



Child Abuse Reporting and Investigating Policy

Yeshivah – Beth Rivkah Colleges

March 2022

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2 Commitment Statement

Yeshivah - Beth Rivkah Colleges (the School) is an Orthodox Jewish Independent School, providing Jewish and General education to school aged students. The School aims to provide students with a positive and enriching educational environment that promotes their religious, academic, social, physical and emotional development, based on Jewish heritage, commitment to Jewish Law (Halacha) and guided by the religious values (Hashkafa) of the Chabad movement.

The School recognises that it has a wide range of students from a variety of backgrounds and Jewish communities and caters to students with varying levels of religious knowledge and commitment.

In addition to the legal and moral responsibility to ensure child safety, there is a religious & Halachic imperative to protect children and save them from harm.

The prevention of child abuse is a Mitzvah (religious responsibility). It is the unequivocal position of Jewish law and all Rabbinic authorities that it is an individual and collective responsibility to do everything possible to protect children and ensure their ongoing and future safety, including immediately reporting any and all concerns to the responsible authorities.

The School and the Board are committed to the implementation of the Victorian Government Ministerial Order no. 870 - Child Safe Standards - Managing the risk of child abuse in schools. (<https://www.vrqa.vic.gov.au/childsafepages/documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf>). The School and the Board are committed to the wellbeing, safety and protection of all students and have a zero tolerance of child abuse.

The School employs best practice to ensure that all students in our school are safe at all times. This applies to all activities under the schools auspices and in all school environments, during and outside of school hours.

There is a requirement for all School staff at the School, and the Board, to understand the important responsibility they have to:

- protect our students from all forms of child abuse, bullying and exploitation;
- be alert to incidents of child abuse and neglect occurring outside the scope of the school environment that may have an impact on our students; and
- create and maintain a child safe culture that is understood, endorsed and put into action by all School staff.

Our Child Protection Policies and Procedures demonstrate our zero tolerance for child abuse. In doing so, the school and the Board will take into account the diversity of all students, including but not limited to, the needs of Aboriginal and Torres Strait islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable, ensuring to make reasonable efforts to accommodate the needs of each of the above.

The School explicitly recognises that it has a wide range of Jewish students from a variety of backgrounds and Jewish communities and caters to students with varying levels of religious knowledge and commitment.

All allegations of child abuse will be treated seriously and vigorously pursued. The School acknowledges its legal and moral obligations to report promptly to appropriate authorities when a child has been abused or is at risk of being abused and to provide support for victims or potential

victims. We will foster a culture of openness that supports all adults and students to safely disclose risks of harm to students.

The School and the Board strongly supports these measures and will ensure that they are implemented.

The School Board is committed to safeguarding our students from child abuse and neglect and all of the School's Child Protection Policies are approved and endorsed by the Board of Directors of the School.

All Child Protection Policies including, but not limited to this Child Protection Policy and Procedure, the Child Abuse Reporting Policy, and the School Staff Code of Conduct, will be made available on the school's website (<https://www.ybr.vic.edu.au/ourpolicies.html>), and staff intranet.

Developed to protect students enrolled in our school, this policy has been formally approved and endorsed by the Board. The Principal is responsible for implementation of this policy, and may further delegate aspects to his Senior Staff and Child Safety Officers where appropriate. The Principal is also responsible to report on implementation of this policy back to the Board.

This policy acts as a guide to all our School staff in meeting their responsibilities in this area. The School staff are required to identify, report and respond to any concerns about, or incidents of, child abuse or neglect towards our students. The School staff are required to respond to abuse or neglect perpetrated by staff or by other persons.

This policy must be read in conjunction with the Schools' Child Safe Policies and Procedure and the School Staff Code of Conduct.

Wherever the Board is referenced in this document, the Board have delegated authority and responsibility of implementing Policy and Procedure to the College Principal. In doing so, the Board retains responsibility and oversight for the overall school compliance with this Policy and Procedure.

The Board will review this policy annually and after any serious, reportable incident or when recommended by the Principal, Senior Staff Members or Child Protection Officers.

3 Scope

This policy applies to:

- a. Yeshivah and Beth Rivkah Colleges, including Yeshivah – Beth Rivkah Preschools
- b. All School staff of the School
- c. Activities within the School Environment

This policy relates to instances of alleged Child Sexual Abuse and matters of child safety as defined by reporting obligations under the Children, Youth & Families Act 2005

([http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/\\$FILE/05-096a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/$FILE/05-096a.pdf)), the Crimes Act 1958,

([http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/\\$FILE/05-096a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/$FILE/05-096a.pdf)), and Ministerial Order No. 870 – Child Safe Standards- Managing the risk of child abuse in schools.

Non-reportable issues relating to Jewish cultural, ethical and religious concerns should be referred to the Principal for consideration. The Principal may choose to consult with the Rabbinic Sub-Committee of the Board if necessary. If the matter is not resolved, or it involves the Principal directly, it may be brought to the Chair(s) of the Board's attention. The Chair(s) will consult with the Rabbinic Subcommittee of the Board and will respond as appropriate.

4 Purpose

The purpose of this policy is to define how to report and how the school will investigate any reports of any form of abuse, including sexual abuse, physical abuse, student to student peer abuse, emotional or psychological abuse, neglect, grooming and bullying.

5 Definitions

Please refer to Appendix 1 at the end of this document for all definitions

6 Steps to Responding to Incidents, Disclosures and Suspicions of Child Abuse

Please refer to Appendix 2 at the end of this documentation for a reference chart

7 Legal Responsibilities

Although MO870 - Child Safe Standards focuses on the obligations of the school, adults also have several obligations to report allegations and suspicions of abuse against a child, whether or not that child is involved with the school.

7.1 Failure to disclose

All adults (aged 18 years or over) who hold a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 years must disclose that information to Victoria Police as soon as possible. Failing to disclose this information is a criminal offence, unless the adult who holds the belief has a reasonable excuse not to disclose the information, such as they fear for their safety or that of another person.

While the offence of failure to disclose only covers child sexual abuse, all adults should report other forms of child abuse to authorities. Failure to disclose legislation does not change mandatory reporting responsibilities.

