FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Student Sexual Offending

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 reasonable belief that 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)

* A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action.

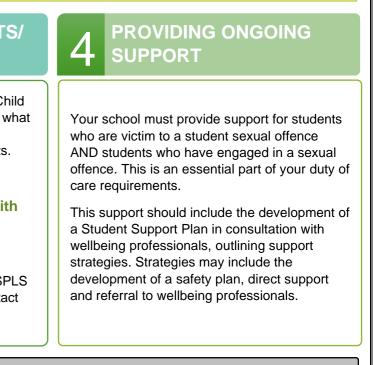
RESPONDING TO AN CONTACTING PARENTS/ 3 REPORTING TO AUTHORITIES **GUARDIANS** EMERGENCY If there is no risk of immediate harm go to As soon as immediate health and safety concerns are addressed, you must report all Your Principal must consult with DHHS Child incidents, suspicions, and disclosures of student sexual offending as soon as possible: Protection or Victoria Police to determine what information can be shared with parents/guardians of all impacted students. Refer to Responding to and Reporting Allegations of Child Abuse Procedures If a child is at immediate risk of harm you must ensure their safety by: Staff are NOT to make contact with Separating alleged victims and others involved VICTORIA **INTERNALLY DFFS CHILD PROTECTION** Parents/Guardians POLICE Administering first aid All instances on ALSO report If you believe that: Calling 000 for urgent medical and/or police 000 internally to: The Principal will guide you through the SPLS assistance to respond to immediate health or the victim's parent/guardians are unable or Child Safe process including making contact Principal and/or unwilling to protect the child with parents/guardians. Leadership Team the student who is alleged to have Identifying a contact person at the school for (all instances) engaged in the student sexual offending is: future liaison with Police aged over 10 and under 15 years and may be in need of therapeutic treatment to address these Where necessary you may also need to behaviours SCHOOL maintain the integrity of potential crime scene Principal- Tim Reimann may be displaying physical and and preserve evidence. (03) 5389 1626 behavioural indicators of being the victim of child abuse*. DFFS CHILD PROTECTION West Division (Rural) 1800 075 599 **DFFS AFTER HOURS** After hours, weekends, public holidays You must identify a contact person at the school for future liaison with Victoria Police and/or 13 12 78 Child Protection and seek advice about contacting parents/carers (see Action 3). CHILD FIRST/ ORANGE DOOR Horsham 1800 195 114 https://services.dffh.vic.gov.au/referral-and-support-*See the Four Critical Steps for Schools: Responding Incidents, Disclosures and teams Suspicions of Child Abuse for further guidance in these circumstances.



Action 2.

safety concerns

- You must use the <u>Responding to Student</u> Sexual Offending Template to keep clear and comprehensive notes.
- Form located in Staff Drive 'Responding to Student Sexual Offending Template'



CONTACT

VICTORIA POLICE 000 or 03 5389 1470 (Dimboola 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 Ballarat (03) 5337 7135

INDEPENDENT SCHOOLS VICTORIA (03) 9825 7200



