

	<h1>Oakleigh Grammar</h1>	
<b>Policy Document Name</b>	<b>Child Safety Reporting Obligations Policy and Procedures (Including Mandatory Reporting)</b>	
<b>Date Ratified by Board of Management</b>	July 2023	
<b>Date for Review</b>	July 2024	

## 1. Preamble

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must and will 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. 1359*. Underpinning the information and procedures discussed in this policy is the *Children, Youth and families Act 2005*. All employees of the School undertake compulsory annual Mandatory Reporting training.

The Child Safety Officer (Deputy Principal – Student Wellbeing & Operations) is responsible for the monitoring and overall School compliance with the Child Safety Reporting Obligations Policy and Procedures, including Mandatory Reporting.

## 2. Purpose

The purpose of this Policy is to ensure that all staff and members of our school community understand the various legal and other reporting obligations related to child safety that apply to Oakleigh Grammar. It outlines what to do in the event of incidents, disclosures or allegations of child abuse against a child or student in the care of the School.

The specific procedures that are applicable at our school are contained at Appendix A.

The Policy must be read in conjunction with the Child Safety and Wellbeing Policy.

## 3. Scope

The policies and procedures contained in this document cover both contemporary and historical child abuse matters. The document applies to all staff, contractors, volunteers and all students at Oakleigh Grammar and across all programs and activities both on school grounds and offsite where Oakleigh Grammar students are involved or that are overseen by Oakleigh Grammar e.g. school holiday programs.

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

All teaching staff are required to complete the Mandatory Reporting eLearning Module on a regular basis, as a part of the School's child safe training.

Where a former student 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 the Police immediately for further investigation.

#### **4. Statement**

The School recognises that it is essential that the safety, health, welfare and wellbeing of its students are safeguarded at all times. Every person working or visiting the School is responsible for the ongoing care and protection of its students.

The School is committed to ensuring all incidents, disclosures or allegations of child abuse are reported immediately to the appropriate authorities and the child's wellbeing is at the centre of any actions or decisions that ensue. At Oakleigh Grammar we also recognise the diversity of the children and young people at our school and take account of their individual needs and backgrounds when considering child safety.

Oakleigh Grammar understands the important role our school plays in protecting children and young people from abuse including:

- Physical abuse
- Sexual abuse (including sexual exploitation)
- Family violence
- Emotional abuse
- Neglect (including medical neglect)
- Grooming

The staff at Oakleigh Grammar are required by law to comply with various child safety reporting obligations. The school adheres to the Child Safe Standards and Mandatory Reporting legislation. All School personnel, teachers, either voluntary or paid, who have formed a belief based on *reasonable grounds* of child abuse are to contact the Child Safety Officer and make a Mandatory Report.

In addition to Mandatory reporting the School requires **all** School staff members, contractors and volunteers, whether required by the legislation or not, who have formed a belief on reasonable grounds of any child abuse (sexual, physical, emotional/psychological, neglect, grooming or domestic violence), or who have had a student disclose child abuse directly to them or indirectly through another person, are to report to the School's Child Safety Officer (Deputy Principal – Student Wellbeing & Operations) or another member of the Senior Leadership Team or Principal immediately.

Staff need to be aware that some people from culturally and/or linguistically and/or intellectually diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police, and

communicating in English may be a barrier for some. Staff need to be sensitive to these issues and meet people's needs where possible, such as having an interpreter present (who could be a friend or family member).

If an allegation of abuse involves an indigenous child, staff will need to ensure a culturally appropriate response.

Some children with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters.

## **5. Reporting Procedures**

### **5.1. Overview**

The Child Safe Standards require schools to have processes for responding to and reporting suspected child abuse. This procedure is designed to provide guidance on what to do if a child discloses an incident of abuse, or if a parent/carer raises a concern or allegation of abuse.

Oakleigh Grammar will follow the *Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse (Four Critical Actions)* when responding to incidents, disclosures and suspicions of child abuse.

All staff have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students.

All staff at our school should discuss any concerns about the safety and wellbeing of students, or who believe that a child is in need of protection, even if it doesn't meet the threshold required for mandatory reporting or the staff member is not a mandatory reporter, should in the first instance, speak to the Principal, Deputy Principal – Student Wellbeing & Operations, or member of the Executive or should make the required reports to DHHS Child Protection and/or Victoria Police as necessary.

All staff must ensure that the Principal or the Deputy Principal - Student Wellbeing & Operations (Child Safety Officer) is aware of any incidents, suspicions or disclosures of child abuse as soon as possible after they occur and/or made aware. This will allow appropriate supports to be put in place for the student affected.

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

Nothing in this procedure prevents a staff member or any other person from reporting to the relevant authorities if they form a reasonable belief that a child is at risk of abuse.

