

**Julia Gillard Community College
Policy and Procedure**

Policy name	School Child Safety Reporting Procedure
Responsible person	Principal, School Council, Board
Staff involved	All School Staff
Review dates	Approved: 25 November 2024 Review date: 2025

SCOPE

This Child Safety and Wellbeing Reporting Procedure (**Procedure**) applies to Staff and Volunteers of the Wyndham CEC’s school - Julia Gillard Community College- (**the School**), whether they work face-to-face, online, or remotely with children. It should be read in accordance with the School Child Safety and Wellbeing Policy (**Policy**) and Child Safety and wellbeing Code of Conduct.

This Procedure applies to complaints or concerns relating to child abuse made by or in relation to a child or student, staff, volunteers, contractors, service providers, visitors, or other persons while connected to a school environment.

For simplicity, this Procedure uses the word “Staff” to include employees, volunteers, contractors, service providers, visitors, or other persons while connected to a school environment.

PURPOSE

The purpose of this Reporting Procedure is to guide staff and volunteers through responding to a concern, incident complaint, disclosure or allegation relating to child safety, with reference to all possibly applicable child safety reporting schemes and requirements. This Procedure supports compliance with the Child Safe Standards under the Victorian *Child Wellbeing and Safety Act 2005* and obligations under the *Crimes Act 1958* (Vic).

STEP 1: IMMEDIATE DANGER AND IMMEDIATE RESPONSE

If a Staff member or Volunteer believes the child or student is at immediate risk of child abuse or harm, they must telephone 000.

A Staff member or Volunteer who believes that a child is at risk of serious or immediate harm must take all reasonable steps to ensure their immediate safety. This may include staying with the child until action has been taken to reduce or remove the risk, removing

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the child or student from any circumstances that could lead to further harm, separating alleged victims and others involved and/or administering first aid.

When possible, Staff and Volunteers should offer support and respond in a calm and compassionate manner. How Staff and Volunteers respond must be sensitive to the child's specific circumstances and tailor their support and response to specific needs. Staff and Volunteers should consider the child's age and maturity, cultural background, existing physical or emotional needs, if they are vulnerable (such as LGBTIQ+ children).

Responding to a disclosure

If a child or student tells a Staff Member or Volunteer about an incident of abuse or harm, the Staff Member or Volunteer must deal with this sensitively and professionally, including being culturally sensitive to Aboriginal or CALD students. This is just one example of how, taken together, our policies, procedures, systems and processes create a culturally safe and inclusive environment. Staff should follow the steps below.

H – Hear. Actively listen to the child, making the disclosure. Believe the person's experience. Do not interrupt.

E – Empathy. Respond to the disclosure with empathy. Validate their experience.

A – Affirm. Affirm that the alleged abuse or harm is not the child's fault and that they have done the right thing by telling someone.

R – Record. Record the disclosure, focusing on using the child's own words, and recording observational facts.

T – Tell. Tell someone, such as a Child Safety Officer.

S – Self-care. Remember to check in with yourself after a disclosure and seek support if you need it.

STEP 2: IS THERE AN OBLIGATION TO REPORT?

Internally

If a Staff Member or Volunteer identifies a risk of child abuse or harm, has a concern, receives a disclosure or complaint about child abuse or harm, they are strongly encouraged to make an internal report to a Child Safety Officer or the Principal. Where a report is made, the Staff Member must complete a Child safe Incident Report and submit this to the School's, Assistant Principal or Principal.

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The School has a Child Safety Officer (CSO) trained in child safety issues and is a point of contact and resource for staff, volunteers and children who have questions or concerns, need advice or want to report an allegation of child abuse.

