

Child Safe Standards Toolkit

1. PROTECT: Responding to Incidents, Disclosures and Suspicions of Child Abuse Template
2. Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse Flowchart
3. PROTECT: Responding to Student Sexual Offending Template
4. Four Critical Actions for Schools: Responding to Student Sexual Offending Flowchart
5. Source and further information

Version 4.4

16 December 2025



Introduction

Bacchus Marsh Grammar operates three campuses: Maddingley, Woodlea (which also includes an Early Learning Centre), and Staughton Vale. A description of each campus is as follows:

Maddingley Campus: Prep Reception – Year 12 consisting of approximately 2425 students

Woodlea Campus: Prep – Year 12 consisting of approximately 1665 students

Early Learning Centre at Woodlea: Caring for children from the ages of 3 through to 5 with a fully integrated kindergarten for children aged 3 to 5 years.

Staughton Vale Campus: 205 acres of various land uses that is used for student day excursions

This Toolkit applies to staff, visitors and contractors across all Bacchus Marsh Grammar Campuses and must be read in conjunction with the Child Safety Program Quick Reference Guide.

Purpose

This Child Safe Standards Toolkit is designed to give Staff, Visitors and Contractors information on what actions the School requires that must be taken to respond to child abuse and other harm.

It includes The Department of Education and Training, Catholic Education Commission of Victoria and Independent Schools Victoria's **PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse** (PROTECT Four Critical Actions) and **PROTECT Four Critical Actions for Schools: Responding to Student Sexual Offending** (PROTECT Four Critical Actions: Student Sexual Offending), which sets out the four actions that Staff must take to respond to child abuse.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.

PROTECT

RECORDING YOUR ACTIONS: RESPONDING TO SUSPECTED CHILD ABUSE

A TEMPLATE FOR VICTORIAN SCHOOLS

WHEN TO USE THIS TEMPLATE?

School staff should use this template to document any incident, disclosure or suspicion that a child has been, or is at risk of being abused. This template should be used in conjunction with the following: **Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse available at the end of this document.**

Completing this template should not impact on reporting times. If a child is in immediate danger, school staff should report immediately to Victoria Police.

Whilst you may need to gather the information to make a report, remember it is not the role of school staff to investigate abuse, leave this to Victoria Police and/or DHHS Child Protection.

WHY RECORD THIS INFORMATION?

When completing this template your aim should be to provide as much information as possible. This information will be critical to any reports and may be sought at a later date if the matter is the subject of Court proceedings. These notes may also later assist you if you are required to provide evidence to support any decisions.

It is a requirement under ***Ministerial Order No. 1359*** for schools to keep clear and comprehensive notes on all observations, disclosures and other details that led them to suspect the abuse.

RESPONDING TO AN INCIDENT, DISCLOSURE OR SUSPICION OF CHILD ABUSE

PLEASE NOTE: IF YOU ARE MAKING A REPORT TO DHHS CHILD PROTECTION OR VICTORIA POLICE YOU MUST SEEK ADVICE BEFORE CONTACTING PARENTS/GUARDIANS SO AS NOT TO COMPROMISE ANY INVESTIGATION OR PLACE A CHILD AT FURTHER RISK – this is particularly critical in instances of family violence.



Bacchus Marsh
Grammar

COVER SHEET

STUDENT NAME:	DOB:	STUDENT ID:
STAFF MEMBER:	DATE:	

REPORT MADE (PLEASE CIRCLE)

YES	NO
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SUMMARY		
STUDENT NAME:	DOB:	STUDENT ID:
STAFF MEMBER:	DATE:	

SEQUENCE OF EVENTS / ACTIONS:	DATE:
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

TICK	
	NOTIFIED SENIOR SCHILD SAFETY OFFICER
	INDIVIDUAL STUDENT WELLBEING REFERRAL REQUIRED
	DOCUMENTED ON SYNERGETIC



STAFF MEMBER LEADING THE RESPONSE

NAME:

OCCUPATION:

LOCATION (SCHOOL ADDRESS):

RELATIONSHIP TO CHILD:

CRITICAL ACTION 1: IMMEDIATE RESPONSE TO AN INCIDENT

If anyone is in immediate danger school staff should report immediately to Victoria Police on 000.

See action 1 of [Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

RESPONDING TO AN EMERGENCY

DID THE CHILD REQUIRE FIRST AID? PROVIDE DETAILS IF 'YES'.

WHO ADMINISTERED THIS? (NAME AND TITLE)

DID THE CHILD REQUIRE FURTHER IMMEDIATE MEDICAL ASSISTANCE?

CURRENT LOCATION AND SAFETY STATUS:

E.G. ARE ALL IMPACTED STUDENTS SAFE AND NOT IN ANY IMMEDIATE DANGER?