7.2 Failure to protect

The offence of failure to protect applies where there is a substantial risk that a child under the age of 16 years under the care, supervision or authority of the School will become a victim of a sexual offence committed by an adult associated with the school. A person in a position of authority in the school 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 failed to do so.

7.3 Duty of care

Under the statutory duty of care laws introduced in 2017, the school is required to take 'reasonable precautions' to prevent the abuse of children committed by individuals associated

with the organisation. If a child is abused by an individual associated with the school, the organisation is presumed to have breached its duty unless it can prove it took 'reasonable precautions' to prevent the abuse in question.

8 Supporting Disclosure

As stated in the introduction, in addition to the legal and moral responsibility to ensure child safety, there is a religious & Halachic imperative to protect children and save them from harm.

The prevention of child abuse is a Mitzvah (religious responsibility). It is the unequivocal position of Jewish law and all Rabbinic authorities that it is an individual and collective responsibility to do everything possible to protect children and ensure their ongoing and future safety, including immediately reporting any and all concerns to the responsible authorities.

The School supports and encourages teachers, school staff, parents and students to report incidents of child abuse.

In taking any report of concern, incident or allegation, School staff are:

- not to assess the validity or make judgement about the truth of such allegations or concerns, but to report all allegations or concerns to the nominated person or persons within our School as described in this policy. The validity of an allegation will then be assessed in the manner described in this policy
- not to state or imply that it is the victim's responsibility to inform the police or other authorities of the allegation
- to disregard factors such as the authority or position of the persons involved and any pre-existing views about the good character, or otherwise, of any person involved or under investigation.
- not to prohibit or discourage anyone from reporting an allegation of child abuse to a person external to the school

The legal obligation of reporters is not removed by a decision by a Senior Staff Member, Child Safety Officers or the Principal not to contact an outside agency, and all our staff (or any other person concerned with the welfare of a child) retain the right to report directly to relevant authorities, i.e. call the Police, DHHS, CCYP etc. in relation to any concerns they may have about the safety and welfare of a student. This is true even if they have already reported the matter to a Senior Staff Member/Child Protection Officers/Principal in line with our 'Child Abuse Reporting and Allegations Policy'. Any person that reports to relevant authorities, with or without formal approval, will be supported by the school. Fulfilling the roles and responsibilities contained in this policy does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk.

Teachers are also bound by Principle 3.2 of the VIT Code of Conduct regarding being aware of the legal requirements that pertain to their profession. In particular they must remain cognizant of their legal responsibilities in relation to:

- discrimination, harassment and vilification
- negligence

- mandatory reporting
- privacy
- occupational health and safety
- teacher registration.

9 Reportable Conduct

There are 5 types of Reportable Conduct listed in the Child Wellbeing and Safety Act 2005 (The CCYP Act). Please refer to Appendix 1 for definitions of the conducts listed below:

- a) a sexual offence committed against, with or in the presence of, a child
- b) sexual misconduct committed against, with or in the presence of, a child
- c) physical violence committed against, with or in the presence of, a child
- d) Any behaviour that causes significant emotional or psychological harm to a child. To be reportable:
 - i) the allegation must concern the worker's or volunteer's behaviour
 - ii) There must be a clear link between the worker's or volunteer's alleged behaviour and the harm suffered by the child. Signs that the behaviour has caused significant emotional or physical harm include:
 - (a) Suicidal action, suicidal ideation or self-harm
 - (b) Patterns of out-of-character, self-destructive, antisocial or anxious behaviour
 - (c) Ongoing sleep disturbance, nightmares or bedwetting
 - (d) Regression in behaviour
 - iii) The harm must be significant
 - a. Under the Reportable Conduct Scheme, to be considered significant, the alleged harm must be more than trivial or temporary
- e) Significant neglect of a child
 - a. Under the Reportable Conduct Scheme, to be considered significant, the alleged harm caused by the neglect must be more than trivial or temporary

9.1 Reporting Reportable Conduct

The school is required to report any allegations of sexual and physical abuse, sexual misconduct, significant emotional or psychological harm, or significant neglect by an employee towards a student in their care.

9.2 Reasonable Belief

A reportable allegation is made where a person makes an allegation, based on a reasonable belief, that a worker, volunteer or contractor has committed reportable conduct or misconduct that may

involve reportable conduct. This includes where a reportable allegation is made against the Principal.

A reasonable belief is more than suspicion. There must be some objective basis for the belief. However, it is not the same as having proof and does not require certainty.

For example, a person is likely to have a reasonable belief if they:

- observed the conduct themselves
- heard directly from a child that the conduct occurred
- Received information from another credible source (including another person who witnessed the reportable conduct or misconduct).

10 Making a Child Safe Related Complaint to Yeshivah - Beth Rivkah Colleges by Community Members

It is critical that the broader Yeshivah - Beth Rivkah Colleges community tells us about all child safety incidents or concerns that occur at or otherwise involve Yeshivah - Beth Rivkah Colleges. This enables Yeshivah - Beth Rivkah Colleges to ensure the safety and wellbeing of students and to comply with its legislative reporting obligations.

We call any reports made to Yeshivah - Beth Rivkah Colleges about child safety incidents or concerns at or involving Yeshivah - Beth Rivkah Colleges or its staff members a “Child Safe related complaint.”

If you would like to make a complaint about:

- a breach of the Child Safe Codes of Conduct
- child abuse, grooming or other harm of a current or former student by
 - current or former staff members
 - current or former students
 - other people on Yeshivah - Beth Rivkah Colleges premises or at Yeshivah - Beth Rivkah Colleges events
- “reportable conduct” as defined in the CWS Act
- other Child Safe related staff misconduct

you can do so by:

1. Sending an email to Principal@ybr.vic.edu.au
2. Writing a letter to Yeshivah - Beth Rivkah Colleges addressed to Rabbi Elisha Greenbaum.
3. Telephoning Yeshivah - Beth Rivkah Colleges and asking to speak to Rabbi Greenbaum or a member of the Child Safety Officers Committee.

If the Principal is the subject of your complaint or allegation of misconduct or reportable conduct, please contact the chair(s) of the Board of Management of YBRSL.