The School CSO can be contacted at:

School: 4 Synnot St, Werribee VIC 3030

PH: 8372 000

E: teresa.vizintin@jgillardcc.vic.edu.au

Examples of internal reports include a reasonable belief of:

- physical abuse of, or non-accidental or unexplained injury to, a child (mandatory reporters must report)
- a disclosure of sexual abuse by a child or witness, or a combination of factors suggesting the likelihood of sexual abuse – the child exhibiting concerning behaviours e.g. after the child's mother takes on a new partner or where a known or suspected perpetrator has unsupervised contact with the child (mandatory reporters must make a report to Child Protection)
- emotional abuse and ill treatment of a child – impacting on the child's stability and healthy development
- significant neglect, poor care or lack of appropriate supervision – where there is a likelihood of significant harm to the child, or the child's stability and development
- significant family violence or parental substance misuse, psychiatric illness or intellectual disability – where there is a likelihood of significant harm to the child, or the child's stability and development
- where a child's actions or behaviour may place them at risk of significant harm and the parents are unwilling, or unable to protect the child
- where a child appears to have been abandoned, or where the child's parents are dead or incapacitated and no other person is caring properly for the child.

What is a reasonable belief?

Factors contributing to reasonable belief may be (but are not limited to):

- a child or young person states they or someone they know has been abused (noting that sometimes the child or young person may in fact be referring to themselves);
- behaviour consistent with that of an abuse victim is observed;
- someone else has raised a suspicion of abuse but is unwilling to report it;
- observing suspicious behaviour;
- observing grooming behaviour;
- knowledge of inappropriate gifts;
- inappropriate online behaviour and/ or inappropriate boundaries; and/or

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- knowledge of secretive relationships.

The Incident Report must include:

- the name, age and address of student;
- the reason for suspecting that the behaviour or injury is a result of abuse; an assessment of the immediate danger to the child or student;
- a description of the injury or behaviour observed;
- the current whereabouts of the child or student;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc.

Externally

This Procedure sets out the different external reporting obligations that may apply in different circumstances and to different Staff or Volunteers. Staff and Volunteers should work through the following types of reporting to determine which are applicable. More than one may be applicable.

Mandatory reporting

Mandatory reporting refers to the legal requirement of certain groups of people to report a reasonable belief of child physical or sexual abuse to child protection authorities as soon as is practicable.

The following are mandatory reporters in Victoria:

- registered medical practitioners
- nurses
- midwives
- registered teachers
- registered early childhood workers
- school principals
- school counsellors
- police officers
- out of home care workers
- youth justice workers
- registered psychologists
- people in religious ministry.

At schools, mandatory reporters include:

- Victorian Institute of Teaching (VIT) registered teachers, including principal class.

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- Staff who have been granted permission to teach by the VIT.
- Youth workers;
- and school counsellors.

A school counsellor is defined as person employed or engaged (other than on a voluntary basis) to provide direct support to school students, at or directly connected with a school, for mental, emotional or psychological wellbeing.”

A full list of mandatory reporters is defined in the Children, Youth and Families Act 2005.

In Victoria, under the *Children, Youth and Families Act 2005**, mandatory reporters must make a report to child protection (DFFH), as soon as is practicable, if:

- while practising their profession or carrying out duties of their office, position or employment, they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse; and/or
- the child’s parents have not or are unlikely to protect the child from harm.

*Note: Section 182 of the CYF Act sets out who are mandatory reporters. Section 184(1) of the CYF Act states the responsibilities of mandatory reporters.

Mandatory Reporters must make a report to DFFH each time they become aware of further grounds for a belief that a child may have suffered or is likely to suffer harm. An Incident Report should also be completed each time (Internal incident report).

Physical injury means injury which results from abuse. The injury may be intentionally inflicted or may be the inadvertent consequence of physical punishment, or the physically aggressive treatment of a child.

Sexual abuse includes but is not limited to sexual offences. Examples of sexual offences are defined below on page 6.

A reasonable belief does not require proof.

Mandated reporters must make a report even if the Principal does not share their belief. At our school all mandated school staff must undertake the Mandatory Reporting and Other Obligations eLearning Module annually.

