



Oakleigh Grammar

Policy Document Name	Child Safe
Date Ratified by Board Chairman on behalf of Board of Management	7 December 2021
Date for Review	August 2022

1. Preamble

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870. Underpinning the information and procedures discussed in this policy is the *Children, Youth and families Act 2005*.

The Child Safe Officer is responsible for the monitoring and overall School compliance with the Child Safe and Mandatory Reporting policies and procedures.

2. Purpose

The purpose of this document is to outline to the Oakleigh Grammar school and community how the School promotes and maintains the safety and welfare of children and complies with the Child Safe Standards.

- **Standard 1:** Strategies to embed an organisational culture of child safety, including through effective leadership arrangements
- **Standard 2:** A child safe policy or statement of commitment to child safety
- **Standard 3:** A code of conduct that establishes clear expectations for appropriate behaviour with children
- **Standard 4:** Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- **Standard 5:** Procedures for responding to and reporting suspected child abuse
- **Standard 6:** Strategies to identify and reduce or remove risks of child abuse
- **Standard 7:** Strategies to promote the participation and empowerment of children.

The Child Safe Policy (the Policy) aims to provide policy guidance to assist students, staff, contractors, volunteers and other stakeholders in maintaining best practice in Child Safety. A key policy outcome is to minimise the risk of harm to children and promote their participation and wellbeing. The Policy also encourages the involvement of everyone in our community to create and maintain a safe, aware and welcoming environment for all.

The policy should be read in conjunction with the:

- Practices and Procedures for a Child Safe School,
Mandatory Reporting Policy
Staff Conduct and Professional Boundaries Policy
Code of Conduct School Community Policy
ICT Acceptable Use and Social Media Policy
Privacy Policy*

3. Statement of Commitment to Child Safety

Oakleigh Grammar is committed to child safety. All students have a right to feel safe and to be safe. We want our students to be safe, happy and empowered. We support and respect all children, as well as our teachers, non-teaching staff and volunteers. We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our rigorous policies and procedures.

Teachers and employees of the School, have a legal and moral responsibility to respond to situations involving:

- child abuse
- allegations of child abuse
- concern of potential child abuse
- managing the risk of child abuse
- providing support to a child at risk of child abuse and to actively maintain a safe school environment* both during school hours and outside the school day.

The School environment is created by the School community wherever they may be. Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. The School is committed to promoting a culture of child safety.

Our School has robust human resources and recruitment practices for all teachers, non-teaching staff and volunteers.

Our School is committed to regular professional training of our teachers, non-teaching staff and volunteers on child abuse risks.

Our School takes account of the diversity of all children including (but not limited to) Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, children with disabilities, children who are vulnerable, and international students, to provide a safe and caring environment.

We have specific policies, procedures and training in place that support our leadership team, teachers, non-teaching staff and volunteers to achieve these commitments. The School is committed to undertaking a yearly review of the child safe policies and procedures, or following any significant incidents if they occur. The child safe policies and procedures are considered to be dynamic documents that will be continually monitored and improved.

The School will make regular and frequent public statements to demonstrate its commitment to child safety and to raise an awareness of the School community's collective responsibility to ensure all children are safe from harm. This will be done via newsletters, emails, parent information evenings, social media and website.

This policy will be made publicly available on the School's website and from reception.

The School will put in place arrangements to ensure that the school community (including applicants for jobs) is informed about the School's child safe policies, procedures and allocated roles and responsibilities.

4. Policy Guidelines and Scope

4.1 The policy and procedures contained in this document apply to all people involved in the School, including:

- members of the Board of Management
- employees (permanent and casual)
- volunteers
- contractors, including tutors
- external education providers
- work experience students
- allied health service providers
- homestay providers
- any other visitors.

All School staff, contractors and volunteers must familiarise themselves with this Policy and respond appropriately and in accordance with the provisions of this Policy to concerns of Child Abuse.

4.2 Staff, volunteers and visitors must abide by our Child Safe Policy which specifies the standards of conduct required when working with children.

4.3 The Child Safe Officer undertakes the role of ensuring the Board of Management is provided appropriate guidance and training for managing the risk of child abuse on an annual basis. Regular updates will also be provided to the Board.

