



## Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure

All registered schools in Victoria must comply with Ministerial Order 1359 Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises, which provides the framework for child safety in schools and school boarding premises.

At OakTree College ('the College') all teachers, school staff members, volunteers, contractors and other service providers must understand and abide by their professional and legal obligations to implement child abuse and child safety policies, protocols and practices.

This includes understanding their obligations to respond to and report to relevant regulatory authorities any matters relating to child abuse, including the requirements for mandated reporters to report their concerns.

This document provides information and procedures about:

- Mandatory Reporting
- Failure to disclose offence
- Failure to protect offence
- Grooming offence
- Reportable Conduct Scheme.

## Responsibilities of OakTree College staff

All College staff including the Executive Principal and the Assistant Principal (the child safety champion) must act and report on any complaints or concerns relating to child abuse raised by students, parents, staff, carers, guardians, volunteers, contractors and other service providers and members of the College community.

Specific responsibilities apply to the following:

1. The **College Board** is responsible for:

- ensuring this policy and other Child Safe policies are implemented and followed by the Executive Principal and all College staff and other relevant personnel in accordance with Ministerial Order (MO) 1359: Managing the Risk of Child Abuse in Schools and School Boarding Premises;
- complying with the failure to protect obligations by taking appropriate action to reduce or remove the risk of abuse as soon as a risk is identified;
- monitoring overall compliance of the College with this policy and any reporting obligations of the Board and its staff; and
- authorising the Assistant Principal to undertake the responsibilities of the Executive Principal where the Executive Principal has notified the Chair of the Board that they cannot perform their role in relation to an allegation or disclosure under this policy. The Assistant Principal would then perform the responsibilities of the Executive Principal as described at point 2 below.

2. The **Executive Principal** is responsible for:

- implementing Child Safe policies, procedures and processes to protect students from physical or sexual abuse or risk of significant harm;
- managing, implementing and monitoring College processes and procedures to ensure compliance with Child Protection legislation, including Mandatory Reporting;
- ensuring all College mandatory reporters (all registered teachers and specified staff) are aware of and understand their specific reporting obligations under this policy;
- ensuring that all non-mandated staff members are aware of their obligations in relation to responding to and reporting child abuse as described in this policy;
- promptly managing the College's response to an allegation, disclosure, complaint or concern relating to child abuse and ensuring that these are taken seriously;
- ensuring that all College staff respond appropriately to a child or student who raises or is affected by an allegation, disclosure, complaint or concern relating to child abuse;
- complying with the failure to protect obligations by taking appropriate action to reduce or remove the risk of abuse as soon as a risk is identified;
- promptly and thoroughly managing the response of the College and reporting the matter to the College Board;
- managing all obligations of the College pertaining to the Reportable Conduct Scheme;
- provision of appropriate annual child safety training to all staff, volunteers;
- child safety incident reporting to the College Board as well as advise the Chair of the Board if they are unable to perform their role in relation to responding to an allegation or disclosure of child abuse or risk of significant harm.

3. **Mandatory reporters** (registered teachers and the student wellbeing officer) are responsible for:
- reporting child abuse on each occasion that they form a belief to Child Protection, as soon as possible and disclose their belief to the Executive Principal (or to the Assistant Principal if the Executive Principal is in a conflicted position);
  - making a report to Child Protection if they have formed a reasonable belief that a student is in danger, regardless of whether the Executive Principal (or Assistant Principal) shares that belief.
4. All **other non-mandated College staff** over the age of 18 years are responsible for:
- reporting to Victoria Police if they form a belief on reasonable grounds that a sexual offence has been committed in Victoria by an adult against a child under 16;
  - reporting to Child Protection if they form a belief on reasonable grounds that a student is in need of protection;
  - reporting to Child Protection if they form a belief on reasonable grounds that a student over 10 years but under 18 years has been exhibiting sexually abusive behaviours and may need therapeutic treatment.

# Section 1 - Mandatory Reporting

## 1. Purpose

The College is committed to providing a child-friendly environment where our students are safe and feel safe. We are committed to creating a safe place for students where their participation is valued, their views respected, and their voices are heard.

## 2. Scope

This policy sets out the obligations and procedures for College staff who are mandatory reporters as designated below.

## 3. Policy

### 3.1 What is mandatory reporting?

Mandatory reporting refers to the legal requirement of certain groups of people to report a reasonable belief of child physical or sexual abuse to child protection authorities.

**Sexual abuse** can involve a wide range of sexual activity and may include fondling, masturbation, oral sex, penetration, voyeurism and exhibitionism. It can also include exploitation through pornography or prostitution.

### 3.2 Who is mandated to report in Victoria?

As defined in the *Children, Youth and Families Act 2005* (the Act) the following are mandatory reporters in Victoria:

- registered medical practitioners
- nurses
- midwives
- registered teachers and early childhood teachers
- school principals
- school counsellors
- police officers
- out of home care workers (excluding voluntary foster and kinship carers)
- early childhood workers
- youth justice workers
- registered psychologists
- people in religious ministry.

At OakTree College this means that all VIT registered teachers, including principal class officers and the Student Wellbeing Officer, are mandatory reporters.

### 3.3 What are mandatory reporters required to do?

In Victoria under the Act, mandatory reporters must make a report to the Department of Families, Fairness and Housing (DFFH) Child Protection, as soon as practicable, if in the course of practising their profession or carrying out duties of their office, position or employment they form a belief on reasonable grounds that:

- a child has suffered, or is likely to suffer, significant harm because of physical injury or sexual abuse;
- and the child's parents, carers or guardians have not protected or are unlikely to protect the child from harm of that type.

