

## ***RESPONDING TO SUSPECTED CHILD ABUSE POLICY***

### **[Standard 5]**

#### **Rationale**

- Mandatory reporters must make a report to the Department of Health and Human Services (DHHS) (Child Protection) as soon as practicable if, in the course of practising their profession or carrying out their duties, they form a reasonable belief that a child or young person is in need of protection, as a result of physical injury or sexual abuse, and the child's parents are unable or unwilling to protect the child from that abuse.
- Any person who forms a belief on reasonable grounds that a child or young person is in need of protection may report their concerns to DHHS Child Protection or Victoria Police.

#### **Purpose**

- To ensure Kew Primary School complies with the legislative requirements of MO 870.
- To ensure the school demonstrates its commitment to creating a child safe environment.
- To raise awareness within the school community of the importance of child safety.
- To ensure the school has in place strategies to enhance the Child Safe Standard 5.
- To ensure the school discharges its duty of care to students.

#### **Implementation**

- This policy is intended for School Leadership, staff, School Council, visitors, volunteers and contractors.
- The safety and wellbeing of all children is the school's highest priority.
- The school has **zero tolerance of child abuse**.
- The school has a process for responding to and reporting suspected child abuse.
- Teachers as mandatory reporters and non-teaching staff are expected to report to DHHS or the police as soon as possible if they form a reasonable belief that a child or young person is in need of protection
- The Principal should be informed as soon as practicable.
- Staff are to use the Incident Report Form (Appendix A) to record any incident, disclosure or suspicion that a child has been, or is at risk of being abused. The Incident Report Form/s can be provided to a child or their family if they disclose an allegation of abuse or safety concern in our school.

#### **When to use the Incident Report Form**

- Staff should use the Incident Report Form/s to document any incident, disclosure or suspicion that a child has been, or is at risk of being abused. The Incident Report Form should be used in conjunction with the: Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse. (Please refer to Appendix B.)
- Completing the Incident Report Form should not impact on reporting times. If a child is in immediate danger, school staff should report immediately to Victoria Police on 000.
- Whilst the school staff 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.
- When completing the Incident Report Forms, staff should collect and 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 the school staff if they are required to provide evidence to support any decisions.
- The incident may involve physical injury or emotional disturbance. The incident may occur in the school environment or outside. It may involve staff, students or those close to them. The network of those involved in a traumatic event can be wide, especially if it directly involves the school.
- If deemed necessary, counselling will be provided for all those who may be impacted by the incident. A Critical Incident Recovery Team may be formed to manage the short and long term effects. For full details, please refer to the school's *Emergency & Critical Incidents Policy*.
- While school should operate as normally as possible, some degree of flexibility should exist.

- With due regard to information privacy, it is essential that people be given clear, accurate information at all times.
- Please refer also to the school's Child Safety (*Mandatory Reporting*) *Responding & Reporting Policy, Emergency & Incident Reporting Policy, Police & DHHS Interviews Policy, Medical Emergencies Policy and the Responding to Student Sexual Offending Policy.*

### **Evaluation**

- This policy, first developed in this format in April 2019, will be reviewed every two years as per the VRQA requirements or earlier if there are legislative or other changes required in the interim (latest PROTECT update 11 April 2018).

This policy was ratified by School Council 6 August 2019

References:

Creating a Child Safe Organisation Guide  
Child Safe Standards Toolkit

[www.education.vic.gov.au/school/Principals/spag/safety/Pages/childsafestandards.aspx](http://www.education.vic.gov.au/school/Principals/spag/safety/Pages/childsafestandards.aspx)

and

Protect – Identifying All Forms of Child Abuse in Victorian Schools 11 April 2018

[www.vrqa.vic.gov.au/child safe](http://www.vrqa.vic.gov.au/child safe)

## **Appendix A**

### **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*

### **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):

**DISCLOSURE OR SUSPICION**

**GROUND FOR YOUR BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF ABUSE**

INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THAT 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:

NOTHING IF THEY ARE WITHIN THE SCHOOL OR WITHIN THE FAMILY AND COMMUNITY (THIS WILL IMPACT ON WHO YOU REPORT TO)

ADDRESS:

CONTACT DETAILS:

## APPENDIX B

# FOUR CRITICAL ACTIONS FOR SCHOOLS

## Responding to Incidents, Disclosures and Suspicions of Child Abuse

All staff members must implement the four critical actions set out below.

However, all staff members are required also to notify the Principal if they have formed a belief about child abuse and therefore are obligated to make a report. All staff members will be supported through this process by the Principal.

### 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.

### ACTION 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.

#### IF THE SOURCE OF SUSPECTED ABUSE IS 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.

You **must also** report **internally** to:

- School Principal
- Employee Conduct Branch
- DET Security Services Unit

#### IF THE SOURCE OF SUSPECTED ABUSE IS FROM 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:

- School Principal
- DET Security Services Unit

### ACTION 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/carers (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 parents/carers 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).

#### **ACTION 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 etc.

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.

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**.