



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

If you require access to this policy in a language other than English, please contact the Principal's office on 9016 2000

Procedures for Protection of Children

These procedures address mandatory reporting by school staff of physical or sexual abuse of children and community responsibility to report and eliminate child abuse.

Penleigh and Essendon Grammar School is committed to supporting the wellbeing of its students and protecting them from abuse. Under the leadership of its governing body, the Board of Directors, the school has a policy of zero tolerance of child abuse and all members of the school community share a responsibility to ensure the welfare of all students as described in the Child Safety Policy.

The foundations for the responses outlined below are threefold:

1. *Children, Youth and Families Act 2005 (Vic)* legislates for mandatory reporting of suspected cases of physical abuse and sexual abuse, or if the child's parents or guardians have not protected them or are unlikely to protect them from harm of that type. Registered teachers, (including kindergarten teachers), school principals, registered psychologists, school counsellors, ministers of religion, police officers, youth justice workers, out of home care workers, (excluding voluntary foster and kinship carers), early childhood workers, nurses, midwives and registered medical practitioners are subject to mandatory reporting requirements.
2. Community obligations to disclose or protect a child from sexual abuse exist under the *Crimes Act 1958 (Vic)* together with the *Crimes Amendment (Protection of Children Act 2014 (Vic))*.
The following offences are identified by the *Crimes Amendment (Protection of Children Act 2014 (Vic))*:

- failure to disclose a sexual offence,
- grooming for sexual conduct, and
- failure to protect a child from a sexual offence

and all adult members of the community must comply with the Act by reporting knowledge of any such activity to the police (with some exceptions as listed below). All adult members of the school community, including non-teaching members of staff, volunteers, parents and students 18 years and over have individual responsibilities in these matters. The school acknowledges its obligations to provide staff, volunteers and students 18 years and over with training to identify and respond to potential incidents of sexual abuse of children.

3. Schools have obligations to report allegations of child abuse and misconduct involving children, against workers or volunteers, to the Commission for Children and Young People (CCYP). Alleged abuse and misconduct might include sexual misconduct or offences, grooming, sexting, inappropriate physical contact with a child

or other conduct that crosses professional boundaries concerning children. (Refer to Appendix 1- Definitions.)

These procedures should be read in conjunction with the **Child Safety Policy, the Policy for Positive Interactions of Staff and Students** and the **Code of Conduct** for Staff, Volunteers and Others Interacting with Students. These documents refer to the professional conduct of all school personnel; measures for the employment and supervision of school staff in all child-connected work together with procedures for responding to and reporting allegations of suspected child abuse; identifying and reducing or removing risks of child abuse; supporting staff, parents and students to understand, identify and report child safety matters related to the school environment; and fostering child empowerment and participation in the promotion of child safety within the school environment with reference to *Ministerial Order No 1359 – Implementing the Child Safety Standards- Managing the risk of child abuse in schools and school boarding houses* and the reportable conduct scheme administered by the CCYP.

Our Privacy Policy sets out the manner in which we collect, use, disclose and manage personal information and should be consulted with reference to the requirements set out below.

Reporting by students of suspected child abuse

Any student who has experienced physical or sexual abuse or suspects that another student has been the subject of abuse is instructed to immediately report this information to their Head of Section, another teacher or school counsellor who will take action to protect the victim, remove the actual or potential threat and report the incident to the appropriate authorities.

The remainder of this document describes procedures to be taken by adults, including students 18 years and over, in response to suspected child abuse.

Part A: Mandatory reporting by teachers and other mandated professionals

A requirement of the *Children, Youth and Families Act 2005 (Vic)* is that mandated professionals must make a report to Department of Families, Fairness and Housing (DFFH) Child Protection as soon as practicable after forming a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse. A report should be made on any further occasion on which they become aware of any further reasonable grounds for the belief. To report concerns about the immediate safety of a child outside of normal business hours contact the After Hours Child Protection Emergency Service on 123 12 78. Life threatening concerns for a child should be made to Victoria Police: 000.

For the purpose of the relevant parts of the *Children, Youth and Families Act 2005 (Vic)*, a child is any person under the age of 17 unless they are subject to a child protection order or interim order granted by the Children's Court of Victoria Family Division that continues in force until they turn 18 years of age.

The school assists its staff in meeting its obligations under the mandatory reporting of child abuse legislation, *Children, Youth and Families Act 2005 (Vic)* in the following procedures.