Mandatory reporters must follow steps outlined in the 'making a mandatory report' table at Appendix 1 and the [PROTECT Four Critical Actions](#) at Appendix 2.

### **3.4 When does a report have to be made?**

Mandatory reporters should make a report to Child Protection as soon as practicable after forming a belief. A report should be made on each occasion a reporter becomes aware of any reasonable grounds for their belief.

It is a criminal offence not to report in these circumstances.

If mandatory reporters are worried about a student's wellbeing but do not believe they need protection, they may make a referral to The Orange Door. Refer to section 3.8 Referral to the Orange Door, on how to make a referral.

OakTree College mandatory reporters should also discuss their concerns with the Executive Principal or the Child Safe Champion before making a report to Child Protection. This will enable the Executive Principal to provide adequate support to the affected student and their family, where appropriate.

Where two mandatory reporters e.g. the Executive Principal or Child Safe Champion and a teacher have both formed a belief about the same student on the same occasion, it is sufficient for only one of the mandatory reporters to make a report. The other staff member is obliged to ensure that the report has been made, and that all of the grounds for that staff member's own belief were included in the report made by the other staff member.

If the Executive Principal or Child Safe Champion does not wish to make a mandatory report, this does not discharge the mandated staff member's obligation to do so if he or she has formed a reasonable belief that abuse may have occurred. If the mandated staff member's concerns continue, even after consultation with the Executive Principal or Child Safe Champion, that staff member is still legally obliged to make a mandatory report of his or her concerns.

### **3.5 What is a belief on reasonable grounds?**

The concept of a "belief on reasonable grounds" requires a person to consider whether another person, when faced with similar information, would also draw the same conclusion. It is a low threshold.

A person may have a belief on reasonable grounds, such that a mandatory report should be made, if:

- the person witnesses the physical or sexual abuse of a child,
- a child says that they have been physically or sexually abused,
- a child shows physical or behavioural signs of being physically or sexually abused,
- a child states that they know someone who has been physically or sexually abused,
- someone who knows the child says that the child has been physically or sexually abused.

### **3.6 When is a child in need of protection?**

A child may need protection if they have experienced or are at risk of significant harm, and their parents, carers or guardians have not protected or are unlikely to protect them from that harm. Significant harm may relate to:

- physical injury
- sexual abuse
- emotional or intellectual development
- physical development or health
- abandonment or parental incapacity.

Mandatory reporters 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.

### 3.7 Child Protection

Child Protection will decide when follow up is required and how to classify the report. This may mean providing advice to the reporter, progressing the matter to an investigation, referring the family to support services in the community, or taking no further action.

To make a report, the reporter should contact the child protection intake service covering the local government area (LGA) where the child normally resides. Telephone numbers to make a report during business hours (8.45am-5.00pm), Monday to Friday, are listed below.

- West Division: [1300 360 462](tel:1300360462)
- North Division: [1300 598 521](tel:1300598521)
- South Division: [1300 555 526](tel:1300555526)
- East Division: [1300 360 452](tel:1300360452)

The following website has details on the LGAs covered by each intake service: [Child protection contacts](#).

To report concerns about the immediate safety of a child outside of normal business hours, contact the After Hours Child Protection Emergency Service on 13 12 78.

To report concerns that are life threatening, contact Victoria Police: '000'

### 3.8 Referral to The Orange Door

Referral to [The Orange Door](#) may be appropriate where a reporter holds significant concerns for the wellbeing of a child, but do not believe they are at risk of significant harm, and where the immediate safety of the child will not be compromised.

The Orange Door is the access point for families who need assistance with the care and wellbeing of children, including those experiencing family violence, to contact the services they need to be safe and supported.

Referrals to The Orange Door would be appropriate where families:

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

Contact numbers to make a referral in each local area are listed at The Orange Door.

### 3.9 Confidentiality of reports or referrals

The identity of a reporter to Child Protection or a referrer to The Orange Door must remain confidential unless:

- the reporter or referrer chooses to inform the child or family of the report or referral,
- the reporter or referrer consents in writing to their identity as the reporter being disclosed,
- a court or tribunal decides it needs this information to ensure the safety and wellbeing of the child,
- a court or tribunal decides that in the interests of justice evidence needs to be given.

It is often considered best practice to inform the family that a report or referral has been made, where appropriate.

In circumstances where it is safe and appropriate to do so, transparency about concerns or reports to Child Protection or referral to The Orange Door can be beneficial for the young person, the family and other relationships.

However, in some circumstances, discussing concerns may increase risk of harm for a child, or may compromise a child protection or police investigation. Therefore, the College's mandatory reporters should seek the advice of the Executive Principal or Child Safety Champion at the time of making the report or referral.

### 3.10 Mandatory Reporting Training

All OakTree College's VIT registered teachers will be required to complete the [Protecting Children: Mandatory Reporting and Other Obligations](#) (PROTECT) online training provided by the Department of Education (Victoria) on an annual basis.

The Executive Principal is responsible for checking annually that each teacher has completed the required training. Training may be part of the staff induction process for new teachers or be undertaken at the beginning of the academic year for continuing teachers.

## 4. Communication

This policy will be communicated:

To all staff and volunteers:

- on application for employment
- in induction processes on commencement of employment
- in Teacher Handbook
- at annual staff training sessions
- in volunteer induction processes.

To parents, guardians and carers, students and the College community:

- in the Parent and Student Handbook
- on the College website.

