FOUR CRITICAL ACTIONS FOR SCHOOLS

and Suspicions of Child Abuse Responding to Incidents, Disclosures





















You must act, by following As a school staff member, you play a critical role in protecting children in your care. as you witness an incident the 4 critical actions, as soon

YOU MUST TAKE ACTION

You must act if you form a you about the abuse). child abuse (e.g. if the victim even if you are unsure and

that a child has, or is at form a reasonable belief receive a disclosure or

> comprehensive notes. to keep clear and Child Abuse template You must use the Responding to Suspected

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

RESPONDING TO AN EMERGENCY

harm go to Action 2. If there is no risk of immediate



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.

If a child is at immediate risk of harm you must ensure their safety by

separating alleged victims and others involved

WITHIN THE SCHOOL VICTORIA POLICE

- calling 000 for urgent medical administering first aid and/or police assistance
- identifying a contact person at the school for future liaison with Police

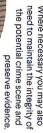
health or safety concerns to respond to immediate

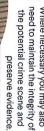
or volunteer to Victoria Police school staff member, contractor suspected child abuse involving a You must report all instances of

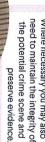


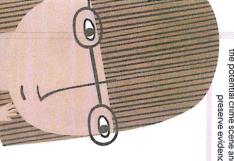












INDEPENDENT SCHOOLS

School Principal and/

or school chairperson

WITHIN THE FAMILY OR COMMUNITY

Q: Where does the source of suspected abuse come from? -

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

- in need of protection from child abuse
- at risk of being harmed (or has stability or development. impact on the child's safety, had, or is likely to have, a serious been harmed) and the harm has

GOVERNMENT SCHOOLS You must also report internally to

or leadership team School Principal and/

VICTORIA POLICE

grooming) to Victoria Police. suspected sexual abuse (including You **must also** report all instances of

CATHOLIC SCHOOLS

DET Security Services Unit Employee Conduct Branch

School Principal and/

or leadership team

Diocesan education office

You must also report to:

GOVERNMENT SCHOOLS You must also report internally to:

- School Principal and/or You must also report to: leadership team
- DET Security Services Unit

CATHOLIC SCHOOLS

You must also report to:

School Principal and/or

Diocesan education office leadership team

INDEPENDENT SCHOOLS

- School Principal and/or

significant concerns for their wellbeing you must still act. If you believe that a child is not subject to abuse, but you still hold

support), or to DHHS Child Protection or Victoria Police. FIRST (in circumstances where the family are open to receiving This may include making a referral or seeking advice from Child

CONTACTING PARENTS/CARERS

ONGOING PROVIDING

information can be shared with Victoria Police to determine what with DHHS Child Protection or Your Principal must consult

- not to contact the parents/ parent/carer to be contacted) and does not wish for their or the child is a mature minor to have engaged in the abuse. where the parents are alleged carer (e.g. in circumstances
- must be done as soon as possible provide agreed information (this incident, disclosure or suspicion) preferably on the same day of the

Your school must provide SUPPORT

parents/carers. They may advise

to contact the parents/carers and

wellbeing professionals direct support and referral to development of a safety plan, Strategies may include of your duty of care requirements. development of a Student Support by abuse. This should include the support for children impacted professionals. This is an essential part Plan in consultation with wellbeing

of abuse. This includes reporting new information to authorities aware of a further instance or risk Actions every time you become You must follow the Four Critica

CONTACT

DHHS CHILD PROTECTION

South Division 1300 655 795 North Division 1300 664 9777

West Division (Metro) 1300 664 9777 West Division (Rural) 1800 075 599 East Division 1300 360 391

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

VICTORIA POLICE www.dhs.vic.gov.au CHILD FIRST

000 or your local police station

(03) 9589 6266 DET SECURITY SERVICES UNIT

AND RECOVERY UNIT STUDENT INCIDENT

(03) 9637 2934

EMPLOYEE CONDUCT BRANCH

(03) 9637 2595 DIOCESAN OFFICE

Sandhurst **(03) 5443 2377** Sale (03)5622 6600 Ballarat (03) 5337 7135 Melbourne **(03) 9267 0228**

VICTORIA INDEPENDENT SCHOOLS