspected Child Abuse: A Template for all Victorian Schools

When to use this template

School staff should use this template to document any incident, disclosure or suspicion that a child has been, or is at risk of being abused. This template should be used in conjunction with following the [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

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 CHILD ABUSE

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):

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?

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:	



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

(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

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):



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:

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:



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 WHO YOU REPORT TO)

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
- ☐ 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 YOUR REPORT:

DATE:

TIME:

AUTHORITY:

OUTCOMES FROM THE REPORT:



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:

ADVENTIST SCHOOL STAFF MUST REPORT TO THE PRINCIPAL AND THE ASV HEAD OFFICE IF THE INCIDENT, DISCLOSURE OR SUSPICION INVOLVES A STAFF MEMBER, CONTRACTOR OR VOLUNTEER.

TIME:

DATE:

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

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

SCHOOL STAFF **MUST** CONSULT WITH VICTORIA POLICE AND/OR DHHS 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).

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

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:

REFERRAL(S):



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?

- ☐ 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 WELL BEING NEEDS BEEN MET?

- ☐ NO
☐ YES

CURRENT WELLBEING OF IMPACTED STAFF MEMBERS

DOES THE STAFF MEMBER WHO MADE THE REPORT/WITNESSED AN 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 & 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

☐



OTHER LEARNINGS