IF A CHILD IS IN IMMEDIATE DANGER SCHOOL STAFF SHOULD REPORT IMMEDIATELY TO VICTORIA POLICE ON 000

CHILD'S INFORMATION

**PERSONAL DETAILS**

NAME:

GENDER:

YEAR LEVEL/CLASS:

DATE OF BIRTH:

RESIDENTIAL ADDRESS:

PARENT/GUARDIAN NAME/S:

PARENT/GUARDIAN CONTACT:

LANGUAGE(S) SPOKEN BY CHILD:

DISABILITIES, MENTAL OR PHYSICAL HEALTH ISSUES:

CHILD'S BACKGROUND

CULTURAL STATUS AND RELIGIOUS BACKGROUND

IF THE CHILD IS OF ABORIGINAL OR TORRES STRAIT ISLANDER BACKGROUND, GOVERNMENT SCHOOLS MUST CONTACT THEIR KOORIE ENGAGEMENT SUPPORT OFFICER, AND CATHOLIC SCHOOLS MUST CONTACT THE DIOCESAN EDUCATION OFFICE TO ARRANGE CULTURALLY APPROPRIATE SUPPORT. IF THE CHILD IS AN INTERNATIONAL STUDENT YOU MUST NOTIFY THE INTERNATIONAL EDUCATION DIVISION ON (03) 9637 2990

ANY KNOWN PREVIOUS HISTORY OF SUSPECTED ABUSE

(PRIOR TO THIS INCIDENT, DISCLOSURE OR SUSPICION OR INVOLVEMENT WITH AGENCIES):



FAMILY BACKGROUND

FAMILY COMPOSITION (IF KNOWN):

LIST PARENTING OR CARE ARRANGEMENTS AND SIBLING NAMES AND AGES

ANY OTHER PEOPLE LIVING WITH THE CHILD (IF KNOWN):

DISABILITY, MENTAL OR PHYSICAL HEALTH ISSUES IN FAMILY (IF KNOWN):

LIKELY REACTION TO A REPORT BEING MADE (IF KNOWN):

DETAILS OF THE INCIDENT, DISCLOSURE OR SUSPICION



GROUNDS FOR YOUR BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF ABUSE

INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THAT A CHILD/CHILDREN ARE SUBJECT TO CHILD ABUSE, OR AT RISK OF ABUSE:

DETAIL ANY DISCLOSURES OR INCIDENTS OR SUSPICIONS (INCLUDING NAMES, TIMES AND DATES DOCUMENTING A CHILD'S EXACT WORDS AS FAR AS POSSIBLE). INCLUDE SPECIFIC DETAIL HERE ON WHAT LED YOU TO FORM A REASONABLE BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF BEING ABUSED.

ANY PHYSICAL INDICATORS OF ABUSE:

ANY BEHAVIOURAL INDICATORS OF ABUSE:

ANY PATTERNS OF BEHAVIOUR OR PRIOR CONCERNS LEADING UP TO AN INCIDENT, DISCLOSURE OR SUSPICION:



DETAILS OF PERSONS ALLEGED TO HAVE COMMITTED THE ABUSE (IF KNOWN)

NAME:

GENDER

DATE OF BIRTH:

RELATIONSHIP TO CHILD:

NOTHING IF THEY ARE WITHIN THE SCHOOL OR WITHIN THE FAMILY AND COMMUNITY (THIS WILL IMPACT ON WHO YOU REPORT TO)

ADDRESS:

CONTACT DETAILS:

CRITICAL ACTION 2: REPORTING

See Action 2 of Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

REPORTING TO AUTHORITIES

TICK THE AUTHORITIES YOU HAVE REPORTED TO:

- ☐ VICTORIA POLICE
- ☐ DHHS CHILD PROTECTION
- ☐ CHILD FIRST
- ☐ DECISION NOT TO REPORT

IF YOU'VE DECIDED NOT TO REPORT, LIST YOUR REASONS HERE. ALSO INCLUDE ANY FOLLOW-UP ACTIONS UNDERTAKEN BY YOU BELOW:



PROVIDE DETAILS OF YOUR REPORT

DATE:

TIME:

AUTHORITY:

OUTCOMES FROM THE REPORT:

**REPORTING INTERNALLY****PROVIDE DETAILS OF YOUR DISCUSSION WITH SCHOOL LEADERSHIP**

TIME:

DATE:

NAMES:

DISCUSSION OUTCOMES:

PROVIDE DETAILS OF YOUR INTERNAL DISCUSSIONS TO EITHER OF THE FOLLOWING:

