



Procedures for Responding to and Reporting Child Safety Incidents or Concerns

The College's policies and procedures for responding to and reporting child safety incidents or concerns are made available to Staff, students, parents/carers and the wider College community in summary in our [Child Safety Policy](#), and in full version through our PolicyConnect site and by request.

Overview of Procedures for Responding to and Reporting Child Safety Incidents or Concerns

Child safety incidents or concerns can take many forms. Unfortunately, the nature of child abuse, grooming and other harm is complex. Abuse, grooming or other harm may occur over time and potential indicators of abuse or harm are often difficult to detect. The perpetrator may be a parent, carer, other family member, staff member, Volunteer, Contractor, another adult or even another child. The legal obligations for reporting allegations of child abuse or other harm can vary depending on the circumstances of the child safety incident or concern.

The different definitions of child abuse, grooming or other harm and their key indicators are set out in detail in [Definitions and Key Indicators of Abuse and Other Harm](#). Together, they are all referred to as "child safety incidents or concerns" for the purposes of our Child Safety Program.

All of the College's procedures for reporting and responding to child safety incidents or concerns are designed and implemented taking into account the

diverse characteristics of the College community.

Internal Reporting by Students, Parents/Carers and the Community

There are no limits on how or to whom students at the College can disclose any child safety incident or concern or make a complaint about a staff member, Volunteer or Contractor. The [Child Safety Complaints Management](#) policy provides multiple, child-focused pathways, including a pathway for anonymous disclosure, to enable all students to raise child safety incidents or concerns.

Parents/carers, family members and other community members who have child safety concerns about a student at the College are asked to follow the procedures set out in our [Child Safety Policy](#) or in our Complaint Process for School Community Policy, available internally within SharePoint\Policies folder or externally via the College website., which are available on our public website.

Child safety incidents or concerns involving the conduct of a staff member, Volunteer or Contractor that are raised by a parent/carer or family or community member will be addressed in accordance with our Complaint Process for School Community Policy, in conjunction with our Child Safety Program, regardless of how that concern is raised.

Internal and External Reporting by Staff, Volunteers and Contractors

The policies and procedures in this section of our Child Safety Program set out how Staff, Volunteers and Contractors should respond to child safety incidents or concerns. These include procedures for responding to incidents or disclosures of child abuse or other harm, or suspected child abuse or other harm, and simple and accessible procedures for Staff, Volunteers and Contractors to report a child safety incident or concern internally.

These policies and procedures make clear that reporting internally to or consulting with a Child Safety Officer does not change any obligation under legislation to report to an external authority.

The College's Response to Internal Reports

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all allegations or disclosures of abuse or other harm, that are reported internally to the College, including by:

- all matters that meet the required relevant thresholds being reported externally to the Child Protection, the Police, the Commission for Children and Young People (CCYP), and/or the Victorian Institute of Teaching, depending on the issues raised
- the College fully cooperating with any resulting investigation by an external agency
- protecting any student connected to the incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and/or linguistically diverse background or a student with a disability
- securing and retaining records of the child safety incident or concern and the College's response to it.

The Policies and Procedures in This Section

This section describes our work systems, practices, policies and procedures for responding to and reporting allegations of child abuse and other harm both internally and externally, including:

- [Managing Your Initial Response to a Child Safety Incident or Concern](#)
- [Reporting a Child Safety Incident or Concern Internally](#)
- [Failure to Protect](#)
- [Mandatory Reporting to Child Protection](#)
- [Non-Mandatory Reporting to Child Protection](#)
- [Reportable Conduct](#)
- [Reporting to Police](#)
- [Teacher Misconduct that is Reportable to the Victorian Institute of Teachers \(VIT\)](#)
- [Responding to Sexual Behaviour in Children and to Student Sexual Offending](#)
- [Responding to Other Concerns About the Wellbeing of a Student](#)

- [Communicating with Parents/Carers About Internal and External Reports](#)
- [Support for Students Interviewed at the College](#)
- [Making Additional Reports](#)