## 5. Legislation

- Children Youth and Families Act 2005 (Vic)
- Education and Training Reform Act 2006 (Vic)

- Education and Training Reform Regulations 2017 (Vic)
- Ministerial Order 1359 – Implementing the child safe Standards – Managing the risk of child abuse in schools and boarding premises (Vic)

## 6. Related Policies

- Child Safe Risk Register
- Child Safe Code of Conduct
- Child Safety Policy
- Duty of Care
- Staff Recruitment and Personnel Procedure
- Volunteer Policy

## 7. Approval and Review

Document owner:	Executive Principal
Approved by:	College Board
Approval date:	10 November 2024
Next review date:	June 2025 (and every 12 months thereafter)

## Section 2 - Responding and Reporting Obligations

### 1. Purpose

The purpose of this policy is to outline the procedures the College has in place to:

- Report incidents, disclosures or suspicions of child abuse to relevant reporting authorities, particularly the Department of Families, Fairness and Housing - Child Protection (Child Protection) and the Commission for Children, Youth and Young People (CCYP);
- Respond to complaints or concerns relating to child safety or child abuse;
- Ensure that College Board members, Executive Principal, staff and members of the College community understand and follow the various legal and other reporting obligations that apply to the reporting of child abuse and child safety concerns.

### 2. Scope

This policy applies to the Executive Principal, Assistant Principal and staff of the College, members of the College Board, volunteers, contractors, and allied health and other professionals.

This policy applies to complaints and concerns relating to child safety or abuse made by or in relation to a child or student regarding the College staff, volunteers, contractors, service providers, visitors or other persons while connected to the College events or activities.

### 3. Reportable Offences

There are several reporting obligations that the College Board and College staff must meet to fulfil their legal responsibilities under Victorian law and to meet the requirements of the Child Safe Standards.

These obligations relate to specific offences: the Failure to Disclose, the Failure to Protect and the Grooming offence. In addition, the College Board must ensure it reports allegations of reportable conduct by employees and volunteers to CCYP.

#### A. Failure to Disclose

The *Crimes Act* requires all adults (any person aged over 18 years of age) who forms a **reasonable belief** that a sexual offence has been committed in Victoria by an adult against a child under 16 to disclose that information to Victoria Police.

Failure to disclose the information to Victoria Police is a criminal offence under the *Crimes Act* and applies to all adults in Victoria, not just professionals who work with children, unless a person has a **reasonable excuse** or exemption from reporting.

This means that any staff or adult member of the College community is obliged to disclose that information to Victoria Police as soon as it is practicable to do so, except in limited circumstances such as where the information has already been reported to Child Protection.

**Reasonable belief** is not the same as having proof. A reasonable belief is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a reasonable belief might be formed when:

- a child states that they have been sexually abused,

- a child states that they know someone who has been sexually abused (as 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 leads a mandatory reporter to form a belief that the child has been sexually abused,
- signs of sexual abuse lead to a belief that the child has been sexually abused.

**Reasonable excuse** is defined by law and includes:

- fear for the safety of any person including yourself or the potential victim (but not including the alleged perpetrator or an organisation),
- where the information has already been disclosed to Victoria Police and you have no further information to add (for example, through a mandatory report to Child Protection or a report to Victoria Police from another member of school staff).

Further information about the failure to disclose offence is available on the Department of Justice and Community Safety's website: [Failure to disclose offence](#).

## **B. Failure to Protect**

The *Crimes Act* has strengthened laws to protect a child from sexual abuse and exposure to sexual offenders.

The failure to protect offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation (i.e. the College) will become a victim of a sexual offence committed by an adult associated with that organisation.

A person in a position of authority in the organisation 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 fail to do so.

Whether someone is considered to be a person in authority depends on the degree of supervision, power or responsibility the person has to remove or reduce the substantial risk posed by an adult associated with the organisation. People in authority will usually have the ability to make management level decisions, such as assigning and directing work, ensuring compliance with the organisation's volunteer policy and other operational arrangements.

At the College people in authority include College Board members, the Executive Principal and the Assistant Principal. They must take appropriate action to reduce or remove the risk of abuse as soon as a risk is identified.

The College will take reasonable steps to reduce or remove a known substantial risk to students from an adult associated with the College by implementing rigorous employment and selection practices and vetting processes for any volunteers and through ongoing monitoring processes and practices. In addition, any person who is assessed at being a risk to students will be prevented from having contact with students at the College.

The College has a range of Child Safe policies and practices including a Risk Register designed to identify, minimise and remove risks to student safety and wellbeing.

It is a criminal offence for the College to fail to take reasonable steps to protect a child in the College from the risk of sexual abuse from an adult associated with the College.

Further information about the failure to protect offence is available on the Department of Justice and Community Safety's [Failure to protect](#) site.

### C. Grooming Offence

The *Crimes Amendment (Grooming) Act 2014* introduced the offence of grooming which relates to predatory conduct undertaken by an adult (any person over 18 years of age) to prepare or 'groom' a child (under 16 years of age) for sexual activity at a later time.

The offence applies when an adult communicates by words or conduct, with a child, 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 may not involve any sexual activity or discussion of sexual activity; it may be intended to establish a relationship with the child or their parent, carer or guardian with the purpose of facilitating sexual activity at a later time.

Communication may include, but is not limited to, direct in person contact, or contact through phone conversations, social media, web forums or email. It may involve exposing the child to pornographic or indecent material or providing them with an intoxicating substance.

