



St Francis Xavier Primary School

Mandatory Reporting /Failure to Disclose Policy

Rationale:

At St Francis Xavier Primary School we comply with the legal requirements of the Children, Youth and Families Act 2005 (Vic.), the Crimes Act 1958 (Vic.) and the recommendations of the Betrayal of Trust Report for the protection of children from harm due to physical injury and sexual abuse. School personnel mandated under this Act who, in the course of carrying out their duties, form a reasonable belief that a child is in need of protection from physical injury or sexual abuse, must report that belief and the grounds for it as soon as possible.

This policy is for our school to comply with this requirement and fulfil our responsibilities regarding the welfare and protection of children at risk. This policy complements the guidelines Protecting the safety and wellbeing of children and young people. A joint protocol of the Department of Human Services Child Protection, the Department of Education and Early Childhood Development, Licensed Children's Services and Victorian schools (the Protocols).

Definitions

Child. For the purpose of the relevant parts of the Children, Youth and Families Act 2005 (Vic.), a child is any person 17 years of age or younger.

Child FIRST. The Family Information Referral Support Team run by a registered community service in a local area that can receive confidential referrals about a child of concern. It does not have any statutory powers to protect a child but can refer matters to family services.

Child Protection. The Victorian Government agency, provided by DHS, that protects children at risk of significant harm. Child Protection has statutory powers and can use these to protect children.

Mandatory report. A report made to Child Protection, by a person mandated under the Act, that is based on a reasonable belief that a child is in need of protection from physical injury that results from abuse or neglect or harm caused as a result of sexual abuse.

Mandatory reporter. Person(s) required under the Children, Youth and Families Act 2005 (Vic.) to make a report to the Child Protection if they believe a child is in need of protection from physical injury or sexual abuse. Mandatory reporters include registered school teachers or principals and registered nurses.

Reasonable belief. A person may form a belief on reasonable grounds that a child is in need of protection after becoming aware that a child or young person's health, safety or wellbeing is at risk and the child's parents are unwilling or unable to protect the child.

A *reasonable belief* that a child is in need of protection is more likely formed in circumstances where:

- a child states that they have been physically injured or sexually abused (self-disclosure);

- a child states that they know someone who has been physically injured or sexually abused (sometimes the child may be talking about him or herself);
- someone who knows the child states that the child has been physically injured or sexually abused;
- professional observations of the child's behaviour or development lead the mandated professional to form a belief that the child has been physically injured or sexually abused;
- signs of physical injury or sexual abuse lead to a belief that the child has been abused.
- the staff member is aware of persistent family violence or parental substance misuse, psychiatric illness or intellectual disability that is impacting on the child or young person's safety, stability or development.

School Advisory Group. A committee consisting of the *Principal* and *Child Safety Officer/s* (Deputy Principal and Student Wellbeing) to discuss any concerns and observations in relation to child physical or sexual abuse recorded by a teacher and to offer support to the teacher concerned. A gender balance (if possible) within the group is an important consideration.

Additionally, it should be noted that *three new criminal offences* have been introduced under the Crimes Act 1958 (Vic):

- failure to disclose offence, which requires adults to report to police a reasonable belief that a sexual offence has been committed against a child.
- failure to protect offence, which applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but failed to do so.
- grooming offence, which targets communication with a child or their parents with the intent of committing child sexual abuse.

Implementation

At St Francis Xavier Primary School, we follow the following procedures, as mandated in the CEM School Guidelines (Updated 2019) - Identifying and Responding to abuse Reporting Obligations Policy 2.19.

1. Forming a belief

A requirement of the Children, Youth and Families Act 2005 (Vic.) and detailed further in the Protocols is that when a mandatory reporter forms a reasonable belief that a child is in need of protection from physical injury or sexual abuse and the child's parents are unable or unwilling to protect the child, he/she must make a report to Child Protection as soon as practicable after forming the belief and on each occasion on which they become aware of any further reasonable grounds for the belief.