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.

“Reasonable belief” is not the same as having proof. A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a ‘reasonable belief’ might be formed when:

- a child states that they have been sexually abused
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been sexually abused
- professional observations of the child’s behaviour or development leads a mandated professional to form a belief that the child has been sexually abused
- signs of sexual abuse leads to a belief that the child has been sexually abused.

“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, for example, through a mandatory report to DHHS Child Protection.

The Principal must be informed immediately of any report to Victoria Police, Child Protection or Child First.

### **5.1 Mandatory Reporting**

Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), school counsellors, principals and police and religious leaders) must report to DHHS Child Protection, as soon as practicable if, during the course of carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that a child needs protection from physical injury or sexual abuse, including

- a child has suffered, or is likely to suffer, significant harm as a result of physical abuse and/ or sexual abuse, and
- the child’s parents have not protected, or are unlikely to protect, the child from harm of that type.

A mandatory reporter who fails to comply with this legal obligation may be committing a criminal offence.

It is important for all staff at Oakleigh Grammar to be aware that they are legally obliged to make a mandatory report on each occasion that they form a reasonable belief that a child needs protection and they must make a mandatory report even if the Principal does not share their belief that a report is necessary.

At our school, all mandated school staff must undertake the Mandatory Reporting and Other Obligations eLearning Module annually. We also require/encourage all other staff to undertake this module, even where they are not mandatory reporters.

**Circumstances under which a mandated reporter must make a report** - While the Child Safe Standards focus on organisations, every adult who reasonably believes that a child has been abused, whether in their organisation or not, has an obligation to report that belief to authorities.

## **5.2 Child in Need of Protection**

Any person can make a report to **DHHS Child Protection (131 278 – 24-hour service)** or Victoria Police if they believe on reasonable grounds that a child needs protection.

Staff should discuss their concerns the Principal, Deputy Principal – Operations or other member of the Executive and follow the Four Critical Actions for Schools: Responding to Incidents.

At Oakleigh Grammar we also encourage all staff to make a referral to Child FIRST when they have significant concern for a child's wellbeing.

## **5.3 Reportable Conduct**

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.

In instances where a reportable allegation has been made, i.e. employee misconduct involving the care, supervision and authority over children, the matter will be managed in accordance with the Reportable Conduct Scheme administered by The Commission for Children and Young People (CCYP) and may be subject to referral to Victoria Police.

The Principal must make a report to the Commission for Children and Young People (CCYP) and VIT of any reportable conduct allegations involving current or former teachers or staff, contractors, volunteers (including parents), allied health staff and Board members employees.

There is an allegation of reportable conduct where a person has formed a reasonable belief that there has been:

- a sexual offence (even prior to criminal proceedings commencing), sexual misconduct or physical violence committed against, with or in the presence of a child;
- behaviour causing significant emotional or physical harm to a child;
- significant neglect of a child; or
- misconduct involving any of the above.

If school staff become aware of reportable conduct by any person in the above positions, they should notify the Principal immediately. If the allegation relates to the Principal, they should notify the Chair of Board of Management

#### **5.4 Failure to Disclose Offence**

Reporting child sexual abuse is a community-wide responsibility. All adults (ie persons aged 18 years and over), not just professionals who work with children, have a legal obligation to report to Victoria Police, as soon as practicable, where they form a 'reasonable belief' that a sexual offence has been committed by an adult against a child under the age of 16 by another person aged 18 years or over.

Failure to disclose information to Victoria Police (by calling 000 or local police station) as soon as practicable may amount to a criminal offence unless a person has a 'reasonable excuse' or exemption from doing so.

#### **5.6 Failure to Protect Offence**

This reporting obligation applies to school staff in a position of authority. This can include principals and deputy principals. Any staff member in a position of authority who becomes aware that an adult associated with their school (such as an employee, contractor, volunteer or visitor) poses a risk of sexual abuse to a child under the age of 16 under their care, authority or supervision, must take all reasonable steps to remove or reduce that risk.

This may include removing the adult (i.e. persons aged 18 years and over) from working with children pending an investigation and reporting your concerns to Victoria Police.

If a school staff member in a position of authority fails to take reasonable steps in these circumstances, this may amount to a criminal offence.

#### **5.7 Record Keeping – Incident Report**

Staff should keep comprehensive notes that are dated and include the following information:

- Description of the concerns (e.g. physical injuries, student behaviour)
- Source of those concerns (e.g. observation, report from child or another person)
- Actions taken as a result of the concerns (e.g. consultation with DP- Professional Culture and Junior School, School Coordinator, DP - Student Wellbeing & Operations, report to DHHS Child Protection).

