

Process for responding to and reporting allegations of suspected child abuse [In Progress] v0.4



Summary

Objective

A process supporting Child safe standard 5 and the Bulleen Heights School child safe policy

Background

Ensure the school is compliant with Ministerial order 870

Owner Susan Merjan

Expert Rohan Gosden

Procedure

1.0 Respond to an incident

ALL STAFF

- a** Contact Victoria Police via your local Police station (it is important that you first contact your local police station, where appropriate they will refer you to the local sexual offences and child abuse investigation team). ALSO
- b** REPORT INTERNALLY. School Principal / Leadership team. (all instances) Government schools: Employee Conduct Branch and Security Services Unit
- c** Identify a contact person (School principal / leadership team) for future liaison with DHHS Child Protection and Victoria Police and seek advice about contacting parent / carers
- d** THE WIDER COMMUNITY: Report to DHHS Child Protection. (If the child is considered to be in need of protection due to 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) ALSO: Report suspected child abuse (including grooming) to Victoria Police. ALSO: Report internally to school principal or leadership team.
- e** Proceeding if advised not to make a report. In some circumstances the principal or leadership team may advise you not to proceed with reporting suspected abuse. Regardless of this advice, if you hold a reasonable belief that a child has been or is at risk of being abused, you MUST still make a report to DHHS child protection and / or Victoria Police. This report may be critical in protecting a child from abuse. If you fail to report you may not discharge your duty of care and in some circumstances you may be subject to criminal charges. See document 'PROTECT: Identifying and responding to all forms of abuse in Victorian schools. (DET 2016)

2.0 Make sufficient enquiries

ALL STAFF

- a** Form a reasonable belief to determine a child's immediate needs, however, once the reasonable belief has been formed it is not your role to investigate. This is the role of DHHS Child Protection or Victoria Police.
- b** Child abuse includes any instance of physical or sexual abuse (including grooming) emotional or psychological harm, serious neglect and family violence involving a child.

Triggers & Inputs

TRIGGERS

None Noted

INPUTS

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

None Noted

PROCESS LINKS TO THIS PROCESS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

ALL STAFF

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Susan Merjan

Process Expert Rohan Gosden

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Systems

None Noted