The grooming offence can be committed by any person aged 18 years or over. However, the offence does not apply to communication between people who are both under 18 years of age e.g. between two students who are 16 or 17 years old.

**Sexual conduct** must constitute an indictable offence, i.e. it includes offences such as sexual penetration of a child, indecent assault or an indecent act performed in front of a child.

If staff member or any person over 18 years form a reasonable belief that a child or young person is being groomed, or sexually abused or exploited, they must report their belief to Child Protection and Victoria Police. The Executive Principal and/or the College Board should also be advised.

Further information about the grooming offence is available on the Department of Justice and Community Safety's [Grooming offence](#) site.

### D. Reportable conduct

The Reportable Conduct Scheme was created under the *Child Wellbeing and Safety Act 2005* (the Act) and requires the head of an entity (i.e. of the governing authority) to notify the Commission for Children and Young People (CCYP) if an allegation of reportable conduct (a reportable allegation) is made against one of its employees.

At OakTree College the Executive Principal is the head of entity who is the individual who is primarily responsible for engaging, managing and terminating the engagement of College employees and volunteers.

**Reportable conduct** is defined under the Act to mean:

- a sexual offence, sexual misconduct or physical violence committed against, with or in the presence of a child (a person under the age of 18 years),
- any behaviour that causes significant emotional or psychological harm to a child, or
- significant neglect of a child.

**Reportable allegation** means any information that leads a person to form a reasonable belief that an employee has committed:

- reportable conduct; or
- misconduct that may involve reportable conduct (whether or not the conduct or misconduct is alleged to have occurred within the course of the person's employment).

Employees can include a principal, teacher, administrative staff member, College Board member, contractor, volunteer, College education or student wellbeing professional or allied health staff member. It may also include former employees.

#### 4. Reportable Conduct Scheme

The Reportable Conduct Scheme imposes certain obligations on the head of entity (governing authority). For OakTree College this means that the Executive Principal will ensure there are systems in place for the following:

- to prevent the commission of reportable conduct by an employee,
- to enable any person, including an employee, to notify the Executive Principal of a reportable allegation,
- to enable any person or employee to notify the CCYP of a reportable allegation involving the Executive Principal (head of entity),
- to investigate and respond to a reportable allegation against an employee of the College.

The Executive Principal must advise the CCYP of any reportable allegation within three (3) business days after becoming aware of an allegation against an employee or volunteer. Detailed information about the allegations together with the College's proposed response must be made within 30 calendar days.

All College employees, including any volunteers, must notify the Executive Principal if they have a reportable allegation. If the Executive Principal is involved in the allegation the report should be made to the Assistant Principal or a member of the College Board.

Mandatory reporting or other reporting obligations still apply. Reportable conduct reporting should be done in addition to these other reporting obligations.

If the College becomes aware that Victoria Police will investigate a reportable allegation, the College must not begin or continue its own investigation, rather it should wait until police advise that its investigation has concluded or that any College investigation may be conducted simultaneously.

Note: Any member of the College community or a member of the public can notify CCYP of a reportable allegation by making a public notification.

Further information is available from CCYP at [Reportable Conduct Scheme](#).

## 5. Four Critical Actions – Responding to Incidents, Disclosure and Suspicions of Child Abuse

There are Four Critical Actions which College staff must take when responding to and reporting a child abuse incident, disclosure or suspicion. These are:

1. Responding to an Emergency
2. Reporting to Authorities
3. Contacting Parents, Carers or Guardians
4. Providing Ongoing Support.