GOVERNMENT SCHOOL STAFF MUST REPORT TO SECURITY SERVICES UNIT AND ALSO TO THE EMPLOYEE CONDUCT BRANCH IF THE INCIDENT, DISCLOSURE OR SUSPICION INVOLVES A STAFF MEMBER, CONTRACTOR OR VOLUNTEER

CATHOLIC SCHOOL STAFF MUST REPORT TO THEIR CATHOLIC DIOCESAN EDUCATION OFFICE

TIME:

DATE:

NAMES:

DISCUSSION OUTCOMES:



CRITICAL ACTION 3: CONTACTING PARENTS/GUARDIANS

See Action 3 of Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

ACTIONS TAKEN

PROVIDE DETAILS OF YOUR DISCUSSION WITH PARENTS/GUARDIANS (IF APPROPRIATE):

SCHOOL STAFF MUST CONSULT WITH VICTORIA POLICE AND/OR DHHS CHILD PROTECTION TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS, IF IT IS, PARENTS MUST BE CONTACTED AS SOON AS POSSIBLE (PREFERABLY ON THE SAME DAY OF THE INCIDENT, DISCLOSURE OR SUSPICION).

HAVE YOU SOUGHT ADVICE FROM DHHS CHILD PROTECTION OR VICTORIA POLICE?

- ☐ NO
☐ YES

IS IT APPROPRIATE TO CONTACT PARENT/GUARDIAN?

- ☐ NO
☐ YES

LIST REASONS IF IT IS NOT APPROPRIATE TO CONTACT PARENT/GUARDIAN:

IF CONTACTING PARENT/GUARDIAN, PROVIDE THE FOLLOWING DETAILS:

NAME OF STAFF MEMBER MAKING THE CALL:

NAME OF PARENT/GUARDIAN RECEIVING THE CALL:

DISCUSSION OUTCOMES:



CRITICAL ACTION 4: PROVIDING ONGOING SUPPORT

See Action 4 of Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

INDIVIDUAL SUPPORT PLAN - PLANNED ACTIONS (ALLEGED VICTIM)

INCLUDE DETAIL ON WHAT FOLLOW-UP ACTIONS HAVE OCCURRED TO SUPPORT THE STUDENT (FOR EXAMPLE, REFERRAL TO WELLBEING PROFESSIONALS AND OTHER SPECIALISED SERVICES, THE CONVENING OF A STUDENT SUPPORT GROUP AND DEVELOPMENT OF SUPPORT PLANS):

FAMILY SUPPORT:

BMG STAFF SUPPORT:

HELP LINES / ONLINE SUPPORT:

LIFELINE:

KIDS HELP LINE:

OTHER:

POLICE CONTACT:

PEER GROUP SUPPORT:

OUTSIDE MEDICAL PRACTITIONER / OTHER PROFESSIONAL:

REFERRAL(S):

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 ACTION.

SAFETY AND WELLBEING

CURRENT SAFETY AND WELLBEING OF THE CHILD

IS THE CHILD SAFE FROM ABUSE AND HARM?

- ☐ NO
- ☐ YES

IF NOT CONSIDER THE NEED TO MAKE A FURTHER REPORT

DOES THE CHILD HAVE ANY WELLBEING ISSUES THAT ARE NOT CURRENTLY BEING ADDRESSED?

- ☐ NO
- ☐ YES

IF SO, CONSIDER HOW THESE CAN BE ADDRESSED AND CAPTURED WITHIN A STUDENT SUPPORT PLAN

CURRENT WELLBEING OF OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE

ARE THERE ANY OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE?

- ☐ NO
- ☐ YES

IF SO, HAVE THEIR WELLBEING NEEDS BEEN MET

- ☐ NO
- ☐ YES

CURRENT WELLBEING OF IMPACTED STAFF MEMBERS

DOES THE STAFF MEMBER WHO MADE THE REPORT/ WITNESSED THE INCIDENT, FORMED A SUSPICION OR RECEIVED A DISCLOSURE REQUIRE ANY SUPPORT?

- ☐ NO
- ☐ YES

IF SO HAS THIS BEEN RECEIVED?

- ☐ NO
- ☐ YES

REVIEW OF ACTIONS TAKEN

HAVE SCHOOL STAFF FOLLOWED THE FOUR CRITICAL ACTIONS FOR SCHOOLS: 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 AND INTERNALLY?

- ☐ NO
☐ YES

WERE SUBSEQUENT REPORTS MADE IF NECESSARY?

- ☐ NO
☐ YES

ACTION 3

DID THE SCHOOL CONTACT THE PARENTS/GUARDIANS 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

Education
and Training

PROTECT

RESPONDING TO SUSPECTED STUDENT SEXUAL OFFENDING:

A TEMPLATE FOR VICTORIAN SCHOOLS

WHEN TO USE THIS TEMPLATE?

