

CHILD SAFETY RESPONDING AND REPORTING OBLIGATIONS POLICY

The following steps will ensure our school complies with the four critical actions as well as additional actions required under the Child Safe Standards.

The Wellbeing Assistant Principal must ensure:

all relevant information is reported to the Department of Families, Fairness and Housing (DFFH) Child Protection, Victoria Police or relevant services where required
() [eduSafe Plus portal](#) or the Incident Support and Operations Centre (1800 126 126) in accordance with the severity rating outlined in the [Managing and Reporting School Incidents Policy](#)
all [reportable conduct](#) ()
Employee Conduct Branch (03 7022 0005) where a reportable conduct allegation is made against the Principal, the Regional Director must be informed who will then make a report to Employee Conduct Branch

NOTE: In circumstances where staff members are legally required to report child abuse to DFFH Child Protection or Victoria Police and they are unable to confirm that the information has been reported by another person at the school or the designated member of school staff does not agree that a report needs to be made, the staff member who has formed the reasonable belief must still contact DFFH Child Protection and Victoria Police to make the report.

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 or The Orange Door (in circumstances where the family are open to receiving support) DFFH Child Protection or Victoria Police.

3. Contacting parents or carers

The Wellbeing Assistant Principal must ensure parents and carers are notified unless advised otherwise by DFFH Child Protection or Victoria Police, or there are other safety and wellbeing concerns in relation to informing parents/carers.

Keysborough Secondary College Principals may contact the Department of Education Legal Division for advice on notifying parents and carers, and where relevant, the wider school community. For further guidance, refer to [PROTECT Contacting parents and carers](#)

4. Ongoing protection and support

The Wellbeing Assistant Principal and other responsible staff or teams must ensure appropriate steps are taken by the school to protect the child and other children from any continued risk of abuse. These steps must be taken in consultation with any relevant external agency or Department staff such as DFFH Child Protection, Victoria Police, Legal Division or Employee Conduct Branch. Ongoing protection will also include further reports to authorities if new information comes to light or further incidents occur.

Appropriate, culturally sensitive and ongoing support must be offered and provided to all affected students. Ongoing support will be based on any available advice from the Department, parents and carers, health practitioners, and other authorities (such as DFFH or Victoria Police) and may include referral to wellbeing professionals, development of a safety plan, student support group meetings, and, for student-to-student incidents, behaviour management and support measures.

5. Recordkeeping

The Wellbeing Assistant Principal will ensure that:

detailed notes of the incident, disclosure, allegation or suspicion are taken using the [Responding to Suspected Child Abuse: Template](#) or the [Responding to Student Sexual Offending: template](#) including, where possible, by the staff member or volunteer who reported the incident, disclosure, or suspicion to them
detailed notes are taken of any immediate or ongoing action taken by the school to respond to the incident, disclosure, allegation or suspicion
all notes and other records relating to the incident, disclosure, allegation or suspicion, including the schools immediate and ongoing actions, are stored securely in the Wellbeing h secure and fire-resistant office filing cabinet.

For school visitors and school community members

All community members aged 18 years or over have legal obligations relating to reporting child abuse refer to Appendix A for detailed information.

Any person can make a report to DFFH Child Protection or Victoria Police if they believe on reasonable grounds that a child is in need of protection. For contact details, refer to the [Four Critical Actions](#).

Members of the community do not have to inform the school if they are making a disclosure to DFFH Child Protection or the Victoria Police. However, where a community member is concerned about the safety of a child or children at the school, the community m

APPENDIX A:

grounds that a child is in need of protection even if they are not a mandatory reporter listed above.

'Reasonable excuse' is defined by law and includes:

fear for the safety of any person including yourself or the potential victim (but not including the alleged perpetrator or an organisation)
where the information has already been disclosed to Victoria Police and you have no further information to add (for example, through a mandatory report to DFFH Child Protection or a report to Victoria Police

APPENDIX B: MANAGING DISCLOSURES OF CHILD ABUSE

Important information for staff

listen to the student and allow them to speak

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

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

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