11 Making a Child Safe Related Complaint to Yeshivah - Beth Rivkah Colleges by Staff

Our teachers and school staff are required to immediately report any instance of reportable conduct to the relevant Senior Staff Member, Child Safety Officers or Principal. If it is not possible to report it immediately, then it should be done no later than before ending that person's session of work with our School. If the report is made to a Senior Staff Member or Child Protection Officer, they will then notify the Principal.

The Principal as Head of the organisation is primarily responsible for the Schools' compliance with the Reportable Conduct obligations of the Act and must notify the CCYP as soon as they become aware of a reportable allegation against an employee. The Principal is responsible for following up on the CCYP requirements and any required investigations, reporting and disciplinary actions. As such, if a reportable incident involving a staff member, volunteer, or contractor is disclosed to a Child Safety Officers or Senior Staff Member, and not directly to the Principal, the Child Safety Officers or Senior Staff Member must advise the Principal in order to proceed with the CCYP reporting process.

Should the Principal be unavailable (e.g. on leave), the Principal's delegate takes on the same responsibility as the Principal.

12 Reporting of Allegation of Abuse

The following people are considered Mandatory Reporters:

- Teachers registered to teach or who have permission to teach pursuant to the Education and Training Reform Act 2006 (Vic)
- Principals of government and non-government schools
- Registered medical practitioners, nurses and all members of the police force
- School counsellors

12.1 What staff should do if there is an allegation of abuse of a child

Our staff, as Mandatory Reporters, are required to report if, in the course of practicing their profession or carrying out their duties, they form reasonable belief (as defined above) that a child or young person is in need of protection, as a result of physical injury or sexual abuse. This report should be made to the relevant Senior Staff Member, Child Safety Officers or Principal.

If it is not possible to report it immediately, then it should be done no later than before ending that person's session of work with our School. If the report is made to a Senior Staff Member or Child Protection Officers, they will then notify the Principal.

The Principal as Head of the Organisation is primarily responsible for the School's compliance with the Mandatory Reporting obligations of the Act and must notify the Department of Health and Human Services – DHHS (Child Protection) as soon as they become aware of the report.

Should the Principal be unavailable (e.g. on leave), the Principal's delegate, takes on the same responsibility as the Principal.

12.2 Reporting by people not mandated to report

Whilst teachers are **legally** obliged under Mandatory Reporting to report all cases of suspected child abuse, other staff, whilst not legally bound to report all types of child abuse, do have a legal obligation, and are obligated by our school policies, to report serious physical abuse, unexplained injury, a disclosure of physical and/or sexual abuse by a child or witness or a combination of factors that suggest the likelihood of physical and/or sexual abuse or any Child Safety concerns. Reports must be made to the Senior Staff Member/Child Safety Officers as above.

Parents and students, should they wish to make a report of an allegation, disclosure or concern, whilst they may not be legally obliged, should follow these same procedures.

Reporting child physical and/or sexual abuse is a community-wide responsibility. Accordingly, a new criminal offence has been created in Victoria that imposes a clear legal duty upon all adults to report information about child physical and/or sexual abuse to police.

Any adult who forms a reasonable belief that a physical and/or sexual offence has been committed against a child has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

For more information, please click on the link - [Disclosing Sexual Abuse Q&A](#).

13 Child Safe Related Staff Misconduct

“Misconduct” is defined by the CCYP as conduct that is a departure from the accepted standards of the role and is intentional or seriously negligent.

At Yeshivah - Beth Rivkah Colleges, child safety-related staff misconduct includes:

- breaches of key Child Safe policies/procedures
- purposeful neglect of duties/responsibilities
- alcohol and/or other substance abuse
- physically, verbally or emotionally abusive behaviour with or in the presence of students
- other behaviour or conduct that risks the safety or wellbeing of students or others at Yeshivah - Beth Rivkah Colleges.

Child safety-related staff misconduct is considered a child safety incident.

14 Concerns or allegations regarding abuse or neglect by family or other external sources

If you are not legally bound by Mandatory Reporting and you believe that a child is in need of protection from harm (other than physical injury or sexual abuse – see above) e.g. persistent neglect, lack of supervision, family violence, parental substance abuse, you should follow these procedures:

In any of the above circumstances, where appropriate:

- a) Speak to a Senior Staff Member, Child Protection Officer from the appropriate campus, or Principal immediately

- b) The Senior Staff Member or Child Protection Officer or Principal will follow the procedures for reporting abuse, allegations and welfare concerns i.e. notify the Principal (if the report was made to someone other than the Principal), document discussion, seek assistance and contact the relevant government agencies where necessary
- c) The situation is to be monitored to ensure that issues are resolved and that the child and family are supported

15 Concerns or allegations of student to student peer abuse

Student to student peer abuse, or, student sexual offending, refers to sexual behaviour that is led by a student 10 years and over which may amount to a sexual offence.

https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_Policy.pdf

All staff must report immediately, to the relevant Senior Staff Member or Child Protection Officers, or the Principal, any instance, allegation, disclosure or reasonable concern of or suspicion that a student is a victim of student sexual offending and/or a student is engaged in, or has committed, student sexual offending.

In any of the above circumstances, where appropriate:

- a) Speak to a Senior Staff Member or Child Protection Officer from the appropriate campus, or Principal immediately
- b) The Senior Staff Member or Child Protection Officer or Principal will follow the procedures for reporting abuse, allegations and welfare concerns i.e. notify the Principal (if the report was made to someone other than the Principal), document discussion, seek assistance and contact the relevant government agencies where necessary
- c) The situation is to be monitored to ensure that issues are resolved and that the child and family are supported

Please refer to Appendix 3 for the 4 steps to responding to student to student peer abuse

16 Concerns a child may be in need of protection from significant harm

Not all physical contact, verbal communication and other behaviour of staff members is reportable conduct. Reasonable or accidental conduct is not reportable conduct.

Some examples of conduct that is not reportable conduct include a staff member touching a child on the arm to get their attention, guide them or comfort them, a teacher raising their voice to attract attention or restore order in a classroom, or conduct that is established to be accidental.

Regardless, if you have any concerns, a **report to Child Protection** should be made where you believe the child may be in need of protection from significant harm or damage to their health or development in connection with:

- physical abuse, non-accidental or unexplained injury (mandatory reporters must report)
- sexual abuse (mandatory reporters must report)
- emotional abuse or ill treatment

- persistent neglect, poor care or lack of appropriate supervision
- persistent family violence, parental substance misuse or psychiatric illness, or intellectual disability
- a child's actions or behaviour which places them at risk.

A report should also be made where a child appears to have been abandoned, or where the child's parents are dead or incapacitated, and no other suitable person is willing and able to care for the child

16.1 What to do if there is a concern a child may be at risk of significant harm

In any of the above circumstances, where appropriate:

- a) Speak to a Senior Staff Member or Child Protection Officer from the appropriate campus, or the Principal immediately
- b) The Senior Staff Member or Child Protection Officer will follow the procedures for reporting abuse, allegations and welfare concerns i.e. notify the Principal, document discussion, seek assistance and contact the relevant government agencies where necessary
- c) The situation is to be monitored to ensure that issues are resolved and that the child and family are supported

16.2 Welfare concerns other than abuse or significant harm

A referral to Child FIRST may be the best way of connecting children, young people and their families to the services they need, where families exhibit any of the following factors:

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

16.3 What to do if there are welfare concerns

In any of the above circumstances, where appropriate:

- a) Speak to a Senior Staff Member or Child Protection Officer from the appropriate campus, or the Principal immediately
- b) The Senior Staff Member or Child Protection Officer will follow the procedures for reporting abuse, allegations and welfare concerns i.e. notify the Principal, document discussion, seek assistance and contact the relevant government agencies where

necessary

- c) The situation is to be monitored to ensure that issues are resolved and that the child and family are supported

16.4 In all circumstances of making a report, disclosure or referral:

If a reportable incident involving a staff member, volunteer, contractor, or student to student peer abuse (student sexual offending), or a welfare concern is disclosed to a Child Safety Officers or Senior Staff Member, and not directly to the Principal, the Child Safety Officers or Senior Staff Member must inform the College Principal of the incident, any actions taken and reports made.

The Principal will keep the Board Chair(s) updated of any incidents of Reportable Conduct in their weekly catch up and/or the next Board meeting, as appropriate.

If the Principal is the subject of the complaint, or there is a clear conflict of interest, the matter must be reported to the Board Chair(s) or Head of Human Resources, or the Principal's delegate. The Board Chair(s) or Head of Human Resources, or the Principal's delegate will then become the 'Head of School' for the purposes of responding to and reporting the reportable allegation.

If the Principal is unavailable (e.g. on leave), the Principal's delegate, takes on the responsibility of reporting to the relevant authorities in the circumstance of Reportable Conduct or Mandatory Reporting. In all other cases, the Senior Staff Member or Child Protection Officer may do so, however the Principal must still be notified.

If a student is at imminent risk of harm or in immediate danger, all our staff are required to immediately report the situation directly to Victorian Police, Tel: 000 and/or Child Protection – Southern Region (1300 655 795) / Child Protection After Hours Service, Tel: 13 12 78.

Child First: South Metropolitan Region - 1300 667 441

Please see relevant Departmental, DHHS & Child First contact details:

Contact Numbers			
Department of Education and Early Childhood Development		Department of Human Services Child Protection	
METROPOLITAN REGIONS		METROPOLITAN REGIONS	
Eastern	(03) 9265 2400	Intake Unit	Regional Office
Northern	(03) 9488 9488	Eastern	Box Hill (03) 9843 6000
Western	(03) 9291 6500	North and West	Preston (03) 9843 6000
Southern	(03) 9794 3555	Footscray	(03) 9843 6000
RURAL REGIONS		RURAL REGIONS	
Barwon South Western	5225 1000	Intake Unit	Regional Office
Gippsland	5127 0400	Barwon South Western	Geelong (03) 5226 4540
Grampians	5337 8444	Gippsland	Traralgon (03) 5177 2500
Hume	5761 2100	Grampians	Ballarat (03) 5333 6530
Loddon Mallee	5440 3111	Hume	Wangaratta (03) 5722 0555
Office for Children and Licensed Children's Services:		After hours Child Protection Emergency Services (AHCPEs)	
METROPOLITAN REGIONS		Statewide number for all emergency child protection matters outside of normal business hours (24 hours, 7 days a week):	
Eastern	(03) 9265 2400		131 278
Northern	(03) 9412 5333		
Western	(03) 9275 7000		
Southern	(03) 9096 9555		
RURAL REGIONS			
Barwon South Western	5225 1000		
Gippsland	5127 0400		
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			
Catholic Education Offices		Independent Schools Victoria	
Catholic Education Office, Melbourne	(03) 9267 0228	Other	
Catholic Education Office, Ballarat Diocese	5337 7135	Victorian Aboriginal Education Association, Inc.	(03) 9481 0800
Catholic Education Office, Sale Diocese	5622 6600	Victoria Police Sexual Offences and Child Abuse Unit	(03) 9247 6666
Catholic Education Office, Sandhurst Diocese	5443 3377	Centre Against Sexual Assault	1800 806 292
Victoria Police		Gatehouse Centre, Royal Children's Hospital (for specialist counselling and medical assistance)	(03) 9345 6391
000		Child Safety Commissioner	(03) 8601 5884
		Victorian Aboriginal Child Care Agency	(03) 8388 1855
CHILD FIRST			
Local Catchment Area	Contact		
Barwon South Western	Greater Geelong, Queenscliff, Surf Coast		1300 551 948
Western	Colac - Otway, Corangamite		5232 5500
	Warrnambool, Moyne, Glenelg, Southern Grampians		1300 889 713
Gippsland	East Gippsland		5152 0052
	Wellington		5144 7777
	La Trobe, Baw Baw		1800 339 100
	South Gippsland, Bass Coast		5662 5150
Grampians	Northern Grampians, West Wimmera, Hindmarsh, Yarrambat, Horsham		1800 195 114
	Ararat, Pyrenees, Hepburn, Ballarat, Golden Plains, Moorabool		1300 783 341
Hume	Wodonga, Towong, Indigo		1800 705 211
	Alpine, Benalla, Mansfield, Wangaratta		1800 705 211
	Greater Shepparton, Strathbogie, Moira		1300 854 944
	Mitchell, Murrumbidgee		1800 663 107
Loddon Mallee	Greater Bendigo, Campaspe, Central Goldfields, Loddon, Macedon Ranges, Mount Alexander		1800 260 338
	Buloke, Goosawarra, Swan Hill, Mildura		1800 625 533
			1800 MALEE
Eastern Metropolitan	Yarra Ranges, Knox, Maroondah		1300 369 146
	Monash, Whitehorse, Manningham, Boroondarra		1300 762 125
North and West Metropolitan	Nilfink, Whitehorse, Bayside, Yarra and Darebin		(03) 9450 0955
	Brimbank, Melton		1300 138 180
	Hume, Moreland		1300 786 433
	Hobson's Bay, Maribymong, Melbourne, Moonee Valley and Wyndham		1300 786 433
Southern Metropolitan	Casey, Cardinia, Greater Dandenong		(03) 9705 3939
	Aboriginal children and families (Casey, Cardinia and Great Dandenong)		(03) 9794 5973
	Frankston, Mornington Peninsula		1300 721 383
	Kingston, Bayside, Glen Eira, Stonington, Port Phillip		1300 367 441

17 Procedures for Investigating and Managing Child Safe related Incidents and complaints

17.1 Immediate Actions

Depending on the nature of the incident, complaint, allegation or concern, after receiving the internal report or the Child Safe related complaint, Yeshivah - Beth Rivkah Colleges will:

- determine whether the conduct in question amounts to Child Safe related staff misconduct, as defined in this policy, and/or reportable conduct that must be further investigated and reported to the CCYP
- if required by law or by our Child Safe policies and procedures – report the matter to Child Protection, the Police and/or other relevant external agencies.

Yeshivah - Beth Rivkah Colleges will conduct an initial risk assessment to identify and mitigate any ongoing risks to student safety and wellbeing. If an external report has been made this initial risk assessment will be done in consultation with the Police or Child Protection.

Yeshivah - Beth Rivkah Colleges will also ensure that support is provided to any students, staff members and family members impacted by the incident, concern or complaint.

17.2 The Internal Investigation

Yeshivah - Beth Rivkah Colleges will then conduct an internal investigation of the incident or complaint, led by Rabbi Greenbaum or an external investigator.

However, if Child Protection or the Police are investigating the alleged conduct, that investigation takes precedence and Yeshivah - Beth Rivkah Colleges' investigation will **only** proceed with their permission.

When conducting the internal investigation, Yeshivah - Beth Rivkah Colleges follows the National Office of Child Safety's **Complaint Handling Guide: Upholding the Rights of Children and Young People**.

All internal investigations uphold the principles of procedural fairness and confidentiality – information is only shared with those who need to know.

17.3 Investigating and Managing Reportable Conduct and Breaches of the Child Safe Codes of Conduct that Amount to Reportable Conduct

When a child safety incident or concern involves, or a Child Safe related complaint alleges, conduct that amounts to reportable conduct, Yeshivah - Beth Rivkah Colleges is required by law to notify the CCYP and to conduct an internal investigation.

When conducting these internal investigations, Yeshivah - Beth Rivkah Colleges follows the CCYP's **Guidance for Organisations: Investigating a Reportable Conduct Allegation** which sets out the minimum standards that must be followed when planning and conducting reportable conduct investigations under the CWS Act.

The steps that will be followed for reportable conduct investigations include:

- Planning the investigation (including planning the involvement of the child)
- Information gathering
- Staff member response
- Ensuring support during the investigation
- Making findings and determining outcomes/actions

- Taking action.

In addition, further risk assessments are conducted during the internal investigation and at the end of that investigation.

Yeshivah – Beth Rivkah Colleges will also notify the ACF (Australian Childhood Foundation) of the incident and keep them apprised of the outcomes.

17.4 Investigating and Managing Behaviour by a Student Against Another Student

Responding to this kind of Child Safe related incident or complaint involves considering Yeshivah - Beth Rivkah Colleges' duty of care both to any student who is a victim and to the student who is the alleged perpetrator, as well as to other students.

The Principal will follow our student discipline policies for these investigations.

17.5 Investigating and Managing Behaviour by Non-Staff Members on Yeshivah - Beth Rivkah Colleges Premises or at Yeshivah - Beth Rivkah Colleges Events

Where the child safety incident, or the Child Safe related complaint, involves behaviour by a person who is neither a current or former Yeshivah - Beth Rivkah Colleges student nor a current or former staff member (for example they are a parent /carer or a visitor whose behaviour occurs on Yeshivah - Beth Rivkah Colleges premises or at a Yeshivah - Beth Rivkah Colleges event), Yeshivah - Beth Rivkah Colleges' investigation is generally limited.

It may involve only the risk assessment and a subsequent review of our systems, policies and procedures to ensure future safety and wellbeing of our students.

17.6 Investigating and Managing Child Safety-Related Staff Misconduct and Breaches of the Child Safe Codes of Conduct that do not Amount to Reportable Conduct

Child Safe related staff misconduct that does **not** amount to reportable conduct, and minor breaches of the Child Safe Codes of Conduct by staff members that do not involve child abuse, grooming or other harm or a risk of child abuse, are managed through our Human Resources policies and procedures relating to discipline and termination.

if a Child Safe related complaint has been made about the conduct, and it is determined through Yeshivah - Beth Rivkah Colleges' investigation that Child Safe related staff misconduct or a minor breach of the Child Safe Codes of Conduct has occurred, Yeshivah - Beth Rivkah Colleges will notify the complainant of the finding and of the corrective actions that will be taken.

18 Raising concerns

School staff are obliged to raise any concerns they might have, or been informed of by staff or students, in relation to:

- our School's policies designed to safeguard students – such as outlined in our *School Staff Code of Conduct, Child Protection Policy and Procedure* and in our *Child Abuse Reporting Policy*
- actions of other School staff within our School that contravene our policies, or that may otherwise have the potential to harm a student.

Students and Parents are encouraged, via informal and formal child safety programs and

workshops, to report all concerns to a staff member, who will then follow the child abuse reporting and allegations policy in regards to reporting any alleged child abuse.

19 Welfare Support through the reporting process

Experiences of child abuse can cause trauma and significantly impact the mental health and wellbeing of the student, family and staff members involved.

In addition to reporting and referral to relevant authorities, the school will ensure that students feel safe and supported. This will be done in partnership and with the consent of parents, carers or guardians.

Support in the form of debriefing will also be provided to any impacted staff members.

20 Confidentiality and Privacy

All incidents, allegations or disclosure brought to the attention of the School will be thoroughly documented and recorded.

Our School maintains the confidentiality and privacy of all concerned (including the alleged perpetrator), except if doing so would compromise the welfare of the student and/or investigation of the allegation.

So as to prevent access by unauthorised persons, our School stores any documentation associated with an allegation of abuse or neglect of a student by having:

- hard-copy documentation stored in a locked filing cabinet (or similar) and/or
- electronic documentation stored in a password-protected folder (or similar).

Our Staff Code of Conduct:

- prohibits all School staff from discussing any concerns or allegations with unauthorised staff – within or outside our School – such prohibition not being designed to limit, in any way, their rights and responsibilities to report their concerns or allegations, but rather as part of our School's commitment to ensuring privacy, confidentiality and natural justice
- prohibits all School staff from making deliberately false, misleading or vexatious allegations.

20.1 Disclosing Information to Yeshivah - Beth Rivkah Colleges Community

Yeshivah - Beth Rivkah Colleges will consult with any relevant external agencies (such as Child Protection or Police) to determine when, what and by whom information can be shared.

20.2 Sharing Information with Parents/Carers and Students

The parent/carer of a student who is an alleged victim of a Child Safe related complaint, or any child safety incident or concern occurring at or involving Yeshivah - Beth Rivkah Colleges, has a legitimate interest in being told that their child is an alleged victim and of the nature of the incident, complaint or allegation.

The parent/carer and student also has a legitimate interest in being informed of the process, progress and findings of any investigation, and of any action that might be taken after the investigation is completed.

However, special issues may arise that require an adjustment to normal information sharing practices. Legal impediments may impact the timeliness of disclosing information, the type or amount of information that is disclosed and to whom the information is disclosed, particularly in the case of reportable conduct allegations.

20.3 Sharing Information with the Wider Yeshivah - Beth Rivkah Colleges Community

Yeshivah - Beth Rivkah Colleges takes great care to assess the relevance and appropriateness of sharing information about a child safety incident or concern, or a Child Safe related complaint, before providing any information about it to the wider Yeshivah - Beth Rivkah Colleges community. This is because even the confirmation of an incident or allegation can lead to the identification of a victim.

Generally, information that may identify the victim of the incident, concern or complaint will not be shared with the wider Yeshivah - Beth Rivkah Colleges community without the consent of the victim and/or their parent/carer.

However, if the matter involves reportable conduct, it is an offence to disclose information that would enable the identification of a person who notified the CCYP of the matter or of a child in relation to whom a finding of reportable conduct was made. Therefore, that kind of information cannot be shared with the wider Yeshivah - Beth Rivkah Colleges community.

21 Consequences of Breaching Policy

Failure to report instances, allegations, disclosures or concerns in relation to abuse or neglect of a student is a serious matter that depending on the circumstances may result in disciplinary action or be grounds for dismissal. This applies to both where the abuse or neglect was caused by school staff within our school and where it was by others.

As an employer of registered teachers, the school is also required to notify VIT if any action is taken against a registered teacher in response to an allegation(s) of:

- serious incompetence
- serious misconduct
- lack of fitness to teach
- a physical or mental impairment that adversely affects the teacher's ability to teach.

22 Documentation

As part of our policy for responding to reports or allegations of child abuse, we have developed a 'Record of a child abuse allegation, disclosure or concern' form, which is to be used by any of the School staff to document any allegation, disclosure, incident or concern regarding child abuse inside or outside the School located in the Principal's Office.

23 References

Child Safety Officers

<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>

<https://www.vrqa.vic.gov.au/childsafe/Pages/resources.aspx>

VRQA Definitions

<https://www.vrqa.vic.gov.au/childsafe/Pages/schools.aspx#tab-schools-4>

CCYP:

<https://ccyp.vic.gov.au/assets/resources/Responsibilities-of-the-head-of-an-organisation.docx>

Department of Education Victoria

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

Ministerial Order No. 870

Victorian Government, Education & Reform Act 2006, Gazette No. S2,
January 2016, Child Safe Standards – Managing the Risk of Child Abuse in
Schools,

<http://www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S002.pdf>

VIT

<https://www.vit.vic.edu.au/professional-responsibilities/investigations/notifying-the-institute-about-teacher-concerns>

.....https://www.vit.vic.edu.au/data/assets/pdf_file/0018/35604/Code-of-Conduct-2016.pdf

Betrayal of Trust Fact Sheets:

Grooming: https://assets.justice.vic.gov.au/justice/resources/df7994c3-9238-4de5-9ff1-a5c0cf79a7fa/grooming_betrayal_of_trust_factsheet_2017.pdf

Failure to Protect:

https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07

[/a9/431cfe3d9/failure_to_protect_betrayal_of_trust_factsheet_2017.pdf](#) Duty of Care:

https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07

[/c1/67fe50c31/betrayal_of_trust-organisational_duty_fact_sheet_2018%20.doc](#)

Failure to Disclose:

https://assets.justice.vic.gov.au/justice/resources/ea484f74-feb7-400e-ad68-9bd0be8e2a40/failure_to_disclose_betrayal_of_trust_factsheet_2017.pdf

24 Related Documentation

These documents can be found on our School Website:

<https://www.ybr.vic.edu.au/ourpolicies.html>

Yeshivah Beth Rivkah Colleges Child Protection Policy and Procedure
Yeshivah Beth Rivkah Colleges School Staff Code of Conduct
Yeshivah Beth Rivkah Colleges Employment Policy

This policy and associated policies will be reviewed after any serious incident, otherwise at the review date.

<u>Status of Policy</u>	
Last Reviewed:	March 2022
Next Reviewed:	March 2023
Approved by:	YBRSL Board
Approval Date:	

25 APPENDIX 1: Definitions (as per Ministerial Order No. 870)

In the Ministerial Order:

ETR Act means the Education and Training Reform Act 2006 as amended from time to time.

Child means a child enrolled as a student at the school.

Child-connected work means work authorised by the School governing authority and performed by an adult in a School environment while students are present or reasonably expected to be present.

Child abuse includes-

- a) any act committed against a child involving-
 - i. a sexual offence; or
 - ii. an offence under section 49B(2) of the Crimes Act 1958 (grooming); and
- b) the infliction, on a child, of-
 - i. physical violence; or
 - ii. serious emotional or psychological harm; and
- c) serious neglect of a child.

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

minister of religion has the same meaning as in the Working with Children Act 2005.

proprietor, in relation to a school, means the person who is ultimately responsible for the way the school is managed and conducted:

- a) in the case of a Government school, the Secretary;
- b) in the case of a non-Government school, the proprietor of the school.

For the purposes of our School, the Proprietor is the Board of Directors

school environment means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- a) a campus of the school;
- b) online school environments (including email and intranet systems); and
- c) other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

school governing authority means:

- a) the proprietor of a school, including a person authorised to act for or on behalf of the proprietor; or
- b) the governing body for a school (however described), as authorised by the proprietor of a school or the ETR Act; or
- c) the principal, as authorised by the proprietor of a school, the school governing body or the ETR act

For the purposes of our School, the School Governing Body is the Board of Directors

school staff means:

- a) in a Government school, an individual working in a school environment who is:
 - (i) employed under Part 2.4 of the ETR Act in the government teaching service; or
 - (ii) employed under a contract of service by the council of the school under Part 2.3 of the ETR Act; or
 - (iii) a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).
 - b) in a non-Government school, an individual working in a school environment who is:
 - (i) directly engaged or employed by a school governing authority;
 - (ii) a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary); or
 - (iii) a minister of religion.
- (1) The following terms have the same meaning as in the ETR Act (as amended from time to time):
- (i) child abuse;
 - (ii) government school;
 - (iii) government teaching service;
 - (iv) non-Government school;
 - (v) parent;
 - (vi) principal;
 - (vii) registered school;
 - (viii) school; and
 - (ix) the Secretary.

Other Definitions:

Behaviour that causes emotional or psychological harm includes severe or sustained instances of:

- Verbal abuse
- Coercive or manipulative behaviour
- Hostility towards, or rejection of, a child
- Humiliation, belittling or scapegoating

Bullying – verbal, physical and cyber

Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include:

- Verbal
- Physical
- Social
- Psychological

Children's (or students') rights – have the right to be safe and protected.

Emotional or Physical Harm: Emotional or psychological harm may be caused by severe or sustained instances of the following behaviours:

- Verbal abuse
- Coercive or manipulative behaviour
- Hostility towards, or rejection of, a child
- Humiliation, belittling or scapegoating

Emotional or psychological harm may also be caused where an existing mental health disorder such as anxiety or depression has been exacerbated.

Family violence

Family violence is a specific form of emotional or psychological abuse. Family violence is violence between members of a family or extended family or those fulfilling the role of family in a student's life. Exposure to family violence places children and young people at increased risk of physical injury and harm and has a

significant impact on their wellbeing and development.

Grooming as defined by the *Crimes Amendment (Grooming) Act 2014* is:

The offence of grooming concerns predatory conduct undertaken to prepare a child for sexual activity at a later time.

- The offence applies where 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 for the child with the intention of facilitating the child's involvement in sexual conduct, either with the groomer or another adult.
- Grooming does not necessarily involve any sexual activity or even discussion of sexual activity – for example, it may only involve establishing a relationship with the child, parent or carer for the purpose of facilitating sexual activity at a later time.
- The sexual conduct must constitute an indictable sexual offence. This includes offences such as sexual penetration of a child, indecent assault and indecent act in the presence of a child. It does not include summary offences, such as upskirting and indecent behaviour in public.

Halacha means Jewish Law according to the Shulchan Aruch (Code of Jewish Law). The Rabbinic Sub-Committee of the School Board shall be the final arbiters of Halacha for the School.

Hashkafa means religious values of the Chabad movement. The Rabbinic Sub-Committee of the School Board shall be the final arbiters of Hashkafa for the School.

Neglect occurs when a worker or volunteer does not meet their obligations and responsibilities to keep a child safe and well. This may include:

- Supervisory neglect, which is the absence or inattention of a worker or volunteer which places the child at risk of physical harm or injury, sexual abuse, or allows other criminal behaviour towards the child
- Physical neglect, which is the failure to provide basic physical necessities for a child such as adequate food, clothing and housing

Parent includes the child's biological parent or legal guardian

Physical Contact/Physical Violence: Intentional or reckless physical force against, with or in the presence of a child without a lawful reason, which has the ability to cause injury or harm to the child, including hitting, punching, kicking, pushing or throwing something that strikes a child or another person

Principal's Delegate has been determined to be Head of Pre-Schools

Reportable conduct is defined in the Child Wellbeing and Safety Act 2005 to include:

a sexual offence committed against, with or in the presence of, a child

- sexual misconduct committed against, with or in the presence of, a child physical violence committed against, with or in the presence of, a child
- any behaviour that causes significant emotional or psychological harm to a child
- Significant neglect of a child. Significant means in relation to emotional or psychological harm or neglect, refers to harm that is more than trivial but need not be as high as serious and need not have a lasting permanent effect.

Senior Staff Member includes Head of Students, Head of Teaching and Learning, Co-ordinator/Head of Jewish Studies, Campus Rabbi Pastoral, Head of School, Deputy/ Assistant Principal or Principal, or any other member of the Senior Management Team (SMT). In relation to all student welfare and safety matters it also includes Child Protection Officer who may not be SMT members (see Child Protection Officer Committee).

Sexual Exploitation

Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet.

Sexual misconduct captures a broader range of inappropriate behaviours of a sexual nature that are not necessarily criminal. It refers to conduct that:

- Amounts to misconduct
- Is of a sexual nature, and
- Occurred against, with, or in the presence of a child

Sexual Offences include

- Sexual assault
- Indecent acts
- Possession of child abuse material
- ‘grooming’ a child in order to commit a sexual offence

Student means a child within the School’s care including children who are enrolled in the school, and children attending on a trial basis or short term placement.