Discretionary reporting

Any person may make a report to the Police or DFFH if they hold a significant concern for the wellbeing of a child.

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- Any person can make a report to DFFH Child Protection if they believe on reasonable grounds that a child is in need of protection for reasons such as: physical injury; sexual abuse; emotional or psychological harm.
- Any person who believes on reasonable grounds that a child over 10 but under 15 has been exhibiting sexually abusive behaviours and may be in need of treatment should report to DFFH Child protection.
- Any person who has a significant concern for the wellbeing of a child should report these concerns to DFFH Child protection, or refer the child and family to Orange Door. A significant concern includes (for example): parenting problems; family conflict; pressure due to family mental illness or substance abuse; isolation; significant economic or social disadvantage.

If you have significant concern for the wellbeing of a child or young person, but do not believe they are at risk of significant harm, and where the immediate safety of the child or young person will not be compromised, a referral to Orange Door may be appropriate.

Orange Door as the access point for family services in the Wyndham LGA.

Referring to Orange Door would be appropriate where families:

- Are experiencing significant parenting problems that may be affecting the child's or young person's development
- Are experiencing family conflict, including family breakdown
- Are under pressure due to a family member's physical or mental illness, substance abuse, disability or bereavement
- Are young, isolated or unsupported
- Are experiencing significant social or economic disadvantage that may adversely impact on a child's or young person's care or development.

Failure to disclose sexual offence against a child under the age of 16

The Victorian Government has introduced criminal offences to protect children from sexual abuse. Under these reforms a failure to report or act in relation to suspected child sexual abuse can now constitute a criminal offence.

Any adult who forms a belief on reasonable grounds that a sexual offence has been committed in Victoria against a child under the age of 16 by an adult, must make a report to Victoria Police as soon as practicable unless the person has a reasonable excuse* for not doing so. Under this obligation call Victoria Police on 000 or the local police station. The local Sexual Offences & Child Abuse Investigation Team (SOCIT) for the School is Wyndham which you can call on 92160566.

Under the Failure to disclose obligation, this obligation applies to a person of or over the age of 18 years (whether in Victoria or elsewhere) who has information that leads the

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person to form a reasonable belief that a sexual offence has been committed in Victoria against a child under the age of 16 years by another person of or over the age of 18 years.

*A 'reasonable excuse' for not reporting information about child sexual abuse to police includes, for example:

- you fear for your safety, or the safety of another person, or
- you believe the information has already been reported to the police.

Reasonable excuse – Fear for safety

You have an excuse for not reporting to police if:

- you reasonably fear for your safety or the safety of another person, except the person you believe committed, or was involved in, the sexual offence, and
- your failure to report is a reasonable response in the circumstances.

This excuse helps to protect children, their families, and others from harm where reporting information might risk people's safety. For example, a mother may decide not to report her partner sexually abusing her child because she fears violence against her or her child.

The fear must be reasonable from the perspective of that person in those circumstances. This recognises that this person is best placed to judge whether their safety, or the safety of another person, is endangered.

Reasonable excuse – Belief that the information has already been disclosed

You have an excuse for not reporting to police if:

- you believe on reasonable grounds that another person has already disclosed the information to police, and
- you have no further information to add.

Child sexual abuse includes:

- rape;
- indecent assault;
- sexual penetration;
- grooming a child for sexual conduct;
- encouraging a child to engage in, or be involved in, sexual activity;

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- compelling sexual touching;
- assault with intent to commit a sexual offence;
- threat to commit a sexual offence;
- causing a child to be present during sexual activity;
- facilitating a sexual offence against a child;
- administration of an intoxicating substance for a sexual purpose;
- procuring a sexual act by fraud or threat; or
- an attempted sexual offence or an assault with intent to commit a sexual offence.

A reasonable belief is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a reasonable belief might be formed when:

- a child tells you they have been sexually abused;
- a child tells you 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 you to believe the child has been sexually abused or is likely to be abused; or
- signs of sexual abuse lead to a belief that the child has been sexually abused.

Grooming for sexual conduct with a child under the age of 16

Grooming is when an adult communicates, by words or conduct, with a child under the age of 16 years or with a person who has care, supervision or authority of the child (e.g. the child's parents) with the intention of facilitating the child's involvement in sexual conduct, either with the groomer or another adult.

It is a crime under the *Crimes Act 1958* (Vic).

Failure to protect offence

The offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they *know* of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Under the offence, a person is taken to have negligently failed to reduce or remove a substantial risk if that failure involves a great falling short of the standard of care that a reasonable person would exercise in the same circumstances. The offence does not require a person in authority to eliminate all possible risks of child sexual abuse.

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This offence requires a person in authority to act if they *know* that there is a substantial risk that a child may become the victim of a sexual offence. A person is generally taken to know that there is a risk if he or she is aware that it exists or will exist in the ordinary course of events. This is more than merely holding a tentative belief or suspicion.

A person in authority is someone whose, position within a relevant organisation, means that they have the power or responsibility to reduce or remove a substantial risk that a child under the age of 16 years, who is under their care, supervision, or authority, may become the victim of sexual abuse committed by an adult associated with the school. It may also apply to people with less formal involvement in an organisation. For example, a coach responsible for the supervision of a sports team may be a person in authority, even if their role is informal or limited.

The principal or any school leadership staff who become aware that an adult associated with the school (such as an employee, contractor, volunteer or visitor) poses a risk of sexual abuse to a child under the care of the school (including grooming), must take all reasonable steps to remove or reduce that risk. Reporting to DFFH or Victoria Police is one way to reduce or remove the risk.

This may include removing the adult from child-connected and child-related work pending investigation. Failure to do so may be a criminal offence.

Circumstances where there is substantial risk

There are several factors that may assist in determining whether a risk is a substantial risk. These include:

- the likelihood or probability that the child will become the victim of a sexual offence
- the nature of the relationship between a child and the adult who may pose a risk to the child
- the background of the adult who may pose a risk to the child, including any past or alleged misconduct
- any vulnerabilities particular to a child which may increase the likelihood that they may become the victim of a sexual offence
- any other relevant fact which may indicate a substantial risk of a sexual offence being committed against a child.

When determining whether a risk is substantial, the courts will consider a variety of factors, which may include those listed above. The courts will consider all the facts and circumstances of the case objectively and will consider whether a reasonable person would have judged the risk of a sexual offence being committed against the child abuse as substantial. It is not necessary to prove that a sexual offence, such as indecent assault or rape, was committed.

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This offence is in addition to existing mandatory reporting obligations for specified staff under the *Children, Youth and Families Act 2005*. It applies to any person in authority within a relevant organisation, not just mandatory reporters.

If you want to report a child in **immediate** risk or danger of a sexual offence, call 000. If the report is not in relation to an immediate risk, call the local police station. Reporting alone may not discharge your duty to protect. Further, fulfilling the roles and responsibilities in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

Reportable Conduct Scheme

The Reportable Conduct Scheme is a child protection scheme that requires Victorian education providers to notify the Commission for Children and Young if there is an allegation of ‘reportable conduct’ made against one of its employees (including a principal, teacher, or non-teaching staff member), contractors, volunteers, or School Council members.

The Principal **must** report any reportable allegation made against a Staff member (including volunteers and contractors) to the CCYP within 3 business days of becoming aware of forming a reasonable belief that reportable conduct has occurred. If the reportable conduct is also considered to be criminal conduct, it must also be reported to police.

Any person may make a report to the Principal about alleged conduct, including a staff member, young person, parent or member of the public.

A reportable allegation is an allegation made against a Staff member (over 18 years of age) of reportable conduct directed towards a person under 18 years of age.

Reportable conduct is:

- **a sexual offence** committed against, with, or in the presence of a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded (grooming, abuse, sexual activity in presence of child);
- **sexual misconduct** committed against, with, or in the presence of a child (crossing professional boundaries, explicit comments or messages);
- **physical violence** committed against, with, or in the presence of a child (hitting, punching, kicking, threats);
- **any behaviour that causes significant emotional or psychological harm to a child** (from using offensive language and/or racist or derogatory terms, bullying, excessive yelling, threats of violence); and/or
- **significant neglect** of a child (such as not responding to a disclosure made by a child).

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Staff members must advise the Principal immediately they become aware of conduct by a Staff member that may constitute a reportable conduct.

If the Principal makes a report to CCYP of a reportable allegation against a staff member who is a registered teacher, the Principal must also notify VIT.

STEP 3: HOW TO REPORT

Contact Details

Department Families, Fairness and Housing (Child Protection)	West Division Metro area- 8:45am to 5:00pm	1300 664 977
Department Families, Fairness and Housing (Child Protection)	After Hours 5:00pm to 9:00am	131 278
Orange Door	Child and family services Wyndham 9am to 5pm Mon-Fri (Closed public holidays)	1800 271 045
Police	Immediate safety concern	000
CCYP		1300 78 29 78 contact@ccyp.vic.gov.au
VIT		https://www.vit.vic.edu.au/ Principal enquiries - 1300 650 375
VRQA		https://www.vrqa.vic.gov.au/Pages/default.aspx

STEP 4: INTERNAL RESPONSE BY THE SCHOOL (AND WYNDHAM CEC)

When a CSO becomes aware of a report, a Case Management Group (that may consist of the CSO, the Student Wellbeing Officer and /or the Principal or delegate) will be set up to monitor and review the risks related to child safety and offer support to the student and reporter.

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Where it is not appropriate for a Student Wellbeing Officer or CSO to perform their role, concerns should be raised with the Assistant Principal or Principal, who will be responsible for managing an alternative procedure for responding to an allegation or disclosure.

Care for students involved

After any immediate risk of harm has been removed or mitigated (Step 1), the Case Management Group members should consider additional support for the child(ren) or students(s) concerned. This may include referral to a wellbeing professional or external support services, developing a student support plan, engaging in regular communication and follow up, supporting the student to be around their friends in the School Environment.

The School recognises that friendships and peer support are important to help children and students feel safe and be less isolated.

Employment and staff matters

Where the School becomes aware of concerns or complaints that a Staff member or Volunteer may have engaged in conduct which could give rise to a risk of harm to a child, the School may, at its discretion:

- stand the Staff member or Volunteer down;
- remove or limit their contact with children or students; and/or
- direct the Staff member or Volunteer to return any keys, passes or equipment and to provide access codes and passwords.

Investigations

Before commencing an investigation under the Policy, the Principal will consult with relevant authorities to determine whether the School can commence an investigation.

If the allegation is considered a reportable allegation, the Principal will notify the CCYP of who is going to conduct the investigation and comply with timeframes required by the Reportable Conduct Scheme.

Recordkeeping

Staff and Volunteers must create and maintain records of the report (Step 2) and actions taken in relation to reducing or removing the risks. Records made under this procedure must be handled according to the *School's Records Management Policy*.

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STEP 5: PRIVACY AND CONFIDENTIALITY

Following a report, it is important to protect privacy and confidentiality, and the interests and safety of the child at all times.

The School will not share information about a child safety concern with a child or student's family if the School considers this will create or increase a risk of harm to the child or student.

Information about child safety concerns and complaints is confidential and will be handled according to the Julia Gillard Community College's Privacy Policy, except when this information must be disclosed by law (for example, the Reportable Conduct Scheme).

STEP 6: REPORTABLE CONDUCT SCHEME

Within 3 days of becoming aware of a reportable allegation the Principal **must** make a notification to the CCYP. If the allegation could amount to a criminal offence, Victoria Police **must** also be notified.

Within 30 calendar days after becoming aware of any reportable allegation/s, the Principal must provide the CCYP with:

- detailed information about the reportable allegation;
- information about proposed disciplinary or other action to be taken in response to the allegation; and
- any written submissions made by the Staff member or Volunteer, or about that disciplinary or other action.

As soon as reasonably practicable after the independent investigation has concluded, the Principal must provide the CCYP with:

- a copy of the investigation findings and reasons;
- a copy of the investigation report produced by the investigator;
- any documentation and evidence annexed to the investigation report; and
- additional information about proposed disciplinary or other action to be taken in response to the allegation.

STEP 7: PROTECTION OF REPORTERS

Any Staff member or Volunteer who makes a report in good faith in accordance with their reporting obligations will be supported by the School, will not be penalised by the School for making the report and will be protected from prosecution and liability.

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Confidentiality is provided for mandatory reporters under the *Children Youth and Families Act 2005 (CYFA)*. The CYFA prevents disclosure of the name or any information likely to lead to the identification of a person who has made a report in accordance with legislation, except in specific circumstances or where the reporter consents to their identity being disclosed or is required for legal proceedings.

STEP 8: CHILD INFORMATION SHARING SCHEME (CISS)

The Principal will consider whether the School should disclose confidential information to another Information Sharing Entity (ISE) about any person for the purpose of promoting the wellbeing or safety of a child or group of children. If the:

- sharing of information would:
 - promote the wellbeing and safety of a child; and
 - help the receiving ISE make a decision, assessment or plan, start or conduct an investigation, provide a service and or manage any risk to child safety and wellbeing; and

If the information is not excluded information (that cannot be shared under the CISS), the Principal will share that information.

The CISS includes an obligation to talk to the child (when age-appropriate) and family (when appropriate, considering the risk of harm to the child) prior to sharing information.

STEP 9: EVALUATION

The Principal must ensure the School Council and Wyndham CEC Board are notified following any significant incident in relation to child safety and wellbeing.

When the School Council and Wyndham CEC Board are notified following any incident in relation to child safety and wellbeing, the Council and Board must review and evaluate the College's Policy, this Procedure and child safety and wellbeing practices, including the effectiveness of risk controls and risk treatments.

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APPENDIX ONE: When to Report Matrix

Type of reporting	Reporter	Report to
Mandatory (physical abuse of, non-accidental or unexplained injury to, and sexual abuse)	Mandatory reporters	DFFH Child Protection
Failure to disclose (child under 16) (sexual)	Any person	DFFH Child Protection Victoria Police
Failure to protect (child under 16) (sexual)	Adults in a position of authority	DFFH Child Protection Victoria Police
Child in need of protection	Any person	DFFH Child Protection Victoria Police
Child in need of therapeutic treatment	Any person	DFFH Child Protection
Significant concerns for the wellbeing of a child	Any person	DFFH Child Protection Orange Door
Reasonable belief that a sexual offence has been committed against a child under 16	Any person 18 or over	Victoria Police

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APPENDIX TWO: Making a Report Matrix

Step	Description
1	<p>In case of emergency or if a child is in immediate danger contact Triple Zero (000) or the local police station</p> <p>Alternatively, to report concerns about the immediate safety of a child contact Child Protection.</p>
2	<p>Keep comprehensive notes that are dated and include:</p> <ul style="list-style-type: none"> - a description of the concerns (e.g. physical injuries, student behavior) - the source of those concerns (e.g. observation, report from the child or another person) - the actions taken as a result of the concerns (e.g. consultation with Principal, report to DFFH Child Protection)
3	<p>Discuss any concerns about the safety and wellbeing of students with the Child Safety Officer or Principal. The individual staff member should then make their own assessment about the child or young person and to whom the report should be made.</p>
4	<p>Gather the relevant information necessary to make the report, including:</p> <ul style="list-style-type: none"> - full name, date of birth and residential address of the child or young person; - the details of the concerns and the reasons for those concerns; - the individual staff member's involvement with the child and young person; and - details of any other agencies who may be involved with the child or young person.
5	<p>Make a report to the relevant agency.</p>
6	<p>Make a written record of the report which includes the following information:</p> <ul style="list-style-type: none"> • the date and time of the report and a summary of what was reported • the name and position of the person who made the report and the person who received the report
7	<p>Notify relevant staff of a report to DFFH Child Protection or Orange Door. School staff should advise the Principal if they have made a report.</p>

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APPENDIX THREE: Examples of Child abuse Matrix

Physical violence	Sexual offences	Serious emotional or psychological abuse	Serious neglect
Unexplained bruises	Sexually transmitted diseases	Delays in emotional, mental or physical development	Frequent hunger/ Malnutrition
Fractures/ broken bones	Pregnancy	Signs of self-harming	Poor hygiene
Burns	Vaginal/ anal bleeding	Low self-esteem	Inappropriate clothing
Unexplained absences	Difficulty sleeping	High anxiety	Stealing food
Wearing long sleeved clothing	Withdrawn	Aggressive or demanding behaviour	Misuse of drugs/ alcohol
Fear of certain people	Complaining of stomach pains/ headaches	Withdrawn, passive or tearful	Aggressive behaviour
Distrust of adults	Fear of certain people		Staying at school/ class after hours
Academic problems	Aggressive behaviour		Academic problems

These definitions are taken from an overview of the Victorian Child Safe Standards

<https://www.cpmanual.vic.gov.au/>

Related Documents

Legislation: Children, Youth and Families Act 2005, Working with Children Act 2005 (Vic), Child Wellbeing and Safety Act 2005 (Vic), Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic), Ministerial Order 1359 - Child Safe Standards. Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2017 (Vic), Privacy and Data Protection Act 2014, Crimes Act 1958 (Vic) amended 2014, Disability Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Public Records Act 1973 (Vic), Occupational Health and Safety Act 2004 (Vic), The

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Charter of Human Rights and Responsibilities Act 2006 (Vic), Family Law Act 1975 (Com), Public Records Act 1973 (Vic), Worker Screening Act 2020 (Vic).

Policies & Procedures: School Duty of Care Policy & Procedure, School Child Safety and Wellbeing Policy & Procedure (including Statement of Commitment), Access & Equity Policy & Procedure, School Complaints and Appeals Policy & Procedure, Privacy Policy & Procedure, Critical Incident & Emergency Management Policy & Procedure, Record Management Policy & Procedure, School Staff Management Policy & Procedure and Guidelines, Disciplinary Action and Termination of Employment Policy and Procedure.

Codes: Staff Code of Conduct, Code of Ethics, Child Safety and wellbeing Code of Conduct.

Other: Conduct Reporting Guide for Schools, Child Safe Standards, Betrayal of Trust Report, Responding to Suspected Sexual Offending Form and Responding to Suspected Child Abuse Form, DFFH Mandatory Reporting information and Fact Sheets at <https://providers.dffh.vic.gov.au/mandatory-reporting>
DFFH Failure to Disclose Fact Sheet <https://providers.dffh.vic.gov.au/failure-disclose-offence-fact-sheet-word>; Betrayal of trust fact sheet <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/betrayal-of-trust-fact-sheet-the-new>;
PROTECT e-safety Commissioner at <https://www.esafety.gov.au>
Child FIRST and Family Services - <https://services.dhhs.vic.gov.au/child-first-and-family-services>
Child Wise - childwise.org.au; The Orange Door - <https://www.orangedoor.vic.gov.au/what-is-the-orange-door>;
Online Learning System at <https://elearn.childlink.com.au>
Reportable Conduct – www.justice.vic.gov.au