

APPENDIX 3: School's internal processes and related documents

At Stella Maris, internal reporting processes apply to all teachers, other staff members, volunteers, contractors and clergy. Processes include:

1. Keep comprehensive notes that are dated and include the following information:

- 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 a member of the school leadership team and our Child Safety Officer, Sharon Hynes.

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:

- 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.

This information should be collected and documented using the [Responding to Suspected Child Abuse: A Template for all Victorian Schools](#).

4. Critical Action 2: Make a report to the relevant agency:

- To report concerns which are life-threatening phone 000 or the local police station.
- To find the nearest Victoria Police Sexual Offences and Child Abuse Investigation Team contact your local police station. Visit the 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,
- For After Hours Child Protection Emergency Services, call 13 12 78.
- To report concerns to, contact your local child protection office.

**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:

- 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 or a member of the leadership team if they have made a report.
- The principal or principal's delegate notifies Catholic Education Melbourne on the Student Wellbeing Information Line, 03 9267 0228

7. In the case of international students, the principal must notify the International Education Division of the Department of Education and Training on (03) 9637 2990 to ensure that appropriate support is arranged for the student.

In the case of Koorie students, the principal must notify Catholic Education Melbourne to ensure the regional Koorie support officer can arrange appropriate support for the student.

Making Additional Reports

Following a report, any further observations should continue to be recorded and staff should discuss any concerns about the safety and wellbeing of the student with the principal or a member of the school leadership team and the Child safety Officer, Sharon Hynes.

A report will need to be made on each separate occasion where a belief has been formed - on reasonable grounds - that a child is likely to be at risk and in need of protection. Also see relevant section in this policy for further guidance

Critical Action 3: Contacting Parents/Carers

At Stella Maris we are committed to notifying parents/carers of the child as soon as practicable after a report is made to the authorities.

In line with the cross sectoral PTOTECT protocol (Critical Action 3), the principal or principal delegate must always seek advice from the Police or DI-IHS Child Protection, to ensure that it is appropriate to contact the parents/carers.

Critical Action 4: Providing Ongoing Support

At Stella Maris we are committed to providing ongoing support to any student impacted by a child protection matter, to ensure that they feel supported and safe at school.

Links to related documents and policies available on our website.

- [Child Safety Policy](#)
- [Child Safety Code of Conduct](#)
- [Directive from Archbishop of Melbourne- Practice of the Sacrament of Reconciliation in schools](#)
- [Volunteering at Stella Maris](#)

Related Resources

Catholic Education Melbourne

[Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#)

[Four Critical Actions for Schools Responding to Incidents, Disclosures and Suspicions of Child Abuse](#)

[Responding to Suspected Child Abuse: A Template for all Victorian Schools](#)

- Catholic Education Melbourne's School Guidelines [2.19a: Police and DHHS Interview Protocols](#)
- [Catholic Schools Operational Guide](#) (CEVN website)
- [Privacy Compliance Manual](#) (CEVN website):
 - updated by the Catholic Education Commission of Victoria Ltd (CECV) December 2015
 - this manual may be used by schools and systems which are represented by the CECV.

Victorian Government

- [Ministerial Order 870: Child Safe Standards](#)

Department of Education and Training (DET)

- [The School Policy and Advisory Guide](#) (SPAG)
- [Mandatory Reporting eLearning Module](#).

Department of Health and Human Services

- [Child Protection](#)
- [Child FIRST](#)

Related legislation

- *Children, Youth and Families Act 2005* (Vic.)
- *Crimes Act 1958* (Vic.)
- *Education and Training Reform Act 2006* (Vic.)
- *Victorian Institute of Teaching Act 2001* (Vic.)

Victoria Police

- [Victoria Police Sexual Offences and Child Abuse Investigation Teams \(SOCIT\)](#).

Department of Justice and Regulations

- [Failure to disclose offence](#)
- [Failure to protect offence](#)
- [Grooming offence](#).

Other resources

- [Daniel Morcombe Child Safety Curriculum](#)
- Parents, see [Daniel Morcombe Child Safety Curriculum Parent Guides – Queensland Department of Education, Training and Employment](#).

Further information

Catholic Education Melbourne's Student Wellbeing Information Line (9am -5pm daily) 9267 0228

The Student Wellbeing Information Line seeks to:

- address matters that impact the wellbeing and educational outcomes of young people arising in Catholic school communities using a solution-focused framework
- act as a conduit between the school and family to promote effective communication and resolution of enquiries
- empower and enhance the capacity, competence and confidence of stakeholders to address matters related to the wellbeing of young people.



This policy was ratified in 2016

This policy will be reviewed in August 2018

This policy was last updated in April 2017

Endorsed by	Principal Mr. Rob Horwood	
	Parish Priest Father Anthony Denton	