In addition, obligations under the Crimes Act 1958 (Vic) require that information concerning a suspected sexual offence of a child under the age of 16 years must be made to Victoria Police as soon as practicable unless the person has a reasonable excuse for not doing so. (Refer to Part B: Community obligations to disclose a sexual offence and protect children.)

1. When a reasonable belief that a child is at risk is formed

A reasonable belief that a child has experienced or is at risk of significant harm is formed if a reasonable person, doing the same work, would form the same belief on those grounds,

based on the same information. Reporters are not expected to have evidence or to be certain. Child Protection is responsible for assessing reports and deciding how to respond.

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

- a child states that they have been physically or sexually abused
- a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves)
- someone who knows a child states that the child has been physically or sexually abused
- professional observations of the child's physical condition or behaviours or development lead a professional to form a belief that the child has been physically or sexually abused
- signs of physical or sexual abuse leads to a belief that the child has been physically or sexually abused
- other circumstances lead to the suspicion that a child has been abused.

Mandated professionals are required to report in relation to significant harm as a result of physical injury or sexual abuse. They may also choose to report in relation to other types of significant harm.

The concerns and observations regarding the suspected physical injury or sexual abuse of a child must be discussed with the Head of Section, Vice Principal and/or Principal. Every effort to contact the Head of Section, Vice Principal or Principal as soon as possible so there is no delay in contacting protective services.

If a mandated member of staff suspects that a child is in need of protection it is essential that they document all concerns and observations in a confidential file. Although this process of documentation may occur over a period of time, an attempt is to be made to lodge the report on the same day as the belief is formed.

Information about child abuse must remain confidential and the member of staff must not discuss this information with anyone other than the Head of Section, Vice Principal, Principal and Child Protection staff.

2. Reporting to relevant agencies

i. Child Protection is a Victorian Government agency within DFFH, that protects children at risk of significant harm. If a mandated member of staff believes in good faith that a child is in need of protection, then they must make a report either to **Victoria Police** or **DFFH Child Protection**. The usual practice is that the Head of Section, Vice Principal or Principal will notify **Child Protection** in consultation with the member of staff forming the opinion. The staff member retains the legal obligation to ensure that the report is made to Child Protection and that all grounds for their own belief are included in the report.

If the Head of Section, Vice Principal or Principal does not share the belief that a child is in need of protection and does not notify **Child Protection**, the member of staff who formed the belief is still obliged to report the belief that child abuse has occurred to Child Protection. It is the school's policy that in these circumstances the member of staff must inform the Principal that they have made a report.

ii. In other circumstances of concern about a child, **Child FIRST** and **Orange Door** are Family Information Referral Support Teams run by a registered community service in a local area which receive confidential referrals. Support may be accessed for concerns of an emotional, psychological or social nature. These services do not have any statutory powers to protect a child but can refer matters to family services.

The Principal and members of staff can share information and make a referral to **Child FIRST** or **Orange Door** when they have significant concern for a child's wellbeing, but do not believe that the child needs protection.

Additional sources of support include Victoria Police, Victorian Institute of Teaching, Victorian Registration and Qualifications Authority, Independent Schools Victoria, The LOOKOUT and DET Incident Support and Operations Centre.

The notifier does not have to be able to prove that the child has been abused before notifying protective services.

A notifier is both legally and professionally protected. That means they cannot be successfully sued or subjected to any legal liability, nor can they be disciplined for unprofessional conduct by their professional body or the school. Moreover, they are able to share information, without legal or professional consequences, with family services such as **Child FIRST**, **Orange Door** and **Child Protection** to help protect vulnerable children.

The mandatory reporter's identity is usually protected by the *Children, Youth and Families Act 2005 (Vic)*. Exceptions include when the notifier chooses to inform the child or the child's parents or guardians or when the court decides that it is satisfied that the interests of justice require that the evidence be given.

A teacher is not bound to notify a protective service under the mandatory reporting requirement of the *Children, Youth and Families Act 2005 (Vic)* if the 'reasonable belief' that a child is in need of protection is formed in circumstances related to the teacher's private life or when they are working in a capacity that is not directly related to teaching.

Child FIRST, **Orange Door** and **Child Protection** can consult Victorian teachers and principals when they are deciding how best to respond to a referral or a report they have received. The legislation allows the teacher to share relevant information with family services about a vulnerable child without needing to be concerned about legal or professional consequences, provided the teacher does so in good faith. However, any information provided should be directly related to the teacher's concerns about the child and not based on second-hand information.

3. Privacy and information sharing

Subject to the conditions of the Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS) and when certain threshold requirements are met the school will share confidential health and personal information with other Information Sharing Entities, including family services, within a reasonable period of time. Refer to the Privacy Policy for additional information about this procedure.

Part B: Community obligations to disclose a sexual offence and protect children

Under the *Crimes Act 1958 (Vic)* and the *Crimes Amendment (Protection of Children) Act 2014 (Vic)* the following offences are identified:

- i. failure to disclose a sexual offence,
- ii. grooming for sexual conduct, and
- iii. failure to protect a child from sexual offence.

The school accepts its responsibility to assist members of the school community to fulfil their obligations related to this matter. The school will act so that staff, volunteers and students 18 years and over complete education and training to equip them with the knowledge and skills to respond promptly and correctly to potential incidents of child abuse.

i. Failure to disclose a sexual offence

Any adult, who forms a reasonable belief that a sexual offence has been committed in Victoria, by an adult against a child under the age of 16, is obliged to report the matter to Victoria Police by dialling 000 or contacting the local police station as soon as it is practicable to do so unless the person has a reasonable excuse for not doing so. Within the school community this obligation applies to all adults, including non-teaching members of staff, volunteers and students 18 years or over.

Under this legal obligation all adult members of the school community share a responsibility to ensure the welfare of all children at the school.

Disclosure of information to a second person on the understanding that they will undertake the required reporting does not fulfil an adult's legal obligation and the school will provide support for members of its community, including staff, volunteers, parents and students, to undertake their responsibility and comply with the requirement. Any situation where it is suspected that a child is in need of protection should be reported to the Head of Section, Vice Principal or Principal.

If a staff member or volunteer suspects that a child is in need of protection they should document their concerns and observations in a confidential file for discussion with the Head of Section, Vice Principal or Principal. The staff member should not discuss the information with other staff members during the period of investigation.

If a student suspects that another student has been the subject of abuse they should report this information to their Head of Section, another teacher or school counsellor immediately.

Further information

a. Forming a belief that a sexual offence has been committed

A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. This includes the observation of signs of sexual abuse when the person making the observation is not in a professional role. For example, a 'reasonable belief' might be formed when:

- an incident in which a child has been at risk of being abused is witnessed;
- signs of sexual abuse having occurred are observed;
- a child states that they have been sexually abused;
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves);
- someone who knows a child states that the child has been sexually abused;
- professional observations of the child's behaviour or development lead a mandated professional to form a belief that the child has been sexually abused; or
- signs of sexual abuse lead to a belief that the child has been sexually abused.

b. Failure to disclose is a criminal offence

Failure to disclose a reasonable belief of physical or sexual abuse against a child is a criminal offence. A person will not be guilty of the offence if they have a reasonable excuse for not disclosing the information. A reasonable excuse includes:

- a reasonable fear exists for their own or another person's safety (other than the perpetrator);
- a reasonable belief exists that the information has already been reported to Victoria Police or Child Protection authorities and the person has no new information to add to the disclosure;

- the information is disclosed in confidence to a counsellor or registered medical practitioner;
- the victim is 16 years or older and requests confidentiality;
- the person is a child when they form a reasonable belief;
- the information would be privileged;
- the information is in the public domain.

c. Making a report

In circumstances where a report has NOT already been made to Child Protection under mandatory reporting requirements, a report should be made to Victoria Police on 000 or Moonee Ponds Police Station on 9373 5200.

ii. Protection from grooming for sexual conduct of a child under the age of 16 years

The offence of grooming for sexual conduct targets predatory conduct undertaken to prepare a child for sexual activity at a later time. Grooming can be conducted in person or online, for example via social media, web forums and emails. It may also consist of communication with another person having care, supervision or authority over the young person who is the intended victim of the sexual offence. Grooming does not necessarily involve any sexual activity or even discussion of sexual activity, but the offender has the intention of engaging in sexual activity at a later time. Under the *Crimes Act 1958 (Vic)* and the *Crimes Amendment (Protection of Children) Act 2014 (Vic)* it is not necessary for the grooming conduct to occur in Victoria, so long as the perpetrator intended that the sexual offence would occur in Victoria. (Refer to Appendix 1.)

The school is committed to protect its students from such activities. Any member of the school community aged 18 or over who becomes aware of grooming behaviour conducted by a person aged 18 or over should notify the Principal and/or the police immediately. The Principal will take action to protect the child including reduction or removal of the risk.

iii. Protection of a child from criminal sexual abuse

The offence of failure to protect a child from sexual abuse is limited to people in positions of authority within organisations that exercise care, supervision or authority over children. This offence occurs when a person in authority fails to protect a child under the age of 16 from criminal sexual abuse.