<p><b>Critical Action 1: Responding to an Emergency</b></p> <p>If there is no risk of immediate harm go to <b>Action 2.</b></p>	<p>If the child has just been abused or is at risk of immediate harm, staff must take reasonable steps to protect the child, including:</p> <ul style="list-style-type: none"><li>• separating the alleged victim and others involved, ensuring that if the parties involved are all present at the College, they are supervised separately by a College staff member;</li><li>• arranging and providing urgent medical assistance where necessary, including administering first aid or calling Triple Zero '000' for an ambulance;</li><li>• calling Triple Zero '000' for urgent police assistance if the person who is alleged to have engaged in the abuse poses an immediate risk to the health and safety of any person.</li></ul> <p>If the child abuse incident has occurred at the College, staff should also ensure that reasonable steps are taken to preserve the environment, the clothing and other items, and to prevent any potential witnesses (including College staff members, volunteers and contractors) from discussing the incident until Victoria Police or relevant authorities arrive on the premises.</p>
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<p><b>Critical Action 2: Reporting to Authorities</b></p>	<p>All forms and instances of suspected or alleged child abuse must be reported to the appropriate authority.</p> <p>Once immediate health and safety concerns have been addressed, the College staff member must take steps to report the incident, suspicion or disclosure of child abuse as soon as practicable.</p> <p>Failure to report physical and sexual child abuse may amount to a criminal offence.</p> <p>There are different reporting procedures depending on:</p> <ul style="list-style-type: none"> <li>• whether the source of the suspected or alleged abuse comes from within the College or within the family or community of the child,</li> <li>• the type of abuse.</li> </ul> <p>In all cases, College staff members must report internally to the Executive Principal or, if the Executive Principal is involved in the allegation, the Assistant Principal or a member of the College Board be notified.</p> <p>Additionally:</p> <ul style="list-style-type: none"> <li>• where the source of the abuse comes from within the College, that is, the suspected or alleged abuse involves a staff member, volunteer, allied health professional, College Board member, contractor or visitor at the College, it must be reported to Victoria Police;</li> <li>• where the suspicion, belief or disclosure relates to sexual abuse or grooming, it must be reported to Victoria Police;</li> <li>• where the source of the abuse comes from within the family or community and is not sexual abuse or grooming, it must be reported to Child Protection.</li> </ul>
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<p><b>Critical Action 3:</b> <b>Contacting Parents/Carers/Guardians</b></p>	<p>Where it is suspected that a child has been or is at risk of being abused, it is critical that parents/carers/guardians of the child are notified as soon as practicable after a report is made to the authorities.</p> <p>The College must seek advice from Victoria Police or DFFH Child Protection to ensure that it is appropriate to contact the parents/carers/guardians.</p> <p>The Executive Principal, or delegate, is the only member of College staff authorised to contact Victoria Police in this circumstance.</p> <p>In circumstances of family violence, staff should:</p> <ul style="list-style-type: none"> <li>• take care not to inadvertently alert the alleged perpetrator by notifying parents/carers/guardians as it could increase risk of harm to the child, other family members or College staff;</li> <li>• seek advice from DHHS Child Protection or The Orange Door before alerting parents/carers/guardians about safe strategies for communicating with a parent/carer/guardian who is experiencing family violence and on recommending family violence support services.</li> </ul> <p>Advice from Victoria Police or DFFH Child Protection will depend on several factors, including whether:</p> <ul style="list-style-type: none"> <li>• the parents/carers/guardians of the child are alleged to have engaged in the abuse (including in circumstances of suspected family violence);</li> <li>• a disclosure to the parents/guardians/carers may result in further abuse to the child;</li> <li>• the child is a mature minor (at least 17 years of age and assessed to be sufficiently mature and intelligent to make decisions for themselves) and has requested that their parents/guardians/carers not be notified, the College should ensure that another responsible adult is notified in lieu of the parents/carers/guardians;</li> <li>• the notification of parents/carers/guardians would adversely affect an investigation of the matter by external authorities.</li> </ul> <p>Where the suspicion of abuse or risk of abuse does not constitute a reasonable belief, parents/carers/guardians should also be notified promptly after the College has carefully considered the factors listed above.</p> <p>In some circumstances, a child may have returned to the care of their parent/carer/guardian before advice has been received from Victoria Police or DFFH Child Protection.</p> <p>In these circumstances, staff should not share any information with the parent/carer/guardian that may place the child or any other person at risk, or where the child is a mature minor.</p>
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<p><b>Critical Action 4: Providing Ongoing Support</b></p>	<p>College staff who witness a child abuse incident, receive a disclosure or develop a suspicion of child abuse (including exposure to family violence) have a critical role to play in supporting students impacted by the child abuse matter to ensure that they feel supported and safe at the College.</p> <p>The College also plays a critical role in building students' resilience and protective factors, which can reduce the long term impacts of child abuse by providing them with the opportunity to be supported and heard by a College staff member they trust.</p> <p>Support provided to students at College includes:</p> <ul style="list-style-type: none"> <li>• regularly communicating with the student or students and their parents/carers/guardians where appropriate;</li> <li>• convening a Student Support Group comprising teachers and Education Support and Wellbeing officers to plan, support and monitor affected students;</li> <li>• developing Student Support Plans for students impacted by the incident to ensure appropriate levels of care and support are provided depending on their involvement.</li> </ul> <p>Staff should contact the Wellbeing Officer for a description of the range of school-based support services that may be available, including Headspace or referrals to family violence services and/or Centres Against Sexual Assault (CASA).</p> <p>Where external authorities are investigating a report of abuse or risk of abuse, it is the role of the Executive Principal to ensure that students are supported throughout interviews at the College.</p>
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The Executive Principal has a duty to provide support to any staff member who has witnessed an incident or disclosure, or who has made a report to external authorities about a reasonable belief of child abuse. Staff members who need additional support following an incident or disclosure should discuss their requirements with the Executive Principal who will ensure appropriate support is provided.

The College will review the reporting process four to six weeks after a report has been made to identify if any follow-up support actions are needed.

## 6. Making Notes and Records about Incidents, Disclosures or Allegations of Child Abuse

All College staff and volunteers must keep clear and contemporaneous notes relating to incidents, disclosures and allegations of child abuse. Notes may comprise a record of any conversations, meetings, interviews or discussions held with or about a child, all supportive measures provided to that child and a record of the steps or procedures the staff member followed.

Staff can create their own record format or may use [PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools](#).

Staff must accurately document their notes relating to the incident, disclosure or allegation of child abuse even if they decide not to make a report.

Notes and records must be kept securely at the College in hardcopy and must not be destroyed as they may be needed at a later time and may form a historical record.

It is not the role of the staff member or volunteer to assess the validity of any allegations or concerns raised by the child but to report all allegations or concerns to the relevant authority.

## 7. Providing Ongoing/Additional Support

In addition to reporting suspected abuse, College staff members have a critical role in supporting students impacted by abuse and have a duty of care to ensure that the students feel safe and are supported at College.

Support will include direct support and/or referral to wellbeing professionals and community services. The College will develop a Student Support Plan.

The College will use the [PROTECT Identifying and Responding to All Forms of Abuse in Victorian Schools](#) publication as a guide on how to provide ongoing support to affected students and any impacted staff member.

The Executive Principal is responsible for ensuring students are supported during interviews at College conducted by Victoria Police or Child Protection and may be required to respond to subpoenas to attend court. Support must be provided to any impacted staff members.