4.4 At the beginning of each year all staff of the School will revisit relevant Child Safety policies and procedures and throughout the year staff will participate in professional learning to identify, assess, and minimise risks of child abuse; mandatory reporting, child protection and other matters that affect children and young people. At the commencement of each year, all staff will complete an annual declaration that they have read and understand the relevant Child Safe, Mandatory Reporting, Staff Conduct & Professional Boundaries and ICT Acceptable Use and Social Media Policies.

4.5 At the commencement of the year, appropriate guidance and training is provided in:

- a. the individual and collective obligations and responsibilities for managing the risk of child abuse
- b. child abuse risks in all school environments
- c. the school's current Child Safe Standards

For

- the Board of Management
- teaching and non-teaching staff
- casual relief staff and emergency teachers
- student teachers
- third party education providers, including tutors, visiting music teachers, allied health providers
- contracted school services and related services
- volunteers
- for international students (homestay/guardian providers and outsourced homestay company staff)

All visitors, contractors and external providers are provided with a copy of the Oakleigh Grammar Child Safe Advice document which outlines their responsibilities in regard to maintaining a child safe environment.

- 4.5 The school community will be informed about child safety practices via newsletters, emails, parent information evenings, social media and website. Families will be advised of the Child Safe Policy, and its existence on the School website, at the beginning of each year. Versions of the policy written in other languages will be made available on request.
- 4.6 All people engaged in work at Oakleigh Grammar including volunteers, external providers (e.g. visiting music teachers, allied health professionals etc) and contractors are required to carry and wear a lanyard containing their Oakleigh Grammar visitor identification. Staff are to approach anyone not wearing their lanyard and direct them to the office.
Teachers and general staff are to wear their school lanyard and identification or 'school identification badge' at all times.
All visitors to the campus must sign in at reception or at the ELC.
All volunteers, guests, contractors, external providers must show their Working with Children Certificate at reception before being allowed to enter the premises. Details of the WWC are to be recorded.
- 4.7 Reasonable steps will be taken to ensure that Oakleigh Grammar engages the most suitable and appropriate people to work with children. Interview and referee checks (at least 2) are to be conducted on new employees. VIT registration is a requirement of all teaching staff.
- 4.8 All new employees and contractors will undergo induction and receive a copy of our Child Safe Policy and Staff Conduct and Professional Boundaries Policy before they commence.
- 4.9 It is the responsibility of the Head of Admissions to ensure that all homestay checks have been completed before a student commences their homestay. All homestay providers and guardians will undergo a briefing and receive a copy of our Child Safe Policy.
- 4.10 All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety (refer to Privacy Policy).
- 4.11 Risk management strategies are to be put in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child at the school on social media).
- 4.12 Strategies will be put in place to promote participation and empowerment of children. Students will participate in clear and appropriate programs regarding empowerment of children including anti-bullying, cyber-safety, child-safety and resilience.

At the commencement of each year, the Head of School, will ensure that all students have had a briefing on child safety and the processes and procedures in place to support them. Age appropriate references will be made to the Child and Youth Safe Protect document that is published in the student diary.

The Child Safe (Student Friendly) Policy is made available on the School website, on display in prominent locations throughout the school and discussed with the students in the annual briefings.

Where necessary the Head of School will ensure that materials are differentiated to support all students, especially younger students, people from culturally or linguistically diverse backgrounds and students with disabilities.

Throughout each school, there will be relevant displays that provide advice to students of different ages.

- 4.13 All allegations of abuse and safety concerns will be reported to the Principal and/or the Deputy Principal – Operations.
- 4.14 Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter. It is the school's responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (refer to Mandatory Reporting Policy). Factors contributing to reasonable belief may be:
 - a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
 - behaviour consistent with that of an abuse victim is observed
 - someone else has raised a suspicion of abuse but is unwilling to report it
 - observing suspicious behaviour.

Concerns are to be raised with the Principal, Child Safe Officer (Deputy Principal - Operations) or member of the Senior Leadership Team in the first instance.

