



This procedure should be read in conjunction with the Flinders Christian Community College Child Safety Policy and Mandatory Reporting Form.

The steps in this procedure are to be taken as quickly as possible to ensure the safety of the child.

Step	Internal procedure	External procedure
1	A person receives information which causes them to feel concern for the safety and/or health and wellbeing of a child (person).	Reporting obligation may be triggered at this point. See Schedule 1 for further information.
2	Person communicates their concern to the Campus Principal and/or the Executive Principal or Child Safety Officer or proceeds to step 4 (failing contact with persons above), as soon as reasonably practicable.	
3	<p>Campus Child Safety Officer discuss and clarify any issues with the person in a confidential manner, provide immediate support to the student and person concerned, and contact the caregiver as appropriate. The caregiver should not be contacted until it is believed that on reasonable grounds that the student is at risk.</p> <p>In ensuring immediate safety, the Campus Principal/Child Safety Officer will take steps to remove or reduce that risk and protect any child connected to the alleged child abuse until the allegation is resolved</p>	See Schedule 1.

	NB: It may be necessary to seek legal advice at this point.	
4	The person completes the Mandatory Reporting Form and makes a report under the applicable legislation. The Campus Principal and/or the Executive Principal notify care givers as appropriate.	<p>Make a report in writing to appropriate external body (e.g. Police/SOCIT or DHS). See Schedule 1.</p> <p>Ring DHHS at on 1300 360 391. Ask for Child safety. Record date/time/person on the Mandatory reporting form.</p> <p>Complete the Mandatory Reporting Form and use the information as the basis for the report.</p> <p>Request that if an interview is to take place at the College, the visiting police officer is in plain clothes at the time of the interview and that appropriate arrangements are made for a private meeting room.</p>
5	<p>If the student is agreeable to being interviewed by DHS, Child Safety Officer should offer to be present at the interview to support the student.</p> <p>The College will take into account the diversity of all Children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander Children, Children from culturally and linguistically diverse backgrounds, Children with disabilities, and Children who are vulnerable, and make reasonable efforts to accommodate these matters.</p>	If the student is agreeable to being interviewed by DHS, the Child Safety Officer should offer to be present at the interview to support the student.
6	Child Safety Officer liaises with external body, and communicates with internal representatives (Campus Principal), regarding next steps / risk minimisation strategy.	Find out from the external body whether it will conduct an external investigation and whether the organisation is able to / should carry out its own internal investigation at the same time. Ask that the College be informed of each step of the procedure.

7	If the person alleges that a crime has been committed by a College staff member, that person is suspended on full pay pending investigation. The Campus Principal and/or the Executive Principal will also establish a suitably independent investigation by a qualified person and other risk minimisation strategies (e.g. advise P&C, inform relevant parties including care givers)	
8	Keep parties updated as necessary and appropriate to ensure that all parties understand the steps being taken and the process.	
<i>If internal and external investigation conducted at the same time</i>		
6A	Provide the external body with regular updates about the investigation being carried out by / with the College.	Request regular updates from the external body regarding its investigation. Provide regular updates to the external body as appropriate regarding the investigation being carried out by / with the College.
7A	Provide the external body with the findings of the internal investigation and associated outcomes as required and appropriate.	Obtain the findings of the investigation conducted by the external body and associated outcomes as required and appropriate.
<i>If an investigation is conducted by the College</i>		
6B	Provide the external body with regular updates about the internal investigation.	
7B	Provide the external body with the findings of the internal investigation and associated outcomes as required and appropriate.	
<i>Post review / investigation of concern raised</i>		
	Campus Principal and/or the Executive Principal advises the person that raised the concern and any other relevant parties	

	(such as a parent, care giver, teacher etc) as to the outcome of the review / investigation, subject to the comments about confidentiality below. This will be done both verbally and in writing where possible.	
	<p>Continued risk management and continued monitoring to occur as required with participation of the relevant teams, such as the school welfare department, people and culture and members of the risk compliance committee.</p> <p>NB: The process, policies and procedures will be reviewed as part of this process to ensure that they worked appropriately to ensure child safety at the College.</p>	

Special comments

- Fulfilling the roles and responsibilities contained 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 child abuse.
- Following a report, it is important to protect confidentiality and the interests of the child and family at all times.
- Human Services will only interview the student if he/she is agreeable.
- The family will not be contacted until it is believed that the student is at risk.
- If the incident which caused the report to be made has occurred in the past - the student may be seen to be no longer at risk and no further action may be taken.
- The identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives written permission for the information to be divulged. Such confidentiality should also be requested by members of the Campus Principal and/or the Executive Principal, and any other person who may become aware that a notification is to be, or has been, given.
- Throughout the entire process of observation, discussion and reporting, the interests of the child and child's family should be protected from unnecessary disclosure of information concerning abuse.
- Following the making of a report to the DHS, any investigation that takes place is the responsibility of Human Services.

- The College will make, secure and retain records of the allegation of child abuse and the school's response to it (i.e. maintain written records about the disclosure, the internal consultation process and the report).

SCHEDULE 1

Overview of Reporting Obligations in Victoria

Legislation	Who	Circumstances	Obligation	Exceptions/Defence	Penalty
<p>Failure to disclose sexual offence committed against child under the age of 16 years:</p> <p>s 327 <i>Crimes Act 1958</i> (Vic)</p>	<p>Any person 18 years or over</p>	<p>Reasonable belief of sexual offence against a child</p> <p>Child is <16</p>	<p>Mandatory obligation to report to police information which leads to reasonable belief</p>	<p>Various</p>	<p>3 years imprisonment</p>
<p>Mandatory reporting:</p> <p>s 184 <i>Children, Youth & Families Act 2005</i> (Vic)</p>	<p>Particular professionals:</p> <ul style="list-style-type: none"> • registered teachers and Principals (government and non-government) • nurses & midwives • registered medical practitioners 	<p>A belief on reasonable grounds arises in the course of carrying out duties of office, position or employment, that a child is in need of protection (due to neglect or abuse), and the child's parents have not protected or are unlikely to protect the child from harm</p> <p>Child is <17</p>	<p>Mandatory obligation to report to DHHS</p>	<p>Person honestly and reasonably believed that all of the reasonable grounds for his or her belief had already been reported</p>	<p>Fine</p>
Legislation	Who	Circumstances	Obligation	Exceptions/Defence	Penalty
<p>Report to DHHS or police</p> <p>s 183 <i>Children, Youth & Families Act 2005</i> (Vic)</p>	<p>Any person</p>	<p>Believes on reasonable grounds that a child is in need of protection</p>	<p>May report to DHHS or police that belief and the reasonable grounds for it.</p>	<p>None</p>	

<p>Child displaying sexually abusive behaviours: s 185 <i>Children, Youth & Families Act 2005 (Vic)</i></p>	<p>Any person</p>	<p>Any person may report if they believe on reasonable grounds that a child is in need of therapeutic treatment because they have exhibited sexually abusive behaviours</p> <p>Child is aged 10 - 14</p>	<p>May report to DHHS the belief and the reasonable grounds for it.</p>	<p>None</p>	
<p>Concern for the wellbeing of a child s 28 <i>Children, Youth & Families Act 2005 (Vic)</i></p>	<p>Any person</p>	<p>A person may make a report to DHHS if they have a significant concern for the wellbeing of a child</p> <p>Child is <17</p>	<p>May report to DHHS a significant concern</p>	<p>None</p>	