If one or more mandated professionals have formed a belief about the same child on the same occasion it is sufficient that only one professional makes a report. The other is obliged to ensure that the report has been made and that all the grounds for their own belief were included in the report made by the other staff member. (s. 184(2)).

Staff members, whether mandated or not, need to report their belief when the belief is formed in the course of undertaking their professional duties.

If one mandated professional directs another mandated professional not to make a report, and the one professional continues to hold the belief that a child is in need of protection, then that professional is legally obliged to make a report to Child Protection.

It should be noted that although it is not mandatory to report suspected incidents of emotional abuse or neglect, mandatory reporters should make a referral to Child FIRST where they have a significant concern for a child's wellbeing, or a report to Child Protection where they form a reasonable belief that a child is in need of protection.

If a mandatory reporter suspects that a child is in need of protection it is essential that he/she document any concerns and observations in a confidential file. This process of documentation may occur over a period of time.

A series of documents published by the DHS and the Department of Education and Training (DET), see the Protocols and the Mandatory Reporting section of the Victorian Government's School Policy & Advisory Guide (also see the Resources section below), provide background information and guidance for professionals mandated to make a report. These resources have been prepared to:

- ensure that mandatory reporters are aware of their legal responsibilities to report child abuse and neglect to Child Protection;
- provide mandatory reporters with information on how to recognise and respond to child abuse;
- provide mandatory reporters with advice about sharing information with Child FIRST or Child Protection.
- It is important that the recommended procedures are followed to support and protect the child at risk.

1.1 Discussing concerns

It is recommended that the mandatory reporter's concerns and observations regarding the suspected physical injury or sexual abuse of a child and/or a student has engaged in sexual offending, are discussed with a School Advisory Group formed to support all involved in matters of this nature. The confidentiality of these discussions must be maintained.

A mandatory reporter may make a referral to Child FIRST or a report to Child Protection without the prior knowledge of the Principal. However, it is good practice for the mandatory reporter to inform the Principal of his/her action as soon as practicable in order for the Principal to support the mandatory reporter.

2. Report to relevant agencies

2.1 Department of Human Services Child Protection

The mandatory reporter may form the belief that it is necessary to make a report to Child Protection. In this case, the teacher is required to make a report as soon as practicable (see Appendix 1 for a list of Child Protection office numbers).

The mandatory reporter may continue to suspect that a child is in need of protection. In this case, the mandatory reporter should continue to record any further observations made and make a report on each occasion where they form a belief, on reasonable grounds, that a child is or is likely to be at risk of physical or sexual abuse.

The Four critical actions for schools reporting to Child Protection or Child FIRST document (Appendix 1) provides a summary of school and DHS processes for the mandatory reporting

of child physical and sexual abuse. Appendix 2 also provides a summary of the responsibilities of principals and teachers for the mandatory reporting of child physical and sexual abuse.

2.2 Contact with Child FIRST

A registered school teacher or Principal in Victoria can seek advice from or make a referral to Child FIRST if they have a significant concern for the wellbeing of a child and where the immediate safety of the child is not compromised. The teacher or Principal should share relevant information with Child FIRST to help them complete their assessment of the referral. Contact should be made with the nearest Child FIRST office for information and advice.

A mandated reporter may wish to keep their identity confidential when they make a referral to Child FIRST or a report to Child Protection, or when they share information with these agencies. A Child First or Child Protection worker cannot disclose the identity of the person making a referral or report without their consent. The publications listed in Appendix 1 provide advice on why it may be appropriate for a person making a referral or report to disclose their identity.

3. Ongoing support

The Principal has a role in seeking or offering appropriate pastoral support for the staff member making the report, for the student and student's family. The principal's actions in this regard should be informed by the school's policies and procedures for ensuring the safety and wellbeing of students.

Appendix 3 provides a list of various agencies, including the Wellbeing & Community Partnerships Unit at the CEOM, that are able to offer support to teachers and principals in instances of child abuse.