- 4.15 Where the student is over the age of 18 and discloses or is the alleged victim of any type of abuse, as outlined in this Policy, the School will provide support to the student and contact Child Protection and the Police immediately for further investigation.
- 4.16 In the case of a reportable conduct allegation i.e. employee misconduct involving the care, supervision and authority over children, the School will make a report to the Commission for Children and Young People (CCYP) and VIT.
- 4.17 Advice to be sought from external agencies, e.g. chaplain, psychologist, to support students/staff.

5. Definitions of Forms of Child Abuse

- 5.1 **Physical Abuse** occurs when a person purposefully injures or threatens to injure a child. The abuse can take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures. This does not include reasonable discipline, although it may result from excessive or inappropriate discipline.
- 5.2 **Psychological/Emotional Abuse** occurs when a child is repeatedly rejected or frightened of threats. The abuse can involve name calling, being put down or continual coldness from a parent or caregiver to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired.
- 5.3 **Neglect** occurs when there is a failure to provide a child with the basic necessities of life, such as food, clothing, shelter, supervision, medical attention or care to the extent that the health, safety, or development of the child is significantly impaired or placed at risk.
- 5.4 **Sexual Abuse** occurs when a child is used by an adult, another child or adolescent for his or her own sexual stimulation or gratification. These can be contact or non-contact acts, including grooming by perpetrators, inappropriate touching, penetrative abuse, exposure to pornography and accessing child pornography.
- 5.5 **Exposure to Domestic Violence** occurs when a child witnesses or experiences the chronic domination, coercion, intimidation and victimisation of one person to another by physical, sexual or emotional means within a domestic relationship or in the home environment.
- 5.6 **Grooming** occurs when communication or conduct is linked to the intention of facilitating the involvement of a child in sexual behaviour with an adult, indicators include but are not limited to:
 - developing special relationships with, favouring or giving gifts to a child
 - inappropriate interactions with a child either in person or via forms of media and electronic devices
 - asking a child to keep a secret of any aspect of their relationship
 - testing of or ignoring professional boundaries or rules

Grooming behaviour typically involves a graduation from attention giving and non-sexual touching to increasingly more intimate and intrusive behaviours.

Grooming is not a single act of unprofessional or inappropriate conduct, but rather a pattern of behaviour where the trust of a child is gained and a ‘special relationship’ is developed between the adult and the child.

Grooming involves making the child feel important and special often by giving the child extra attention, privileges and gifts. In many cases, the child’s family is engaged by the adult to gain access to the child outside of school hours and the child is encouraged to see the adult as a friend.

6. Policy Details

6.1 Child Safe Officer

The Principal has appointed the Deputy Principal –Operations as Oakleigh Grammar’s Child Safe Officer closely supported by the other members of the Senior Leadership Team, consisting of Heads of School and the Deputy Principal – Teaching and Learning. All are entrusted to lead in the protecting children from abuse and have procedures in place to address child abuse allegations and risks, and take responsibility for ensuring an appropriate response.

If any staff member believes a child is at risk of abuse/neglect they are to contact the Child Safe Officer or a member of the Senior Leadership Team (HOS, DPs) and collectively make follow the **Four Critical Actions for Schools**. (See Appendix).

The staff member should immediately contact Victoria Police if a child is at risk or a criminal offence may have been committed.

6.2 Our Children and Youth

This policy is intended to empower our students who are vital and active participants in our School. We endeavour to involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our School, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the safety, participation and empowerment of Aboriginal children
- promote the safety, participation and empowerment of our international students
- promote the safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.

Procedure for supporting our students

Actions to support or assist children who disclose child abuse or are otherwise linked to suspected child abuse include the following:

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words, at their own pace to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and that it is not their fault and that they are doing the right thing. Don’t dismiss what they say. It takes courage for a child to tell about abuse.
- Explain to them that this information may need to be shared with others, including their parent/carer and specific people in the School
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Don’t ask lots of questions.
- Make sure the child is safe and let them know you will do your best to stop them being harmed.
- Provide them with an Incident Report form to complete, or complete it together, if you think the child is able to do this.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them. Take measures to protect the child until the allegation has been resolved.
- Explain to them what you will need to do next.

- Ensure ongoing support is in place. Ensure they understand who they may continue to speak with including counselling (individual and/or family), our School Chaplain, connection with a trusted staff member.