## 8. Reducing or Removing Risks

The Executive Principal is responsible for managing risks to child safety and to remove or reduce the risk of sexual offence against a child by an adult within or associated with the College. The Executive Principal will:

- Conduct thorough and rigorous screening and reference checks of all prospective staff (teaching and non-teaching) and volunteers;
- Ensure staff and volunteers are regularly trained in child safe matters including mandatory reporting and reporting concerns to Child Protection or Victoria Police;
- Assess and monitor the performance of staff and volunteers at least annually and provide feedback to individuals, addressing any relevant concerns;
- Ensure current Working with Children Checks and VIT registration is maintained by all staff;
- To the extent possible, prevent or discourage adults from being alone with students in a one on one situation;

- Ensure classroom doors offer visibility into classrooms and learning spaces i.e. the door is kept open or has a window;
- Encourage students and adults to notify the Executive Principal or Child Safe Officer of signs of unusual or aberrant behaviour or to report their concerns;
- Encourage students, staff, volunteers and parents, carers and guardians to notify the Executive Principal or the Child Safe Officer or any relevant authority such as Victoria Police or Child Protection of any incident of child or sexual abuse.

## 9. Training in Child Safe Standards and Reporting Obligations

The Executive Principal will ensure that all mandatory reporters as well as other College staff complete mandatory reporting training once per calendar year. The College will utilise the e-learning training module [Protecting children: Mandatory reporting training](#) available to non-government school staff through the Victorian government website.

The College will also use contextualised versions of the [PROTECT Child Safe Standards - training material](#) or materials from external providers for:

- the College Board members,
- school staff,
- volunteers.

This training take place on an annual basis for College Board members, all staff and volunteers or during any College induction process.

## 10. Additional requirements for all staff

All College staff have a duty of care to take reasonable steps to prevent reasonably foreseeable harm to students. Fulfilling the roles and responsibilities in the procedures described in this document does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse. This means that if, after following the actions outlined in the procedure, a staff member reasonably believes that a child remains at risk of abuse, they must take the following steps:

- if they are concerned that the College leadership has not taken reasonable steps to prevent or reduce the risk, raise their concerns with the Executive Principal in the first instance, and escalate to the College Board Chair if they remain unsatisfied.
- report the matter to the relevant authorities where they are unable to confirm that the information has been reported by another staff member

Staff should refer to the attached Appendices for further information on their obligations relating to reporting to authorities.

## 11. Communication

This information will be communicated:

To the College Board:

- through induction processes on commencement as a board member.

To all staff and volunteers:

- on application for employment
- in induction processes on commencement of employment
- in the Teacher Handbook
- at annual staff training sessions

- in volunteer induction processes.

To parents, guardians and carers, students and the College community:

- in the Parent and Student Handbook
- on the College website.

## 12. Resources

- [CCYP Information Sheet 5 Reportable Conduct Scheme and Other Reporting Obligations](#)
- [CCYP Information sheet 6 Child Safe Standards and Reportable Conduct Scheme](#)
- [PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#)
- [PROTECT Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [PROTECT Responding to Suspected Child Abuse: A Template for All Victorian Schools](#)

## 13. Relevant Legislation

- Child Wellbeing and Safety Act 2005 (Vic)
- Crimes Act 1958 (Vic)
- Crimes Amendment (Grooming) Act 2014 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Ministerial Order 1359 – Implementing the child safe Standards – Managing the risk of child abuse in schools and boarding premises (Vic)

## 14. Approval and Review

Document owner:	Executive Principal
Approved by:	College Board
Approval date:	10 November 2024
Next review date:	June 2025 (and every 12 months thereafter)

## Appendix 1

### Making a Mandatory Report

The table below describes the information to include when making a mandatory report about child abuse or child abuse concerns.

**If a student (under 18 years) is at immediate risk of harm, contact Victoria Police immediately on '000'.** If necessary, separate the alleged victim and others involved and/or administer any necessary first aid,

The College's mandatory reporters must follow the following steps:

Step	Action
1. Keep notes	<p>Keep comprehensive and contemporaneous notes that are dated and include the following information:</p> <ul style="list-style-type: none"> <li>• a description of the concerns (e.g. physical injuries, student behaviour),</li> <li>• the source of those concerns (e.g. observation, report from child or another person),</li> <li>• the actions taken because of the concerns (e.g. consultation with the Executive Principal, report to <a href="#">DFFH Child Protection</a> (Child Protection).</li> </ul> <p>College staff should use the template provided in <a href="#">PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools</a> to record their notes.</p>
2. Discuss concerns	<p>Due to the complexity of child abuse incidents, disclosures and suspicions, it is recommended that concerns and observations regarding suspected physical or sexual abuse of a student are discussed with the Executive Principal or the Child Safety Champion.</p> <p>This will help ensure support is provided to all involved in matters like this. The confidentiality of these discussions must be maintained.</p> <p><b>You should then make your own assessment about whether you are required to make a report about the student and to whom the report should be made.</b></p> <p>It is important to remember that the duty to report abuse or suspicions of abuse exists even if the Executive Principal or the Assistant Principal or another mandatory reporter, such as the Wellbeing Officer, advises you not to proceed with reporting suspected abuse.</p>
3. Gather and document information	<p>Gather the relevant information necessary to make the report. This should include the following:</p> <ul style="list-style-type: none"> <li>• full name, date of birth and residential address of the student,</li> <li>• details of the concerns and the reasons for those concerns,</li> <li>• your involvement with the student,</li> <li>• details of any other agencies which may be involved with the student.</li> </ul> <p>This information should be collected and documented using <a href="#">PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools</a>.</p>

	<p>The template is to be used to record as much information as possible to provide when you make your report to either Victoria Police or Child Protection.</p> <p>It is critical that completing the template does not impact on reporting times – <b>if a student is in immediate danger</b>, College staff need to report the matter to Victoria Police immediately.</p>
<p>4. Make the report</p>	<p>To report concerns which are life-threatening, phone Triple Zero '000' or the Footscray police station on 8398 9800.</p> <p>Where the source of the abuse comes from within the College, that is, the suspected or alleged abuse involves a College staff member, volunteer, allied health practitioner, officer/office holder, contractor or visitor at the school:</p> <ul style="list-style-type: none"> <li>• contact Victoria Police, which will contact Child Protection when appropriate,</li> <li>• report internally to the Executive Principal, or the Assistant Principal/College Board if the Executive Principal is involved in the allegation,</li> <li>• report to the Commission for Children and Young People on 1300 782 978.</li> </ul> <p>Where the source of the suspected or alleged abuse comes from within the child's family or community, you must:</p> <ul style="list-style-type: none"> <li>• report sexual abuse and grooming to Victoria Police;</li> <li>• report the matter to Child Protection if you consider the student to need protection due to child abuse, or that they have been, are being or are at risk of being harmed due to any form of abuse, including family violence;</li> <li>• report internally to the Executive Principal, or the Assistant Principal if the Executive Principal is unavailable.</li> </ul> <p>You should contact <a href="#">child protection</a> in the area in which the child lives if you have concerns that a child is at risk of significant harm as a result of abuse or neglect. If after hours, call the Child Protection Emergency Service on 13 12 78.</p>
<p>5. Document written records of report</p>	<p>Make a written record of the report, including the following information:</p> <ul style="list-style-type: none"> <li>• the date and time of the report, and a summary of what was reported,</li> <li>• the name and position of the person who made the report, and the person who received the report.</li> </ul> <p>The information initially recorded in <a href="#">PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools</a> and any additional information provided to either Victoria Police or Child Protection are to be stored securely and maintained indefinitely by the College to ensure that records are accessible upon request by external authorities investigating the matter.</p>

### Reporting that is non-mandatory

All OakTree College staff, volunteers, contractors, other service providers **who are not mandatory reporters** have professional and moral (and sometimes legal) obligations to report a child protection incident, disclosure or suspicion.

Please refer to [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#) in relation to reporting a child protection incident, disclosure or suspicion that is not the subject of a mandatory reporting obligation.

## 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 (e.g. 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**.

##### 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.

##### 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.

##### 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.

For suspected student sexual assault, please follow the **Four Critical Actions: Student Sexual Offending**.

#### 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

Ellen Young (ellenly60@gmail.com) is signed in

### 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 (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 parents/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 360 391**

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

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) 9825 7200**

##### THE LOOKOUT

The LOOKOUT has a service directory, information, and evidence based guidance to help you respond to family violence: <http://www.lookout.org.au>

Family violence victims/survivors can be referred to **1800 Respect** for counselling, information and a referral service: **1800 737 732**.



## Appendix 3

### Reporting Obligations Process - Making a report to Victoria Police or Child Protection

The table below describes the information to include when making a report about disclosure of child abuse or about a child needing protection.

The College staff must follow the following steps:

Step	Action
1. Keep notes	<p>Keep comprehensive and contemporaneous notes that are dated and include the following information:</p> <ul style="list-style-type: none"> <li>• a description of the concerns (e.g. physical injuries, student behaviour),</li> <li>• the source of those concerns (e.g. observation, report from child or another person),</li> <li>• the actions taken because of the concerns (e.g. consultation with the Executive Principal, report to <a href="#">DFFH Child Protection</a> (Child Protection).</li> </ul> <p>College staff should use the template provided in <a href="#">PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools</a> to record their notes.</p>
2. Discuss concerns	<p>Due to the complexity of child abuse incidents, disclosures and suspicions, it is recommended that concerns and observations regarding suspected physical or sexual abuse of a student are discussed with the Executive Principal or the Child Safety Champion.</p> <p>This will help to ensure support is provided to all involved in matters of this nature. The confidentiality of these discussions must be maintained.</p> <p><b>You should then make your own assessment about whether you are required to make a report about the student and to whom the report should be made.</b></p> <p>It is important to remember that the duty to report abuse or suspicions of abuse exists even if the Executive Principal or the Assistant Principal or another mandatory reporter, such as a colleague, advises you not to proceed with reporting suspected abuse.</p>
3. Gather and document information	<p>Gather the relevant information necessary to make the report. This should include the following:</p> <ul style="list-style-type: none"> <li>• full name, date of birth and residential address of the student,</li> <li>• details of the concerns and the reasons for those concerns,</li> <li>• your involvement with the student,</li> <li>• details of any other agencies which may be involved with the student.</li> </ul> <p>This information should be collected and documented using <a href="#">PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools</a>.</p> <p>The template is to be used to record as much information as possible to provide when you make your report to either Victoria Police or Child Protection.</p> <p>It is critical that completing the template does not impact on reporting times – <b>if a student is in immediate danger</b>, College staff need to report the matter to Victoria Police immediately.</p>