School staff should use this template to document any incident, disclosure or suspicion that a student is victim to, or has engaged in student sexual offending. This template should be used in conjunction with the following: **Four Critical Actions For Schools: Responding to Student Sexual Offending available at the end of this document.**

Completing this template should not impact on reporting times. If a child is in immediate danger, school staff should report immediately to Victoria Police.

Whilst you may need to gather the information to make a report, remember it is not the role of school staff to investigate student sexual offending. Leave this to Victoria Police and/or DHHS Child Protection.

WHY RECORD THIS INFORMATION?

When completing this template your aim should be to provide as much information as possible. This information will be critical to any reports and may be sought at a later date if the matter is the subject of Court proceedings. These notes may also later assist you if you are required to provide evidence to support any decisions.

It is a requirement under ***Ministerial Order No. 1359*** for schools to keep clear and comprehensive notes on all observations, disclosures and other details that led them to suspect the abuse.



RESPONDING TO AN INCIDENT, DISCLOSURE OR SUSPICION OF STUDENT SEXUAL OFFENDING

PLEASE NOTE: IF YOU ARE MAKING A REPORT TO DHHS CHILD PROTECTION OR VICTORIA POLICE YOU MUST SEEK ADVICE BEFORE CONTACTING PARENTS/GUARDIANS SO AS NOT TO COMPROMISE ANY INVESTIGATION OR PLACE A CHILD AT FURTHER RISK

STAFF MEMBER LEADING THE RESPONSE

NAME:

OCCUPATION:

LOCATION (SCHOOL ADDRESS):

DATE:

CRITICAL ACTION 1: IMMEDIATE RESPONSE TO AN INCIDENT

If anyone is in immediate danger school staff should report immediately to Victoria Police on 000.

See Action 1 of [Four Critical Actions For Schools: Responding to Student Sexual Offending](#)

RESPONDING TO AN EMERGENCY

DO ANY STUDENTS REQUIRE FIRST AID? PROVIDE DETAILS IF 'YES'

WHO ADMINISTERED THIS? (NAME AND TITLE)

DO ANY CHILDREN REQUIRE IMMEDIATE MEDICAL ASSISTANCE?

CURRENT LOCATION AND SAFETY STATUS:

E.G. ARE ALL IMPACTED STUDENTS SAFE AND NOT IN ANY IMMEDIATE DANGER?

IF A CHILD IS IN IMMEDIATE DANGER SCHOOL STAFF SHOULD REPORT IMMEDIATELY TO VICTORIA POLICE ON 000



INFORMATION OF THE ALLEGED VICTIM

CHILD'S PERSONAL DETAILS	
NAME:	GENDER:
YEAR LEVEL/CLASS:	DATE OF BIRTH:
RESIDENTIAL ADDRESS:	
PARENT/GUARDIAN NAME/S:	
PARENT/GUARDIAN CONTACT:	
LANGUAGE(S) SPOKEN BY CHILD:	
DISABILITIES, MENTAL OR PHYSICAL HEALTH ISSUES:	



CHILD'S BACKGROUND (ALLEGED VICTIM)

CULTURAL STATUS AND RELIGIOUS BACKGROUND

IF THE CHILD IS OF ABORIGINAL OR TORRES STRAIT ISLANDER BACKGROUND, GOVERNMENT SCHOOLS MUST CONTACT THEIR KOORIE ENGAGEMENT SUPPORT OFFICER, AND CATHOLIC SCHOOLS MUST CONTACT THE DIOCESAN EDUCATION OFFICE TO ARRANGE CULTURALLY APPROPRIATE SUPPORT. IF THE CHILD IS AN INTERNATIONAL STUDENT YOU MUST NOTIFY THE INTERNATIONAL EDUCATION DIVISION ON (03) 9637 2990

PREVIOUS HISTORY OR INDICATORS OF BEING VICTIM TO SEXUAL OFFENCE OR ANY UNDERLYING PROTECTIVE CONCERNS:

FAMILY'S BACKGROUND (ALLEGED VICTIM)

FAMILY COMPOSITION (IF KNOWN):

LIST PARENTING OR CARE ARRANGEMENTS AND SIBLING NAMES AND AGES

ANY OTHER PEOPLE LIVING WITH THE CHILD (IF KNOWN):



DISABILITY, MENTAL OR PHYSICAL HEALTH ISSUES IN FAMILY (IF KNOWN):

LIKELY REACTION TO REPORT BEING MADE (IF KNOWN):

IF THERE IS MORE THAN ONE CHILD ALLEGED TO HAVE ENGAGED IN STUDENT SEXUAL OFFENDING, OR MORE THAN ONE CHILD WHO IS THE VICTIM OF STUDENT SEXUAL OFFENDING, PLEASE FILL OUT AN ADDITIONAL STUDENT DETAILS FORM FOR EACH CHILD. THIS FORM CAN BE FOUND AT WWW.EDUCATION.VIC.GOV.AU/PROTECT



INFORMATION OF THE CHILD ALLEGEDLY ENGAGED IN STUDENT SEXUAL OFFENDING

CHILD'S PERSONAL DETAILS	
NAME:	GENDER:
YEAR LEVEL/CLASS:	DATE OF BIRTH:
RESIDENTIAL ADDRESS:	
PARENT/GUARDIAN NAME/S:	
PARENT/GUARDIAN CONTACT:	
LANGUAGE(S) SPOKEN BY CHILD:	
DISABILITIES, MENTAL OR PHYSICAL HEALTH ISSUES:	



CHILD'S BACKGROUND (ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

CULTURAL STATUS AND RELIGIOUS BACKGROUND

IF THE CHILD IS OF ABORIGINAL OR TORRES STRAIT ISLANDER BACKGROUND, GOVERNMENT SCHOOLS MUST CONTACT THEIR KOORIE ENGAGEMENT SUPPORT OFFICER, AND CATHOLIC SCHOOLS MUST CONTACT THE DIOCESAN EDUCATION OFFICE TO ARRANGE CULTURALLY APPROPRIATE SUPPORT. IF THE CHILD IS AN INTERNATIONAL STUDENT YOU MUST NOTIFY THE INTERNATIONAL EDUCATION DIVISION ON (03) 9637 2990

PREVIOUS HISTORY OR INDICATORS OF BEING VICTIM TO SEXUAL OFFENCE OR ANY UNDERLYING PROTECTIVE CONCERNS:

FAMILY'S BACKGROUND (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

FAMILY COMPOSITION (IF KNOWN):

LIST PARENTING OR CARE ARRANGEMENTS AND SIBLING NAMES AND AGES

ANY OTHER PEOPLE LIVING WITH THE CHILD (IF KNOWN):



DISABILITY, MENTAL OR PHYSICAL HEALTH ISSUES IN FAMILY (IF KNOWN):

LIKELY REACTION TO REPORT BEING MADE (IF KNOWN):

IF THERE IS MORE THAN ONE CHILD ALLEGED TO HAVE ENGAGED IN STUDENT SEXUAL OFFENDING, OR MORE THAN ONE CHILD WHO IS THE VICTIM OF STUDENT SEXUAL OFFENDING, PLEASE FILL OUT AN ADDITIONAL STUDENT DETAILS FORM FOR EACH CHILD. THIS FORM CAN BE FOUND AT WWW.EDUCATION.VIC.GOV.AU/PROTECT



DETAILS OF THE INCIDENT, DISCLOSURE OR SUSPICION

GROUNDINGS FOR YOUR BELIEF THAT A STUDENT IS A VICTIM OF STUDENT SEXUAL OFFENDING:

LIST INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THAT A STUDENT IS SUBJECT TO STUDENT SEXUAL OFFENDING:

DETAIL ANY DISCLOSURES OR INCIDENTS OR SUSPICIONS (INCLUDING NAMES, TIMES, AND DATES DOCUMENTING A CHILD'S EXACT WORDS AS FAR AS POSSIBLE) INCLUDE SPECIFIC DETAIL HERE ON WHAT LED YOU TO FORM A REASONABLE BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF BEING ABUSED.

LIST ANY PHYSICAL INDICATORS OF ABUSE:

LIST ANY BEHAVIOURAL INDICATORS OF ABUSE:



LIST ANY PATTERNS OF BEHAVIOUR OR PRIOR CONCERNS LEADING UP TO AN INCIDENT,
DISCLOSURE OR SUSPICION:



GROUNDS FOR YOUR BELIEF THAT A STUDENT HAS COMMITTED STUDENT SEXUAL OFFENDING:

LIST INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THAT A STUDENT HAS ENGAGED IN STUDENT SEXUAL OFFENDING:

DETAIL ANY DISCLOSURES OR INCIDENTS OR SUSPICIONS (INCLUDING NAMES, TIMES, AND DATES DOCUMENTING A CHILD'S EXACT WORDS AS FAR AS POSSIBLE)

ANY PHYSICAL INDICATORS:

BEHAVIOURAL INDICATORS:



ANY PATTERNS OF BEHAVIOUR OR PRIOR CONCERNS LEADING UP TO AN INCIDENT, DISCLOSURE OR SUSPICION:

ANY OTHER GROUNDS FOR BELIEF THAT:

- THE STUDENT MAY BE SUBJECT TO ANOTHER FORM OF ABUSE THEMSELVES
- THE STUDENT'S PARENT/S ARE UNABLE TO PROTECT THE CHILD
- THE STUDENT IS AGED OVER 10 YEARS AND UNDER 15 YEARS AND IS EXHIBITING SEXUALLY ABUSIVE BEHAVIOURS, AND MAY BE IN NEED OF THERAPEUTIC TREATMENT TO ADDRESS THESE BEHAVIOURS.



CRITICAL ACTION 2: REPORTING

See Action 2 of Four Critical Actions For Schools: Responding Student Sexual Offending

REPORTING TO AUTHORITIES

TICK THE AUTHORITIES YOU HAVE REPORTED TO:

- ☐ VICTORIA POLICE
- ☐ DHHS CHILD PROTECTION
- ☐ CHILD FIRST
- ☐ DECISION NOT TO REPORT

IF YOU'VE DECIDED NOT TO REPORT, LIST YOUR REASONS HERE. ALSO INCLUDE ANY FOLLOW-UP ACTIONS UNDERTAKEN BY YOU BELOW:

PROVIDE DETAILS OF REPORT

DATE:

TIME:

AUTHORITY:

NAME OF PERSON SPOKEN TO:

OUTCOMES FROM THE REPORT:

**REPORTING INTERNALLY****PROVIDE DETAILS OF YOUR DISCUSSION WITH SCHOOL LEADERSHIP:**

DATE:

TIME:

NAMES:

DISCUSSION OUTCOMES:

PROVIDE DETAILS OF YOUR INTERNAL DISCUSSIONS TO EITHER OF THE FOLLOWING:

GOVERNMENT SCHOOL STAFF MUST REPORT TO SECURITY SERVICES UNIT AND ALSO TO THE EMPLOYEE CONDUCT BRANCH IF THE INCIDENT, DISCLOSURE OR SUSPICION INVOLVES A STAFF MEMBER, CONTRACTOR OR VOLUNTEER.

CATHOLIC SCHOOL STAFF MUST REPORT TO THEIR CATHOLIC DIOCESAN EDUCATION OFFICE

DATE:

TIME:

NAMES:

DISCUSSION OUTCOMES:



CRITICAL ACTION 3: CONTACTING PARENTS/GUARDIANS

See Action 3 of Four Critical Actions For Schools: Responding to Student Sexual Offending.

ACTIONS TAKEN (ALLEGED VICTIM)

PROVIDE DETAILS OF YOUR DISCUSSION WITH PARENTS/GUARDIANS (IF APPROPRIATE):

SCHOOL STAFF MUST CONSULT WITH VICTORIA POLICE TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS/GUARDIANS. IF IT IS APPROPRIATE, PARENTS/GUARDIANS MUST BE CONTACTED AS SOON AS POSSIBLE (PREFERABLY ON THE SAME DAY OF THE INCIDENT/DISCLOSURE OR SUSPICION).

HAVE YOU SOUGHT ADVICE FROM DHHS CHILD PROTECTION OR VICTORIA POLICE?

- ☐ NO
☐ YES

IS IT APPROPRIATE TO CONTACT PARENT/GUARDIAN?

- ☐ NO
☐ YES

LIST REASONS IF IT IS NOT APPROPRIATE TO CONTACT PARENT/GUARDIAN:

IF CONTACTING PARENT/GUARDIAN, PROVIDE THE FOLLOWING DETAILS:

NAME OF STAFF MEMBER MAKING THE CALL:

NAME OF PARENT/GUARDIAN RECEIVING THE CALL:

DISCUSSION OUTCOMES:



ACTIONS TAKEN (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

PROVIDE DETAILS OF YOUR DISCUSSION WITH PARENTS/GUARDIANS (IF APPROPRIATE):

SCHOOL STAFF MUST CONSULT WITH VICTORIA POLICE TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS/GUARDIANS. IF IT IS APPROPRIATE, PARENTS/GUARDIANS MUST BE CONTACTED AS SOON AS POSSIBLE (PREFERABLY ON THE SAME DAY OF THE INCIDENT/ DISCLOSURE OR SUSPICION).

HAVE YOU SOUGHT ADVICE FROM DHHS CHILD PROTECTION OR VICTORIA POLICE?

☐ NO

☐ YES

IS IT APPROPRIATE TO CONTACT PARENT/GUARDIAN?

☐ NO

☐ YES

LIST REASONS IF IT IS NOT APPROPRIATE TO CONTACT PARENT/GUARDIAN:

IF CONTACTING PARENT/GUARDIAN, PROVIDE THE FOLLOWING DETAILS:

NAME OF STAFF MEMBER MAKING THE CALL:

NAME OF PARENT/GUARDIAN RECEIVING THE CALL:

DISCUSSION OUTCOMES:



CRITICAL ACTION 4: PROVIDING ONGOING SUPPORT

See Action 4 of Four Critical Actions For Schools: Responding to Student Sexual Offending

INDIVIDUAL SUPPORT PLAN - PLANNED ACTIONS (ALLEGED VICTIM)

INCLUDE DETAIL ON WHAT FOLLOW-UP ACTIONS HAVE OCCURRED TO SUPPORT THE STUDENT (FOR EXAMPLE, REFERRAL TO WELLBEING PROFESSIONALS AND OTHER SPECIALISED SERVICES, THE CONVENING OF A STUDENT SUPPORT GROUP AND DEVELOPMENT OF SUPPORT PLANS):

FAMILY SUPPORT:

BMG STAFF SUPPORT:

HELP LINES / ONLINE SUPPORT:

LIFELINE:

KIDS HELP LINE:

OTHER:

POLICE CONTACT:

PEER GROUP SUPPORT:

OUTSIDE MEDICAL PRACTITIONER / OTHER PROFESSIONAL:

REFERRAL(S):



PLANNED ACTIONS (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

INCLUDE DETAIL ON WHAT FOLLOW-UP ACTIONS HAVE OCCURRED TO SUPPORT THE STUDENT (FOR EXAMPLE, REFERRAL TO WELLBEING PROFESSIONALS AND OTHER SPECIALISED SERVICES, THE CONVENING OF A STUDENT SUPPORT GROUP AND DEVELOPMENT OF SUPPORT PLANS):

FOLLOW UP ACTIONS:

SUPPORT:

REFERRAL(S):



PROCESS OF REVIEW

COMPLETE THIS SECTION BETWEEN 4-6 WEEKS OF MAKING A REPORT 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 ACTION.

SAFETY AND WELLBEING

CURRENT SAFETY AND WELLBEING OF THE VICTIM

IS THE CHILD SAFE FROM ABUSE AND HARM?

- ☐ NO (if not, consider the need to make a further report)
- ☐ YES

DOES THE CHILD HAVE ANY WELLBEING ISSUES THAT ARE NOT CURRENTLY BEING ADDRESSED?

- ☐ NO
- ☐ YES

IF SO, CONSIDER HOW THESE CAN BE ADDRESSED AND CAPTURED WITHIN A STUDENT SUPPORT PLAN

HAS THE STUDENT SUPPORT PLAN BEEN EFFECTIVELY IMPLEMENTED?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?

FOLLOW UP ACTIONS:

HAS THERE BEEN ONGOING COMMUNICATION WITH THE CHILD?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?



CURRENT SAFETY AND WELLBEING OF STUDENT WHO ENGAGED IN THE STUDENT SEXUAL OFFENDING

IS THE CHILD SAFE FROM ABUSE AND HARM?

- ☐ NO (if not, consider the need to make a further report)
- ☐ YES

DOES THE CHILD HAVE ANY WELLBEING ISSUES THAT ARE NOT CURRENTLY BEING ADDRESSED?

- ☐ NO
- ☐ YES

IF SO, CONSIDER HOW THESE CAN BE ADDRESSED AND CAPTURED WITHIN A STUDENT SUPPORT PLAN

HAS THE STUDENT SUPPORT PLAN BEEN EFFECTIVELY IMPLEMENTED?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?

FOLLOW UP ACTIONS:

HAS THERE BEEN ONGOING COMMUNICATION WITH THE CHILD?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?

CURRENT WELLBEING OF OTHER CHILDREN WHO MAY BE IMPACTED BY THE STUDENT SEXUAL OFFENDING

ARE THERE ANY OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE?

- ☐ NO
- ☐ YES

IF SO HAVE THEIR WELLBEING NEEDS BEEN MET

- ☐ NO
- ☐ YES

HAS THERE BEEN ONGOING COMMUNICATION WITH THE CHILD?

- ☐ NO
- ☐ YES

WHY OR WHY NOT?

CURRENT WELLBEING OF IMPACTED STAFF MEMBERS

DOES THE STAFF MEMBER WHO MADE THE REPORT/ WITNESSED THE INCIDENT, FORMED A SUSPICION OR RECEIVED A DISCLOSURE REQUIRE ANY SUPPORT?

- ☐ NO
- ☐ YES

IF SO, HAS THIS BEEN RECEIVED?

- ☐ NO
- ☐ YES

REVIEW OF ACTIONS TAKEN

***HAVE SCHOOL STAFF FOLLOWED THE
FOUR CRITICAL ACTIONS FOR SCHOLS:
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 AND
INTERNALLY?

- ☐ NO
☐ YES

WERE SUBSEQUENT REPORTS MADE IF
NECESSARY?

- ☐ NO
☐ YES

ACTION 3

DID THE SCHOOL CONTACT THE
PARENTS/GUARDIANS 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



CONTINUOUS IMPROVEMENT

CONSIDER AND LIST ACTIONS THAT CAN BE TAKEN TO BUILD YOUR SCHOOL'S CAPACITY TO IDENTIFY AND RESPOND TO STUDENT SEXUAL OFFENDING IN THE FUTURE:

Further information

Further information on child safe standards can be found on the Commission for Children and young People website: https://ccyp.vic.gov.au/child-safe-standards/new-child-safe-standards-start-in-victoria-on-1-july-2022-to-better-protect-children/?gclid=EAlalQobChMI0tz-v9Gf-AIVjplmAh3qdw2HEAAYASAAEgLSjFD_BwE

Additional resources for organisations relating to the child safe standards **toolkit templates** can be found on the Victorian Government's website: <https://www.vic.gov.au/protect>

New Child Safe Standards: **Ministerial Order for schools and school boarding premises**. The Minister for Education has issued Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises (Ministerial Order No. 1359). It outlines minimum requirements schools and school boarding premises must meet to comply with the new Child Safe Standards. Schools and school boarding premises must comply with Ministerial Order No. 1359 by 1 July 2022.

Please refer to the VRQA's website for further information: <https://www.vrqa.vic.gov.au/news/Pages/News/article-302.aspx>

Early childhood services operating under the National Quality Framework or Children's Services Act 1996 should contact: licensed.childrens.services@edumail.vic.gov.au

Licensed children's services enquiry line: 1300 307 415.

Related Policies and Documents

- Child Safe Code of Conduct
- Child Safe Complaints Management Policy and Procedures
- Child Safe Policy
- Child Safe Program Quick Reference Guide
- Mandatory Reporting to Child Protection Policy
- Staff and Student Professional Boundaries Policy
- Staff Code of Conduct
- Staff Student Association Register
- Student Child Safe Code of Conduct

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 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.

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.

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.

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.

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 Education and Training

cecv catholic education commission of victoria ltd

Independent Schools Victoria

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Student Sexual Offending

PROTECT



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 4 critical actions as soon as you witness an incident, receive a disclosure or form a suspicion that a student is a victim of a student sexual offending and/or a student has engaged in sexual offending
- You **must act** even if you are unsure and have not directly observed student sexual offending (e.g. if a victim, or another person tells you about the offence)
- You **must** use the *Responding to Student Sexual Offending template* to keep clear and comprehensive notes.

1 IMMEDIATE RESPONSE TO AN INCIDENT

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

As soon as immediate health and safety concerns are addressed you **must** report incidents, suspicions and disclosures of student sexual offending as soon as possible:

VICTORIA POLICE

All instances on **000**

DHHS CHILD PROTECTION

If you believe that:

- the victim's parent/carers are unable or unwilling to protect the child
- the student who is alleged to have engaged in the student sexual offending is:
 - aged over 10 and under 15 years and may be in need of therapeutic treatment to address these behaviours
 - may be displaying physical and behavioural indicators of being the victim of child abuse*.

INTERNALLY

ALSO report internally to:

- **School Principal and/or leadership team** (all instances)
- **Government Schools:**
DET Security Services Unit
- **Catholic Schools:**
Diocesan education office

You must identify a contact person at the school for future liaison with Victoria Police and/or Child Protection and seek advice about contacting parents/carers (see **Action 3**).

*See the *Four Critical Steps for Schools: Responding Incidents, Disclosures and Suspicions of Child Abuse* for further guidance in these circumstances.

3 CONTACTING PARENTS/CARERS

Your Principal **must** consult with **Victoria Police** or **DHHS Child Protection** to determine what information can be shared with parents/carers of all impacted students. They may advise:

- **not to contact the parents/carers** (e.g. in circumstances where contacting the parents/carers is likely to adversely affect a **Victoria Police** investigation or where the student is a mature minor and has requested that their parent/carer not be notified)
- **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).

4 PROVIDING ONGOING SUPPORT

Your school **must** provide support for students who are victim to a student sexual offence AND students who have engaged in a sexual offence. This is an essential part of your duty of care requirements.

This support should include the development of a **Student Support Plan** in consultation with wellbeing professionals, outlining support strategies.

Strategies may include the development of a safety plan, direct support and referral to wellbeing professionals.

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

www.dhs.vic.gov.au

VICTORIA POLICE

000 or contact your local police station

DET SECURITY SERVICES UNIT

(03) 9589 6266

STUDENT INCIDENT AND RECOVERY UNIT

(03) 9651 3622

EMPLOYEE CONDUCT BRANCH

(03) 9637 2595

DIOCESAN OFFICE
Melbourne **(03) 9267 0228**
Ballarat **(03) 5337 7135**
Sale **(03) 5622 6600**
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