In consultation with the counsellor, Child Safe Officer, Head of School and external wellbeing professionals, a *Student Support Plan* will be developed for any student that discloses child abuse or are otherwise linked to suspected child abuse. This may involve direct support or referral to external professionals.

The roles and responsibilities of staff members in supporting children may include the following:

- Acting as a support person for the child or young person.
- Attending DHHS Child Protection interviews
- Observing and monitoring the child's behaviour in an ongoing basis
- Liaising with professionals.

6.2.1 Protecting the student.

Following a report, it is important to protect confidentiality and the interests of the child and family at all times.

It is important to note that:

- DHHS will only interview the student if he/she is agreeable
- The family will not be contacted until it is believed there is a case and 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 permission for the information to be divulged. Such confidentiality should also be requested by the Child Safety Officer 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 student and their family should be protected from unnecessary disclosure of information concerning abuse

Following the making of a report, any investigation that takes place by that external authority (i.e. DHHS, the police or the Commission) is the responsibility of that authority.

6.3 Our teachers, non-teaching staff and volunteers

This policy guides our teachers, non-teaching staff and volunteers on how to conduct themselves when working with the students in our School.

All of our teachers, non-teaching staff and volunteers must agree to abide by our Child Safe Policy which specifies the standards of conduct required when working with children. All teachers, non-teaching staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the Child Safe Policy.

All homestay providers and guardians will be provided with information regarding our Child Safe Policy and the person to whom they should report any concerns to or seek further information.

6.4 Training and Monitoring of Staff

Training in the area of child safety and monitoring of staff is important to ensure that everyone in our School understands that child safety is everyone's responsibility.

Our organisational culture aims for all teachers, non-teaching staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our teachers, non-teaching staff and volunteers through ongoing observation and feedback to: develop their skills to protect children from abuse; and promote the safety of Aboriginal children and international students, the safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be inducted, mentored and monitored to ensure they understand our organisation's commitment to child safety. Every adult in the School has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to the School's **Staff Conduct and Professional Boundaries Policy** for more details on appropriate behaviour).

All volunteers, external providers and contractors will be provided with a copy of Child Safe Advice document.

Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services, Commission for Children and Young People (CCYP) and Victoria Police, depending on the severity and urgency of the matter.

6.5 Recruitment

We take all reasonable steps to employ qualified, skilled staff to work with our students. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers and parents, are required to hold a Working with Children Check or current VIT Registration and to provide documentary evidence.

We carry out a number of checks that include: reference check, identity check; Victorian Institute of Teaching Registration or Working with Children Card checks; to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision-making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

6.6 Fair procedures for Personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to our personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored in a child's central file.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

6.7 Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be teachers, non-teaching staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

7. Legislative Responsibilities

Our School takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so. Provide an environment where the School is aware and monitors the potential for grooming on campus and through social contact.
- **Teachers are mandatory reporters.** If a staff member believes a child is **at immediate risk of abuse** they are to contact the Deputy Principal -Operations (Child Safe Officer) and Head of School and collectively make a call.

A staff member should immediately contact Victoria Police if a child is at risk or a criminal offence may have been committed.

8. Risk Management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

The School has risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, all doors are lockable and have a window from which to view the internal space) and online environments (for example, no staff or volunteer is to have contact with a student on personal social media pages).

This policy will be reviewed every year and following significant incidents if they occur. We will ensure that families and students have the opportunity to contribute. Where appropriate we will work with local Aboriginal communities, culturally and/or linguistically diverse communities, homestays and people with a disability.

9. Allegations, Concerns and Complaints

The School takes all allegations seriously and has procedures in place to address an allegation or suspicion of child abuse or neglect. Our staff are trained to deal appropriately with allegations.

We work to ensure all children, families, teachers, non-teaching staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If any adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

10. Victorian Reportable Conduct Scheme

The Victorian Reportable Conduct Scheme is aimed at improving a school's response to an allegation of child abuse and/or neglect by an employee or volunteer. The Commission for Children and Young People (CCYP) is responsible for administering the scheme.

The Reportable Conduct Scheme has been designed to ensure that the CCYP will be aware of any allegation of employee misconduct involving the care, supervision and authority over children. The CCYP is able to share information with the WWC Unit, VIT and Police, to better prevent and protect children from abuse.