Student to Student Peer Abuse (Student Sexual Offending)

Student sexual offending refers to sexual behaviour that is led by a student 10 years and over which may amount to a sexual offence.

A sexual offence includes rape, sexual assault, indecent acts and other unwanted sexualised touching, all of which are offences under the *Crimes Act 1958*.

Child Protection Officer Committee: The Committee is a cross-campus body, committed to the wellbeing of all students. The Committee is an active extension of the School and is committed to safeguarding children through communication, support and comprehensive policies. The responsibility of the Committee is to promote the safety of all students and to foster academic, emotional, social, spiritual and physical development. See <https://www.ybr.vic.edu.au/welfarecommittee.html>

4 STEPS TO RESPONDING TO INCIDENTS, DISCLOSURES AND SUSPICIONS OF CHILD ABUSE

As a teacher or school staff member you play a critical role in protecting children in your care

- You **MUST** act by following the 4 steps below, 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 (e.g. if the victim or another person tells you about the abuse)

For more details please refer to the School Child Abuse Reporting Policy

Please refer to the Colleges' Child Protection Policy and Procedure and Child Abuse Allegation Reporting Policy for more information

STEP 1

RESPONDING TO AN EMERGENCY

If there is no risk of immediate harm go to Step 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

STEP 2

RESPONDING TO AUTHORITIES / REFERRING TO SERVICES

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 do so may amount to a criminal offence

For suspected student to student sexual assault, please refer to the 4 Critical Actions: Student Sexual Offending

REPORTABLE CONDUCT

IS THE SOURCE OF SUSPECTED ABUSE AN EMPLOYEE?

You **MUST** report all instances of suspected child abuse involving a school staff member, contractor, volunteer or visitor to the relevant Senior Staff Member or School Welfare Committee Member, who will then notify the Principal.

The Principal must then report (as per CCYP guidelines) to Police and CCYP. If the Principal is unavailable, the CEO takes on this responsibility.

MANDATORY REPORTING

Note: Teachers are legally obliged to report matters relating to child abuse. All other staff/adults, whilst not legally obliged, should follow the same procedures as outlined below.

IS THE SOURCE OF SUSPECTED ABUSE WITHIN THE FAMILY OR COMMUNITY?

If you believe a child is in need of protection from child abuse or harm within the family or community, you must report to the relevant Senior Staff Member or School Welfare Committee Member, who will then notify the Principal.

The Principal will then report to relevant Government Agencies (DHHS and VIC Police) as appropriate. If the Principal is unavailable, the CEO takes on this responsibility.

WELFARE CONCERNS OTHER THAN ABUSE:

If you believe a child is not subject to abuse but you still hold significant concerns for their wellbeing, you must report to the relevant Senior Staff Member or School Welfare Committee Member, and/or Principal who will then notify the relevant Government Agency to make a referral or seek advice (Child First, DHHS or Police)

STEP 3

CONTACTING PARENTS / CARERS

Your Principal/Senior Staff/Welfare Committee Member 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 (e.g. 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)
- how to communicate with all relevant parties with consideration for their safety.

If the matter involves the Principal, or there is a conflict of interest, the matter must be reported to the Board Chair or CEO, or their delegate, who will then become the 'Head of the School' for the purposes of responding to and reporting the reportable allegation.

Adapted from:

https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf

STEP 4

PROVIDING ONGOING SUPPORT

In addition to reporting and referral to relevant authorities, the school will ensure that students feel safe and supported. This will be done in partnership and with the consent of parents, carers or guardians (where appropriate) Support in the form of debriefing will also be provided to any impacted staff members.

As a teacher or school staff member you play a critical role in protecting children in your care

- You **MUST** act by following the 4 steps below, as soon as you witness an incident, receive a disclosure or form a suspicion that a student is a victim of 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 the 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:

STEP 1 RESPONDING TO AN EMERGENCY

If there is no risk of immediate harm go to **Step 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

STEP 2 RESPONDING TO AUTHORITIES / REFERRING TO SERVICES

As soon as immediate health and safety concerns are addressed you **must** report all incidents, suspicions and disclosures of student sexual offending as soon as possible:

INTERNALLY:
Report immediately to the relevant Senior Staff Member, School Welfare Committee Member or Principal. The Principal will identify the contact person at the school for future liaison with Victoria Police and/or Child Protection and seek advice about contacting parents/carers (see Step 3)

VICTORIA POLICE:
All instances on 000

DHHS CHILD PROTECTION:
If you believe that:

- The victim's parents/carers are unable or unwilling to protect the child
- The student who is alleged to have engaged in the student sexual offending is:
 - Aged over 10 and under 15 years and may be in need of therapeutic treatment to address these behaviours
 - May be displaying physical and behavioral indicators of being the victim of child abuse*

* For suspected child abuse, please refer to the 4 Critical Actions: Responding to Incidents, Disclosures and Suspicions of Child Abuse

CONTACT:
DHHS CHILD PROTECTION:
North Division: 1300 664 977 West Division (Rural): 1800 075 599
South Division: 1300 655 795 West Division (Metro): 1300 664 977 station
East Division: 1300 360 391 After hours/weekends/public holidays: 13 12 78

CHILD FIRST: www.dhs.vic.gov.au
VICTORIA POLICE: 000 or your local

INDEPENDENT SCHOOLS VICTORIA:
(03)9825 7200

STEP 3 CONTACTING PARENTS / CARERS

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

- not to contact the parents/carers** (e.g. in circumstances where contacting the parents/carers is likely to adversely affect a **Victoria Police** investigation or where the student is a mature minor and has requested that their parent/carer not be informed)
- 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)

STEP 4 PROVIDING ONGOING SUPPORT

The School **MUST** provide support for students who are victim to a student sexual offence AND students who have engaged in a sexual offence. This is an essential part of our duty of care requirements.

This support will include the development of a **Student Support Plan** in consultation with the school welfare professionals and/or external welfare professionals outlining support strategies.

Adapted from:
https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf