

## Mandatory Reporting Process: Four Critical Actions Responding to Incidents, Disclosures and Suspicions of Child Abuse

As a school staff member, you play a critical role in protecting children in your care. You must take action, by following the below process, if you witness an incident, receive a disclosure or form a reasonable belief that a child has, or is at risk of being abused

### 1. RESPOND TO AN EMERGENCY

(If there is no emergency or immediate risk of harm, Action 2 should be followed)

If required call 000 for urgent medical and/or Police assistance

Alert the Principal/ Deputy Principal. Request assistance from student reception/ College Counsellors

### 2. REPORTING AN INCIDENT, SUSPICION OR DISCLOSURE

If you witness an incident, receive a disclosure or form a reasonable belief that a child has, or is a risk of being abused you must inform one of the College Counsellors, the Deputy Principal Wellbeing, or the Principal

The College Counsellor will make an assessment, gather any further information as appropriate and **they** will report to the following appropriate authority/authorities:

**Victoria Police:** If the incident of suspected child abuse involves a school staff member, contractor, volunteer or school visitor. Or if the incident refers to suspected sexual abuse (including grooming)

**DHHS Child Protection:** If a child is considered to be in need of protection from child abuse. Or if they have been, or are at risk of being significantly harmed

**Other:** If it believed that the child is not subject to abuse, but there are still concerns, a referral to another agency such as Child FIRST/The Orange Door (if the family agrees) may be made

**CEM:** the College Counsellor will also record the report (without the child's name) to Catholic Education Melbourne, Diocesan office

### 3. CONTACTING PARENTS/CARERS

The College Counsellor will consult with Victoria Police and/or DHHS Child Protection to determine what information can be shared

The College Counsellors will then, when and if appropriate contact parents/carers

### 4. ONGOING SUPPORT

The College Counsellors will provide ongoing support to students/families/staff

The College Counsellor will document all actions taken and processes

The College Counsellor will inform the staff member (who initially became aware of the incident) of the actions taken. If the staff member is not satisfied with the actions taken, it is their responsibility to then make the report they feel is appropriate