Reportable Conduct is any information that leads a person to form a **reasonable belief** that an employee of the school [including volunteers and contractors] has committed any of the conduct below [or has committed misconduct which may involve any of the following] against a child:

- **Sexual offences** committed against, with or in the presence of a child;
- **Sexual misconduct** committed against, with or in the presence of a child;
- **Physical violence** against, with or in the presence of a child;
- Any behaviour that causes **significant emotional or psychological harm** to a child;
- **Significant neglect** of a child

Conduct is not limited to sexual abuse.

A person does not need to be charged with, or found guilty of, a criminal offence for their behaviour to be reportable conduct.

11. Review

This Policy is to be examined and renewed on an annual basis.

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

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.

2 REPORTING TO AUTHORITIES / REFERRING TO SERVICES

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.

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, volunteer or visitor to Victoria Police.

You must also report internally to:

GOVERNMENT SCHOOLS

- School principal and/or leadership team
- Employee Conduct Branch
- DET Incident Support and Operations Centre

CATHOLIC SCHOOLS

- School principal and/or leadership team
- Diocesan education office.

INDEPENDENT SCHOOLS

- School principal and/or chairperson
- Commission for Children and Young People on 1300 782 978.

All allegations of 'reportable conduct' must be reported as soon as possible to:

GOVERNMENT SCHOOLS

- Employee Conduct Branch

CATHOLIC SCHOOLS

- Diocesan education office

INDEPENDENT SCHOOLS

- Commission for Children and Young People on 1300 782 978.

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:

GOVERNMENT SCHOOLS

- School principal and/or leadership team
- DET Incident Support and Operations Centre

CATHOLIC SCHOOLS

- School principal and/or leadership team
- Diocesan education office.

INDEPENDENT SCHOOLS

- School principal and/or chairperson.

YOU MUST TAKE ACTION

- You must act, by following the Four Critical Actions, as soon as you witness an incident, receive a disclosure or form a reasonable belief* that a child has, or is at risk of being abused.

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

As a school staff member, you play a critical role in protecting children in your care.

- It is strongly recommended that you use the **Responding to Suspected Child Abuse template** to keep clear and comprehensive notes, even if you make a decision not to report.

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)
- how to communicate with all relevant parties with consideration for their safety.

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 and support.

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.

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 and support.

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 a staff member believes a child is at risk of abuse/neglect they are to contact the Child Safe Officer (DP-Operations) and Head of School

CONTACT

DHHS CHILD PROTECTION AREA

North Division 1300 664 977
South Division 1300 655 795
East Division 1300 360 391
West Division (Rural) 1800 075 599
West Division (Metro) 1300 664 977

AFTER HOURS

After hours, weekends, public holidays: 13 12 78.

CHILD FIRST

[https://services.dhsvic.gov.au/
referral-and-support-teams](https://services.dhsvic.gov.au/referral-and-support-teams)

ORANGE DOOR

[https://www.vic.gov.au/familyviolence/
the-orange-door/](https://www.vic.gov.au/familyviolence/the-orange-door/)

VICTORIA POLICE

000 or your local police station

DET INCIDENT SUPPORT AND OPERATIONS CENTRE
1800 126 126

INCIDENT MANAGEMENT AND SUPPORT UNIT
1800 126 126

EMPLOYEE CONDUCT BRANCH
(03) 9637 2595

DIOCESAN OFFICE
Melbourne (03) 9267 0228
Ballarat (03) 5337 7195
Sale (03) 5622 6600
Sandhurst (03) 5443 2377

PROTECT  VICTORIA  cecv 





Oakleigh Grammar

Statement of Adherence to Child Safe Standards

I have read, understand and agree to adhere to the following Oakleigh Grammar policies related to Child Safety:

- *Child Safe*
- *Mandatory Reporting*
- *Staff Code of Conduct and Professional Boundaries*
- *ICT Acceptable Use and Social Media*

I acknowledge my responsibility to immediately report any breach of the Child Safe Standards to the School's Child Safe Officer or a member of the Senior Leadership Team.

Name: OG initials:

Signature:

Date: