FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

PROTECT

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.

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.

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/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 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.

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.
  You must also report internally to:
  • 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.

- 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.

CONTACT

DHHS CHILD PROTECTION
- AREA
  • North Division 1300 564 9777
  • South Division 1300 655 785
  • East Division 1300 380 391
  • West Division (Rural) 1800 075 988
  • West Division (Metro) 1300 664 9777

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

- CHILD FIRST
  www.dhhs.vic.gov.au

- VICTORIA POLICE
  000 or your local police station

DET SECURITY SERVICES UNIT
- (03) 9659 6266

STUDENT INCIDENT AND RECOVERY UNIT
- (03) 9637 2343

EMPLOYEE CONDUCT BRANCH
- (03) 9637 2585

DIOCESE OFFICE
- Melbourne (03) 9267 0228
- Ballarat (03) 5377 7195
- Sale (03) 622 0600
- Sandringham (03) 5443 2377

INDEPENDENT SCHOOLS VICTORIA
- (03) 9825 7200