

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		Child Safe Procedure for Disclosure of Abuse or Possible Risk of Harm	
Document Classification:		Procedure	
Version:	1.1	Date:	14 May 2020

If a child makes a disclosure of abuse to any staff member or other member of the PVCC community, the community member must:

1. Understand that children who disclose that they are feeling unsafe or being abused must be heard, must be taken seriously and must be treated with sensitivity and compassion.
2. Listen to the child’s account of the incident/s and decide if they have formed a reasonable belief that the child has suffered or is likely to suffer significant harm as a result of abuse or neglect, and their parent has not protected or is unlikely to protect the child from harm of that type. A reasonable belief does not require proof.
3. **Report Suspected sexual abuse:**
Report to Victoria Police via SOCIT (Child Abuse Investigation Team) Mernda: [\(03\) 9216 1310](tel:0392161310)
Report to DHHS (Department of Health and Human Services) North Division Intake: 1300 664 977

Report Suspected Physical or Emotional Harm, Neglect or Other Types of Harm

Report to DHHS (Department of Health and Human Services) North Division Intake: 1300 664 977

In Victoria, any adult who form a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

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); professional observations of the child’s behaviour or development leads a 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

4. Complete the Child Safe Report Form for Responding to Allegations of Suspected Child Abuse and give to the PVCC Child Safety Officer (Celeste Putter).

After any mandatory report has been made:

- The PVCC Child Safety Officer will inform the Principal if the allegation is made against a College staff member so that the matter may be reported to the Commission for Children and Young People *Reportable Conduct Scheme*.
- The PVCC Child Safety Officer will ensure that support is made available to the child concerned through counselling and referral to external agencies.
- The PVCC Child Safety Officer will ensure that a staff member making the report has access to support through the PVCC EAP (by reporting to a member of the PVCC Executive that a staff member has made a mandatory report and may be in need of support. The Executive staff member will then organise for the EAP to be made available to the reporting staff member)
- The PVCC Child Safety Office will give statistical information of the report made to the Deputy Principal who will make this information available for the Principal to include in Principal’s Report to the Board.

Child Safe Report Form for Disclosure of Abuse or Possible Risk of Harm

Incident details

Date and time of report:	Date:	Time:
Name(s) of child/children involved:		
Name(s) of reporter(s): See note (*) below this table:		
Reporter's relationship to alleged victim(s)		

() If you believe the child is at immediate risk of abuse phone police on 000. Please note that the responsibilities contained in this reporting procedure do not replace or discharge other obligations if you reasonably believe this child is at risk of abuse.*

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Please categorise the incident

Physical violence	<input type="checkbox"/>
Sexual offence	<input type="checkbox"/>
Serious emotional or psychological abuse	<input type="checkbox"/>
Serious neglect	<input type="checkbox"/>

Please describe the incident

Time of incident	
Location of incident	
Name/s of who was involved	
Name/s of any witness	

Child Safety Officer to complete this section:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	

Has the incident been reported to:	Time	Date
DHHS Child Protection?		
Police?		
Another Agency?		
Principal or Principal's delegate?		
Decision not to report (list reasons and follow up actions)		

Decision not to report:	
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Protection arrangements made:	
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Signature of Child Safety Officer: **Date:**

All incident reports must be stored securely by the Child Safety Officer.

Process of Review:

COMPLETE THIS SECTION BETWEEN 4- 6 WEEKS AFTER AN INCIDENT, SUSPICION OR DISCLOSURE OF ABUSE IN CONJUNCTION WITH YOUR SCHOOL LEADERSHIP TEAM. THIS WILL SUPPORT YOU AND YOUR SCHOOL TO CONTINUE TO PROTECT CHILDREN IN YOUR CARE AND TO REFLECT ON YOUR PROCESSES AND THE NEED FOR ANY FOLLOW-UP ACTIONS.

SAFETY AND WELLBEING

Current Safety and Wellbeing of the Child
Is the child no longer in danger from abuse and harm, including exposure to family violence? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If not consider the need to make a further report)</i>
Does the child have any wellbeing issues that are not currently being addressed? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If so, consider how these can be addressed and captured within a student support plan)</i>

Current Wellbeing of Other Children Who May be Impacted by the Abuse
Are there any other children who may be impacted by the abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes
If so have their wellbeing needs been met? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, put a Wellbeing Plan into place)</i>

Current Wellbeing of Impacted Staff Member
Does the staff member who made the report/witnessed an accident, formed a suspicion or received a disclosure require any ongoing support? <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes has this been received, what support is required? Make recommended action to the principal. _____

Review of Actions Taken

Have school staff followed the four critical actions for school: Responding to incidents, disclosures or suspicions of child abuse?

Was an appropriate decision made in relation to when to act?

No Yes

Could the suspected abuse have been detected earlier?

No Yes

Action 1

Did the school take appropriate action in an emergency?

No Yes

Action 2

Was a report made to the appropriate authorities internally?

No Yes

Were subsequent reports made if necessary?

No Yes

Action 3

Did the school contact the parents/carers ASAP?

No Yes

Have the parents continued to be engaged if appropriate?

No Yes

Action 4

Has the school provided adequate support for the student?

No Yes

Has a student support plan been established, implemented and reviewed?

No Yes

Has a student support group been established?

No Yes

Was the student appropriately supported in any interviews?

No Yes

Have any complaints been received?

No Yes

Have the complaints been resolved?

No Yes

Approved By:

Date:



14/05/2020

Mr John Metcalfe
Principal