An Incident Report form must be completed (see appendix).

Records which are reasonably likely to be needed for current or future legal proceedings, including any civil or criminal proceeding or any inquiry in which evidence may be given before a court or person acting judicially such as a Royal Commission or Board of Inquiry, cannot be destroyed. Even if the minimum requirement set out in a RDA has passed.

This retention and disposal authority covers records concerning allegations and incidents of child sexual abuse. It includes reporting, inquiring and investigation of allegations, as well as the provision of support and redress to individuals.

It also includes the development, implementation and review of organisational policy and guidelines in relation to the prevention, identification, and response to child sexual abuse incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

### **5.8 After A Report Is Made**

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:

- 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 be requested by the Child Safe 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. DHSS, police or the Commission) is the responsibility of that authority.

## **6. Governance Reporting**

The Principal will advise the Board of Management of any Mandatory Reports and Child Safety issues as part of the regular Board reports process.

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

## **7. For school visitors, volunteers and school community members**

All community members aged 18 years or over should be aware of their legal obligations – see Failure to disclose offence above, in this Policy. Any person can make a report to DHHS Child Protection if they believe on reasonable grounds that a child needs protection. For contact details see the Four Critical Actions.

## **8. Related Policies**

- Child Safety Code of Conduct
- Staff Conduct and Acceptable Behaviours Policy
- ICT Acceptable Use and Social Media Policy
- Student Welfare and Behaviour Management Policy
- Privacy Policy
- Complaints Policy

#### Additional Resources

- *Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse (Four Critical Actions)*
- Four Critical Actions: Student Sexual Offending
- Identifying and Responding to All Forms of Abuse in Victorian Schools.

## 9. Review

This Policy is to be reviewed annually, or after a significant incident involving this policy.

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## APPENDIX A: Child Safety Responding and Reporting Procedures.

### For students

- All students should feel safe to speak to any staff member to raise any concerns about their safety or any other concerns that they have.
- If a student does not know who to approach at Oakleigh Grammar they should start with Year Level Leader, Deputy Principals or Principal

### Managing disclosures made by students

#### If a child discloses an incident of abuse to you:

- 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 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, such as with 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.
- As soon as possible after the disclosure, record the information using the child's own words if this has not already been done, and report the disclosure to the Child Safe Officer (or member of Senior Leadership Team if the Child Safety Officer is absent) and together inform Child First or Child Protection.
- Ensure the disclosure is recorded accurately on an Incident Report form, and that the record is stored securely in a central file (Principal's office)
- Head of School to ensure that the essential details of any disclosure are reported to the Deputy Principal - Student Wellbeing & Operations for inclusion in the Central Annual Reports Register. Deputy Principal - Student Wellbeing & Operations to advise Principal.

In consultation with the School counsellor, Deputy Principal – Student Wellbeing & Operations (Child Safety Officer), and with either the Deputy Principal – Professional Culture & Junior School or Middle School Coordinator or Senior School Coordinator 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.

### **If a parent/carers says their child has been abused at School or raises a concern**

- Explain that the School has processes to ensure all abuse allegations are taken very seriously.
- Ask about the wellbeing of the child.
- Allow the parent/carers to talk through the incident in their own words.
- Advise the parent/carers that you will take notes during the discussion to capture all details.
- Explain to them the information may need to be repeated to authorities or others, including the Child Safety Officer, Child First or Child Protection.
- Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Provide them with an Incident Report form to complete, or complete it together.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.
- As soon as possible report the disclosure to the Child Safe Officer (DP- Student Wellbeing & Operations) (or member of Senior Leadership Team if the Child Safety Office is unavailable) and together inform Child First or Child Protection.
- Ensure the disclosure is recorded accurately on an Incident Report form, and that the record is stored securely in a central file.
- The School Coordinator or Deputy Principal – Professional Culture & Junior School to ensure that the essential details of the disclosure are reported to the Deputy Principal – Student Wellbeing & Operations for inclusion in the Central Annual Reports Register. Deputy Principal -Student Wellbeing & Operations to advise Principal.

## **Reporting suspicions, disclosures or incidents of child abuse - responsibilities of all school staff**

If a school staff member reasonably suspects or witnesses an incident of child abuse or receives a disclosure of child abuse, they must:

- If a child is at immediate risk of harm, separate alleged victims and others involved, administer first aid and call 000.
- Speak to the Principal or Deputy Principal – Student Wellbeing & Operations as soon as possible, who will follow the Four Critical Actions.
- Make detailed notes of the incident or disclosure using the Responding to Suspected Child Abuse: Template if available and ensure that those notes are kept and stored securely in locked office filing cabinet.

If the staff member is a mandatory reporter and reasonably believes that a student has suffered physical and/or sexual abuse from which the child's parents have not protected the child, they must ensure that a report to DHHS Child Protection or Victoria Police has been made by the Principal or member of the Executive.

If the report has not been made by another staff member, the mandatory reporter must make the report. If the staff member has formed a 'reasonable belief' that a sexual offence has been committed by an adult against a child, they must ensure that a report to Victoria Police has been made by the Principal.

If the report has not been made by another staff member, the staff member must make the report. In circumstances where a member of the leadership team disagrees that a report needs to be made, but the staff member has formed a 'reasonable belief' that the child needs protection and/or has been the victim of sexual abuse, the staff member must still contact DHHS Child Protection and/or Victoria Police to make the report.

The Principal is responsible for promptly managing the school's response to an incident, suspicion or disclosure of child abuse, and ensuring that the incident, suspicion or disclosure is taken seriously.

The Principal is also responsible for responding appropriately to a child who makes or is affected by an allegation of child abuse. If the Principal receives a report from a school staff member or member of the school community of a suspicion, disclosure or incident of child abuse, they must:

- Follow the Four Critical Actions as soon as possible, including:
  - Responding to an emergency
  - Reporting to authorities/referring to services
  - Contacting parents/carers
  - Providing ongoing support.
- Make detailed notes of the incident or disclosure, including actions taken using the Responding to Suspected Child Abuse: Template and ensure that those notes

are kept and stored securely in locked office filing cabinet. They are also responsible for ensuring that any staff member who reported the incident, disclosure or suspicion to them also makes and keeps notes of the incident.

- At Oakleigh Grammar, the Principal will be responsible for ensuring that there is a prompt response to the disclosure and that the child is appropriately supported. If the Principal is unavailable, the Deputy Principal – Student Wellbeing & Operations will take on the role and responsibilities described in this section.

## FOUR CRITICAL ACTIONS FOR SCHOOLS

# Responding to Incidents, Disclosures and Suspicions of Child Abuse

### YOU MUST TAKE ACTION

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

- 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.
- You **must** act if you form a suspicion/ reasonable belief, even if you are unsure and have not directly observed child abuse (e.g. if the victim or another person tells you about the abuse).
- 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.

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

## 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 school 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.

### OTHER CONCERNS

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

## 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.

## 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 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.

### 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.dhhs.vic.gov.au/referral-and-support-teams>

##### ORANGE DOOR

<https://www.vic.gov.au/familyviolence/the-orange-door.html>

#### 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 7135**  
Sale **(03) 5622 6600**  
Sandhurst **(03) 5443 2377**

#### INDEPENDENT SCHOOLS VICTORIA

**(03) 9825 7200**

##### THE LOOKOUT

The LOOKOUT has a service directory, information, and evidence based guidance to help you respond to family violence: <http://www.lookout.org.au>.

Family violence victims/survivors can be referred to **1800 Respect** for counselling, information and a referral service: **1800 737 732**.



PROTECT

THE EDUCATION STATE

VICTORIA State Government

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Education and Training

# Oakleigh Grammar

## Incident Report Form

This incident report form can be provided to a child or their family if they disclose an allegation of abuse or safety concern. Oakleigh Grammar staff can also use this form to record disclosures.

All incident reports must be stored securely in a central file.

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

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

If a staff member believes a child is at risk of abuse/neglect they are to contact the Child Safety Officer (DP-Operations) and Head of School and collectively undertake the **Four Critical Actions – Responding to Incidents, Disclosures, and Suspicions of Child Abuse**. Refer to Appendix.

This includes

- Responding to an emergency
- Reporting to authorities/referring to services
- Contacting Parents/Carers
- Providing ongoing support

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No

☐

Yes, Aboriginal

☐

Yes, Torres Strait Islander

☐

Please categorise the incident

**Physical violence**

**Sexual offence**

**Grooming**

**Serious emotional or psychological abuse**

**Serious neglect**


Please describe the incident

<b>When did it take place?</b>	
<b>Who was involved?</b>	
<b>What did you see?</b>	
<b>Other information</b>	

Parent/carer/child use (if required)

<b>Date of incident:</b>	
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<b>Time of incident:</b>	
<b>Location of incident:</b>	
<b>Name(s) of child/children involved:</b>	
<b>Name(s) of staff/volunteer involved:</b>	

Office use:

<b>Date incident report received:</b>	
<b>Staff member managing incident:</b>	
<b>Follow-up date:</b>	
<b>Incident reference number:</b>	

<b>Name of child</b>	
<b>Address</b>	
<b>Date of birth</b>	

Has the incident been reported?

<b>Child First</b>	
<b>Child Protection</b>	
<b>Police</b>	
<b>Another third party (please specify):</b>	

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
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