<p>4. Make the report</p>	<p>To report concerns which are life-threatening, phone Triple Zero '000' or the Footscray police station on 8398 9800.</p> <p>Where the source of the abuse comes from within the College, that is, the suspected or alleged abuse involves a College staff member, volunteer, allied health practitioner, officer/office holder, contractor or visitor at the school:</p> <ul style="list-style-type: none"> <li>• contact Victoria Police, which will contact Child Protection when appropriate,</li> <li>• report internally to the Executive Principal, or the Child Safety Champion if the Executive Principal is involved in the allegation,</li> <li>• report to the Commission for Children and Young People on 1300 782 978.</li> </ul> <p>Where the source of the suspected or alleged abuse comes from within the child's family or community, you must:</p> <ul style="list-style-type: none"> <li>• report sexual abuse and grooming to Victoria Police;</li> <li>• report the matter to Child Protection if you consider the student to need protection due to child abuse, or that they have been, are being or are at risk of being harmed due to any form of abuse, including family violence;</li> <li>• report internally to the Executive Principal, or the Child Safety Champion if the Executive Principal is unavailable.</li> </ul> <p>You should contact <a href="#">child protection</a> in the area in which the child lives if you have concerns that a child is at risk of significant harm as a result of abuse or neglect. If after hours, call the Child Protection Emergency Service on 13 12 78.</p>
<p>5. Document written records of report</p>	<p>Make a written record of the report, including the following information:</p> <ul style="list-style-type: none"> <li>• the date and time of the report, and a summary of what was reported,</li> <li>• the name and position of the person who made the report, and the person who received the report.</li> </ul> <p>The information initially recorded in <a href="#">PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools</a> and any additional information provided to either Victoria Police or Child Protection are to be stored securely and maintained indefinitely by the College to ensure that records are accessible upon request by external authorities investigating the matter.</p>



## Appendix 4

### Reporting Obligations Process - Process for making a notification under the Reportable Conduct Scheme

Below are the steps that the Executive Principal must follow if there is a potential reportable allegation. These steps are in general order of priority, but the guidance may change depending on the circumstances.

Reference should also be made to the Reportable Conduct Scheme information listed previously to ensure that all obligations are complied with in relation to reporting an allegation of reportable conduct.

What if a student or another child informs you of a reportable allegation?	What if a staff member or another adult informs you of a reportable allegation?
1. The first step should always be to ensure the student/child is safe. If you believe a child faces immediate danger or risk of harm, contact Victoria Police on '000'.	
<p>2. When speaking with a child/young person, it is important to remember that if they have decided to speak to you, then there is a good chance they trust you.</p> <ul style="list-style-type: none"> <li>• Give the young person your full attention.</li> <li>• Listen calmly and empathically.</li> <li>• Reassure the young person that it is right to tell.</li> <li>• Accept the young person will disclose only what they are comfortable disclosing and recognise the strength of the child for talking about something that is difficult.</li> <li>• Let the young person take their time.</li> <li>• Let the young person use their own words.</li> <li>• Don't make promises you cannot keep.</li> </ul>	<p>2. Thank the individual for bringing the allegation to your attention.</p> <p>Offer them support and assistance as necessary.</p> <p>If they are a staff member, discuss their requirements for support from the College.</p>
3. Tell the young person what you plan to do next.	3. Explain to the person making the report that the College will manage the concern confidentially and, to protect all parties, they should not discuss the matter.
<p>4. Make a record of the allegations. If appropriate, use <a href="#">PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools</a>. You may also make a note in your diary.</p> <p>If a staff member, parent/carer/guardian or other adult was present, ask them to make a record as well.</p>	
<p>5. Consider whether you need to refer the matter to Victoria Police or Child Protection. If necessary, report the matter in accordance with the actions documented in <a href="#">PROTECT Identifying and Responding to All Forms of Abuse in Victorian Schools</a> and <a href="#">PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse</a>, using <a href="#">PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools</a>.</p>	
<p>6. If relevant, notify the child's parents/carers/guardians following advice in <a href="#">PROTECT Identifying and Responding to All Forms of Abuse in Victorian Schools</a> and <a href="#">PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse</a>.</p>	
<p>7. If the matter does involve a reportable allegation, the Executive Principal must notify the CCYP using the secure webform on their <a href="#">website</a>.</p> <p>Advise the Chair of the College Board that a report has been made as soon as practicable.</p>	
<p>8. Conduct a risk assessment to determine any measures that should be put in place to manage the person against whom allegations have been made, and to protect the student(s)/child(ren) against whom reportable conduct may have occurred.</p>	

If the Executive Principal believes the matter constitutes a reportable allegation, it is important that they:

- do not say or do anything to suggest to the student that their allegation is doubted or make them feel ashamed to have revealed the allegation,
- do not start investigating the allegation, including unnecessarily questioning the student or speaking with the person who is the subject of the allegation, without conducting a risk assessment; as to do so may put the student, the staff member, the College or the investigation at risk.



## Appendix 5

### Summary of Reporting Obligations

Reporting Obligation	Who reports	Who to report to	When to report
Mandatory reporting	VIT registered teachers, and Student Wellbeing Officer.	Child Protection	As soon as practicable
Failure to disclose	Any adult* associated with the College including College Board members, principals, staff members, volunteers.	Victoria Police	As soon as practicable
Failure to protect	Any adult associated with the College including College Board members, principals, staff members, volunteers.	Child Protection Victoria Police	As soon as practicable
Grooming offence	Any adult associated with the College including College Board members, principals, staff members, volunteers.	Child Protection Victoria Police	As soon as practicable
Reportable Conduct	Executive Principal OR College Board if the allegation is against the Executive Principal.	Commission for Children and Young People	Within 3 days of becoming aware of an allegation  Within 30 days with details of the allegation and a proposed response

\*Adult = any person over the age of 18 years.