Under the leadership of the Principal the school is committed to upholding its responsibility to reduce or remove any substantial risk that a child will become a victim of a sexual offence committed by an adult associated with the school.

Refer to Appendix 2: Four Critical Actions for Schools

Any member of staff or person associated with the school who knows of a substantial risk that a child will become a victim of a sexual offence should notify the Principal as soon as is reasonably practicable. When aware of a substantial risk of criminal sexual abuse to a child in the school from an adult aged 18 or over associated with the school, the Principal will act to reduce or remove the risk. The accused person will be removed from any child-related role pending an investigation.

A staff member who makes an allegation of child abuse to school management is free to report the allegation to the appropriate authorities regardless of the conclusion reached following an investigation conducted by school authorities.

Response: Four critical actions

The following four critical actions should be taken in responding to an incident or suspicion of child abuse:

1. Respond to an emergency by separating alleged victims and others involved, administer first aid, call 000 for urgent medical aid and /or police assistance, identify and contact the principal for further liaison with Police.
2. Report to authorities/ refer to DFFH Child Protection.
3. Contact parents or carers after advice from DFFH Child Protection or Victoria Police.
4. Provide ongoing support by development of a Student Support Plan in consultation with wellbeing professionals.

Refer to Appendix 2: Four Critical Actions for Schools

PART C: Responding to CCYP: response to Victoria's reportable conduct scheme

The Principal should be informed of any allegation of child abuse or misconduct towards children made against any person associated with the school: a worker, volunteer or student 18 years or over.

Upon receiving an allegation the Principal will:

- Take immediate action to protect children from further potential for abuse.
- Report the allegation to CCYP. In circumstances where an allegation of criminal conduct is made, the Victorian Police will be informed as the first priority.
- Establish a Student Support plan in consultation with wellbeing professionals for the victim.
- Take actions required to support any other person affected by the incident.
- Conduct an investigation, subject to police clearance on criminal matters, advise the CCYP of who is undertaking the investigation and, within 30 days of the allegation, provide the CCYP with detailed information of the incident and any action taken by the school.
- Fulfil any information sharing obligations subject to the requirements of the CISS.
- Ensure records of the allegation and outcome are completed and retained by the school.
- Report the incident and outcomes to the Board of Directors.
- At the conclusion of the investigation report the finding, with reasons for the outcome and any disciplinary action, to CCYP.
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Obligations

In order to fulfil their child safety obligations the Principal will:

- Ensure that all adults within the school community are aware of their obligations to report suspected sexual abuse of a child under 16 years to the police
- Provide support for staff, volunteers and students to undertake their responsibility in this area
- Take necessary actions to support all staff in providing an educational environment that supports all children's emotional and physical safety.

All staff members will:

- Be aware of these procedures, ie, our response to mandatory reporting of physical or sexual abuse and community responsibility to protect children from sexual abuse
- Fulfil their obligations to complete annual child safety training as provided by the Principal
- Report any reasonable belief of sexual abuse to the police to fulfil their obligation

- Provide an educational environment that is supportive of all children's emotional and physical safety.

Parents/Caregivers/Volunteers/Students aged 18 and over will:

- Be aware of these procedures, ie, our response to mandatory reporting of physical or sexual abuse and community responsibility to protect children from sexual abuse
- In reference to child-connected roles, fulfil their obligations to complete child safety awareness training as provided by the Principal
- For students aged 18 years and over fulfil their obligations to complete child safety awareness training as provided by the Principal
- Report any reasonable belief of sexual abuse to the police.

Risk reduction and management

The school is vigilant in ensuring proper risk management processes, found in the school's risk register. The school recognises there are potential risks to students and will take a risk management approach by undertaking preventative measures. Such risks include reasonably foreseeable risks of injury due to school operations, student activities, the state of school premises including things done or omitted to be done to the premises, environmental facts such as weather, as well as risks of child abuse.

The school will identify and mitigate the risks of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that situation and the characteristics and needs of all children expected to be present in that environment.

The school monitors and evaluates the effectiveness of the actions it takes to reduce or remove risks to child safety which are recorded in the school's risk register.

Appendix 1

Definitions

1. Reportable conduct

Reportable Conduct is defined as:

- a sexual offence, sexual misconduct or physical violence committed against, with or in the presence of a child
- behaviour causing significant emotional or psychological harm to a child
- significant neglect of a child, or misconduct involving any of the above.

Source: [Child Wellbeing and Safety Act 2005 \(Vic.\)](#)

• 2. Grooming

Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time.