Failure to Disclose

Any staff member who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 must disclose that information to police. Failure to disclose the information to police is a criminal offence under section 327 of the Crimes Act 1958 (Victoria) and applies to all adults in Victoria, not just professionals who work with children. The obligation is to disclose that information to the police as soon as it is practicable to do so, except in limited circumstances such as where the information has already been reported to DHHS Child Protection. For more information see: [Department of Justice and Community Safety](#)

Failure to Protect

Any staff member in a position of authority who becomes aware that an adult associated with their school (such as an employee, contractor, volunteer, sport coach or visitor) poses a risk of sexual abuse to a child under 16 who is in the care or supervision of the school must take all reasonable steps to reduce or remove that risk. Failure to take reasonable steps to protect a child in the school from the risk of sexual abuse from an adult associated with the school is a criminal offence contained in section 49C (2) of the Crimes Act 1958 (Vic.). In a school context this will include the principal and the business manager and may also extend to School Counsellors, heads of departments and heads of school.

For more information see: [Department of Justice and Community Safety Fact Sheet](#)

Grooming Offences

The offence of grooming prohibits predatory conduct designed to prepare or 'groom' a child for future sexual activity and is contained in section 49B (2) of the Crimes Act 1958 (Vic.). The offence applies to communication with children under 16 years. Grooming can be conducted in person or online, for

example via interaction through social media, web forums and emails. The offence can be committed by any person aged 18 years or over. It does not apply to communication between people who are both under 18 years of age.

For more information see [Department of Justice and Community Safety Fact Sheet](#)

Evaluation:

This policy will be reviewed as part of the school's review cycle or as Legislative changes are made

We will refer to:

The Children, Youth and Families Act 2005 (Vic.) as provided by the Department of Human Service (DHS),

The Crimes Act 1958 (Vic.) and the recommendations of the Betrayal of Trust Report.

Appendix 1:

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx>

A step-by-step guide to making a report to Child Protection or Child FIRST

Protective concerns

You are concerned about a child because you have:

- received a disclosure from a child about abuse or neglect
- observed indicators of abuse or neglect
- been made aware of possible harm via your involvement in the community external to your professional role.

At all times remember to:

- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

STEP 1	RESPONDING TO CONCERNS	STEP 2	FORMING A BELIEF ON REASONABLE GROUNDS	STEP 3	MAKING A REFERRAL TO Child FIRST	STEP 4	MAKE A REPORT TO CHILD PROTECTION
1. If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm*. Go to Step 4	2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. Go to Step 3	3. In all other situations Go to Step 2.	* Refer to Appendix 2: Definitions of child abuse and indicators of harm in the Protocol – Protecting the safety and wellbeing of children and young people	1. Consider the level of immediate danger to the child. Ask yourself: a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm? YES / NO and b) Am I in doubt about the child's safety and the parent's ability to protect the child? YES / NO 2. If you answered yes to a) or b) Go to Step 4	3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. Go to Step 3	1. Contact your local Child FIRST provider. • See over for contact list for local Child FIRST phone numbers.	2. Have notes ready with your observations and child and family details.
						2. Have notes ready with your observations and child and family details.	

For further information refer to *Protecting the safety and wellbeing of children and young people – A joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools*

Contact Numbers

Department of Education and Early Childhood Development		Department of Human Services Child Protection		CHILD FIRST	
METROPOLITAN REGIONS		METROPOLITAN REGIONS		Local Catchment Area	
Eastern	(03) 9265 2400	Intake Unit	Regional Office	Barwon South Western	Greater Geelong, Queenscliff, Surf Coast
Northern	(03) 9488 9488	Eastern	Box Hill	Western	Colac – Otway, Corangamite
Western	(03) 9291 6500	North and West	Preston		Warrnambool, Moyne, Glenelg, Southern Grampians
Southern	(03) 9794 3555		Footscray		
RURAL REGIONS		Southern	Dandenong		
Barwon South Western	5225 1000		(03) 9213 2111	Gippsland	East Gippsland
Gippsland	5127 0600	RURAL REGIONS			Wellington
Grampians	5337 8444	Intake Unit	Regional Office		La Trobe, Baw Baw
Hume	5761 2100	Barwon South Western			South Gippsland, Bass Coast
Loddon Mallee	5440 3111				
Office for Children and Licensed Children's Services:					
METROPOLITAN REGIONS					
Eastern	(03) 9265 2400				
Northern	(03) 9412 5333				
Western	(03) 9275 7000				
Southern	(03) 9096 9555				
RURAL REGIONS					
Barwon South Western	5225 1000				
Gippsland	5127 0600				
Grampians	5337 8444				
Hume	5761 2100				
Loddon Mallee	5440 3111				
Important information for government schools					
Principals of Victorian Government schools must report all incidents to the Emergency and Security Management Unit on 03 9589 6266.					
Victorian Government schools should contact the Student Critical Incident Advisory Unit (SCIAU), Student Wellbeing Division, for advice and support when responding to allegations of student sexual assault or inappropriate sexual behaviours.					
The SCIAU can be contacted on 03 9637 2934 or 03 9637 2487.					
Victorian Government School Principals should refer to the flowchart – Responding to Allegations of Student Sexual Assault Compulsory Actions for Principals at: http://www.education.vic.gov.au/healthwellbeing/safety/childprotection/childprotection.htm					
		After hours Child Protection Emergency Services (AHCPEs)			
		Statewide number for all emergency child protection matters outside of normal business hours (24 hours, 7 days a week):		131 278	
		Victoria Police		000	
		Catholic Education Offices			
		Catholic Education Office, Melbourne		(03) 9267 0228	
		Catholic Education Office, Ballarat Diocese		5337 7135	
		Catholic Education Office, Sale Diocese		5622 6600	
		Catholic Education Office, Sandhurst Diocese		5443 2377	
		Independent Schools Victoria		(03) 9825 7200	
		Other			
		Victorian Aboriginal Education Association, Inc.		(03) 9481 0800	
		Victoria Police Sexual Offences and Child Abuse Unit		(03) 9247 6666	
		Centre Against Sexual Assault		1800 806 292	
		Gatehouse Centre, Royal Children's Hospital (for specialist counselling and medical assistance)		(03) 9345 6391	
		Child Safety Commissioner		(03) 8601 5884	
		Victorian Aboriginal Child Care Agency		(03) 8388 1855	
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FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

PROTECT



1 RESPONDING TO AN EMERGENCY

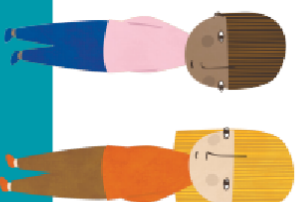
If there is no risk of immediate harm go to **Action 2**.

- 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

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 or volunteer to Victoria Police.

You **must also** report internally to:

GOVERNMENT SCHOOLS

- School Principal and/or leadership team
- Employee Conduct Branch
- DET Security Services Unit

CATHOLIC SCHOOLS

- School Principal and/or leadership team
- Diocesan education office

INDEPENDENT SCHOOLS

- School Principal and/or school chairperson

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 for 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 Security Services Unit

CATHOLIC SCHOOLS

- School Principal and/or leadership team
- Diocesan education office

INDEPENDENT SCHOOLS

- School Principal and/or chairperson

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 (in circumstances where the family are open to receiving support), or to DHHS Child Protection or Victoria Police.

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 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 (eg. if the victim or another person tells you about the abuse).
- You **must** use the **Responding to Suspected Child Abuse** template to keep clear and comprehensive notes.

* 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 (eg. 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).

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.

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.

CONTACT

DHHS CHILD PROTECTION

AREA

North Division **1300 664 9777**

South Division **1300 655 795**

East Division **1300 360 391**

West Division (Rural) **1800 075 599**

West Division (Metro) **1300 664 9777**

AFTER HOURS

After hours, weekends, public holidays **13 12 78**

CHILD FIRST

www.dhs.vic.gov.au

VICTORIA POLICE

000 or your local police station

DET SECURITY SERVICES UNIT

(03) 9589 6286

STUDENT INCIDENT AND RECOVERY UNIT

(03) 9637 2934

EMPLOYEE CONDUCT BRANCH

(03) 9637 2595

DIOCESAN OFFICE

Melbourne (03) 9267 0228

Ballarat (03) 5337 7135

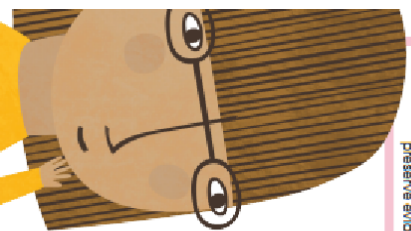
Sale (03)5622 6600

Sandhurst (03) 5443 2377

INDEPENDENT SCHOOLS

VICTORIA

(03) 9625 7200



FOUR CRITICAL ACTIONS

1 RESPONDING TO AN EMERGENCY PAGE 26

2 REPORTING TO AUTHORITIES PAGE 27

3 CONTACTING PARENTS/CARERS PAGE 32

4 PROVIDING ONGOING SUPPORT PAGE 34


This section outlines four critical actions which must be taken if 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 student sexual offending.



For easy reference a summary of these actions is available at www.education.vic.gov.au/protect as a printable PDF A3 Poster.

You should read this summary in conjunction with the following advice, which includes critical detail and links to supporting documents (including the **Responding to Suspected Student Sexual Offending: Template** which must be completed when responding to any form of suspected student sexual offending).

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 suspicion that a student is a victim of a student sexual offending and/or a student has engaged in sexual offending.
- You **must** act when 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 to follow 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

Alertness or 000

DHHS CHILD PROTECTION

If you believe that:

- the victim's parent/careers are unable or unwilling to protect the child
- the student who is alleged to have engaged in the student sexual offending is:
 - aged over 15 and under 18 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*

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/careers (see **Action 3**).

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

INTERNALLY

ALSO report internally to:

- School Principal and/or Leadership team (if interested)
- Government Schools O&T Security Services Unit
- Catholic Schools Diocesan education office

3 CONTACTING PARENTS/CARERS

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

- not to contact the parents/careers** in circumstances where contacting the parent/careers is likely to adversely affect a Victoria Police investigation or where the student is a mature minor and has requested that their parent/career not be notified
- to contact the parents/careers** and provide agreed information that 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 student(s) who are victims 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 8777 South Division 1300 655 795 East Division 1300 360 381 West Division (Rural) 1800 075 599 West Division (Metro) 1300 664 8777	CHILD FIRST www.dhs.vic.gov.au VICTORIA POLICE 000 or contact your local police station DET SECURITY SERVICES UNIT (03) 9589 4266 STUDENT INCIDENT AND RECOVERY UNIT (03) 9607 2804	EMPLOYEE CONDUCT BRANCH (03) 9607 2595 DIOCESAN OFFICE Melbourne (03) 9387 0228 Ballarat (03) 5387 7195 Sale (03) 9422 4440 Sandhurst (03) 5443 3377 INDEPENDENT SCHOOLS VICTORIA (03) 9605 7200
AFTER HOURS After hours, weekends, public holidays: 13 12 70		

Appendix 2:

In case of emergency or if a child is in life-threatening danger contact Triple Zero (000) or the local police station: Greensborough Police (8432 0200)

Alternatively, to report concerns about the immediate safety of a child within their family unit to DHHS Child Protection, call the local Child Protection Intake Provider, (see [DHHS Child Protection contacts](#).) If after hours call the Child Protection Crisis Line on 13 12 78. The table below describes the information to include when making a mandatory report about child abuse or child protection concerns.

Step	Description
1.	Keep comprehensive notes that are dated and include the following information: <ul style="list-style-type: none"> a description of the concerns (e.g. physical injuries, student behaviour) the source of those concerns (e.g. observation, report from child or another person) the actions taken as a result of the concerns (e.g. consultation with the principal, report to DHHS Child Protection etc.).
2	Discuss any concerns about the safety and wellbeing of students with the Principal or Child Safety Officer or a member of the school leadership team. The individual staff member should then make their own assessment about whether they should make a report about the child or young person and to whom the report should be made.
3	Gather the relevant information necessary to make the report. This should include the following information: <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 or young person details of any other agencies which may be involved with the child or young person.
4	Make a report to the relevant agency: To report concerns which are life-threatening phone 000 or the local police station : Greensborough Police (8432 0200) To find the nearest Victoria Police Sexual Offences and Child Abuse Investigation Team contact your local police station or visit the Victoria Police website for local contact numbers. To report concerns about the immediate safety of a child within their family unit to DHHS Child Protection: Call your local Child Protection Intake provider immediately, North Division Intake: 1300 664 977 https://services.dhhs.vic.gov.au/child-protection-contacts For After Hours Child Protection Emergency Services, call 13 12 78. To report concerns to DHHS Child Protection , contact your local child protection office: North Division Intake: 1300 664 977 https://services.dhhs.vic.gov.au/child-protection-contacts **Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection.
5	Make a written record of the report including the following information: <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.
6	Notify relevant school staff and/or Catholic Education Melbourne staff of a report to DHHS Child Protection or Child FIRST. School staff should advise the Principal, Child Safety Officer or a member of the leadership team if they have made a report. School staff can seek further assistance by contacting the Catholic Education Melbourne Wellbeing & Community Partnerships Unit. (03267 0228)
7	In the case of Koorie students, the Principal must notify the Diocese or Regional Office (as appropriate) to ensure the regional Koorie support officer can arrange appropriate support for the student.

NB: When making a report please record all information on the **Responding To An Incident, Disclosure Or Suspicion Of Child Abuse At St Francis Xavier Montmorency - Four Critical Actions Template**

Appendix 3:

Services provided by the Catholic Education Melbourne Wellbeing Unit:

- *Telephone advice 9 am – 5 pm weekdays (Catholic Education Melbourne Wellbeing & Community Partnerships Duty Officer – 03 9267 0228)*
- Consultation with school leadership and Catholic Education Melbourne Regional Offices
- Guidance and support to schools in responding to a critical incident
- Briefings with school clusters and regions
- Postgraduate study options including sponsorship of the Master of Education (Student Wellbeing) at the University of Melbourne and Master of Education (Wellbeing in Inclusive Schooling) at ACU and ongoing support of graduates from both courses
- Professional learning opportunities
- Professional reading and access to current information through the Student Wellbeing Action Partnership (SWAP) online resource.

Australian Childhood Trauma Group

website: www.theactgroup.com.au

Professional support services for government agencies, non-government agencies and schools.

Phone(03) 9415 6066

Healing Foundation

website: healingfoundation.org.au

Service to help build the capacity of Indigenous organisations and support the development of the Link Up network.

Phone02 6124 4400

Lighthouse Foundation

website: www.lighthousefoundation.org.au

Specialist attachment and trauma informed training.

Phone(03) 9093 7500

Link Up Victoria

website: www.linkupvictoria.org.au

Provides counselling, healing and culturally appropriate support for indigenous Australians.

Phone1800 687 662

Mental Health Professionals Network

website: www.mhpn.org.au

Provides mental health practitioners with networking and online professional development opportunities across Australia.

Phone1800 209 031

The Aboriginal Family Violence Prevention and Legal Service Victoria

website: www.fvpls.org

Provide assistance to victims of family violence and sexual assault.

Phone1800 105 303

Emailinformation@fvpls.org