Grooming can include communicating or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer.

Examples of grooming behaviour may include:

- giving gifts or special attention to a child or young person, or their parent or carer, making the child or young person feel special or indebted to an adult

- making close physical contact sexual, such as inappropriate tickling and wrestling or play fighting
- openly or pretending to accidentally expose the victim to nudity, sexual material and sexual acts (this in itself is classified as child sexual abuse but can also be a precursor to physical sexual assault)
- controlling a child or young person through threats, force or use of authority making the child or young person fearful to report unwanted behaviour.

Groomers may rely on mobile phones, social media and the internet to interact with children in inappropriate ways and will often ask the child to keep their relationship a secret. The grooming process may continue for months before the offender arranges a physical meeting.

Grooming is now a criminal offence under the Crimes Act 1958. This offence targets predatory conduct undertaken by an adult to prepare a child, under the age of 16, to engage in a sexual activity at a later time.

Source: www.vic.gov.au/child-safe-standards-definitions

3. child-connected work

means:

- a) work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present

Note: Working with Children clearance is required by law only for people who engage in child-related work. Schools may also choose to require suitability checks (including Working with Children clearance) for visitors and volunteers engaging in child-connected work.

Source: Ministerial Order 1359

4. child-related work

- a) involves an adult working with children under 18 years old (both paid and unpaid work)
- b) having direct contact with children (physical, face-to-face, written, oral or electronic contact) and
- c) is a usual part of the person's duties (and is not occasional or incidental to their work)

Source: Ministerial Order 1359

Appendix 2 Four Critical Actions for Schools

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

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 Four 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).

■ It is strongly recommended that you use the **Responding to Suspected Child Abuse template** to keep clear and comprehensive notes, even if you make a decision not to report.

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

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 / 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 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, volunteer or visitor to Victoria Police.

You **must also** report internally to:

- **GOVERNMENT SCHOOLS**
- School principal and/or leadership team
- Employee Conduct Branch
- DET Incident Support and Operations Centre.

■ **CATHOLIC SCHOOLS**

- School principal and/or leadership team
- Diocesan education office.

■ **INDEPENDENT SCHOOLS**

- School principal and/or school chairperson
- Commission for Children and Young People on **1300 782 978**.

All allegations of reportable conduct **must** be reported as soon as possible to:

■ **GOVERNMENT SCHOOLS**

- Employee Conduct Branch

■ **CATHOLIC SCHOOLS**

- Diocesan education office

■ **INDEPENDENT SCHOOLS**

- Commission for Children and Young People on **1300 782 978**.

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 (or 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 Incident Support and Operations Centre.

■ **CATHOLIC SCHOOLS**

- School principal and/or leadership team
- Diocesan education office.

■ **INDEPENDENT SCHOOLS**

- School principal and/or chairperson.

OTHER CONCERNS

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/The Orange Door (in circumstances where the family are open to receiving support)
- DHHS Child Protection
- Victoria Police.

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)
- **how to communicate** with all relevant parties with consideration for their safety.

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 and support.

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 664 977**
South Division **1300 655 795**
East Division **1300 360 381**
West Division (Rural) **1800 075 589**
West Division (Metro) **1300 664 977**

AFTER HOURS

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

CHILD FIRST

<https://services.dhhs.vic.gov.au/referral-and-support-teams>

ORANGE DOOR

<https://www.vic.gov.au/familyviolence/the-orange-door.html>

VICTORIA POLICE

000 or your local police station

DET INCIDENT SUPPORT AND OPERATIONS CENTRE

1800 126 126

INCIDENT MANAGEMENT AND SUPPORT UNIT

1800 126 126

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

THE LOOKOUT

THE LOOKOUT has a service directory, information, and evidence based guidance to help you respond to family violence: <http://www.thelookout.org.au>
Family violence victims/survivors can be referred to **1800 RECHIL** for counselling, information and a referral service: **1800 737 732**.



Appendix 3

Additional resources

Department of Justice: Betrayal of Trust Factsheet: The new 'failure to disclose' offence

Department of Justice: Betrayal of Trust Factsheet: The new 'grooming' offence.

Department of Justice: Betrayal of Trust Factsheet: The new 'failure to protect' offence

Related Policies

- Child Safety Policy
- Code of Conduct for Staff, Volunteers and Others Interacting with Students
- Complaints and Appeals Policy for Students
- ICT Policy
- Policy of Mutual Respect and Behaviour Management
- Policy for Positive Interactions of Staff and Students
- Privacy Policy
- Statement of Our Behaviour

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