



# Child Safety and Mandatory Reporting Flowchart

In responding to a child safety incident, disclosure, allegation or suspicion, Waverley Christian College will follow:

- [The Four Critical Actions: Child Abuse](#) for complaints and concerns relating to all forms of child abuse
- [The Four Critical Actions: Student to Student Sexual Offending](#) for complaints and concerns relating to student sexual offending
- For further detail, please see: [Child Safety Responding and Reporting Policy](#).

STEP 1	IMMEDIATE ACTION	STEP 2	REPORTING TO AUTHORITIES	STEP 3	CONTACTING PARENTS/CARERS	STEP 4	ONGOING PROTECTION & SUPPORT	STEP 5	RECORDKEEPING
	<p>If a school staff member or volunteer witnesses child abuse, or reasonably believes, suspects, or receives a disclosure or allegation that a child has been, or is at risk of being abused, they must do the following:</p> <ol style="list-style-type: none"> <li>1. If a child is at immediate risk of harm; separate the alleged victims and others involved, administer first aid (appropriate to their level of training) and call 000 for urgent medical or police assistance where required to respond to immediate health or safety concerns.</li> <li>2. *Notify the relevant Head of School, Head of Campus and Student Wellbeing Coordinator as soon as possible, who will ensure our College follows the steps in these procedures.</li> </ol> <p><i>*If concerns relate to the conduct of a Head of School, Head of Campus, or the Student Wellbeing Coordinator, they must be reported to the Deputy Principal. If concerns relate to the Deputy Principal, they must be reported to the Principal. If concerns relate to the Principal, they must be reported to the College Council Chair and the Deputy Principal, who will ensure the College follows these procedures.</i></p>		<p>Once immediate health and safety concerns have been addressed and relevant College staff notified, the Head of School (or delegate) must report all incidents, suspicions, and disclosures of child abuse as soon as possible, and keep the Student Wellbeing Coordinator and Head of Campus informed of the progress.</p> <ol style="list-style-type: none"> <li>1. All relevant information is reported to the Department of Families, Fairness and Housing (DFFH), Child Protection, and Victoria Police (where advised by DFFH or if there are immediate concerns for the safety of a child or there is student sexual offending) or relevant services where required.</li> <li>2. The incident is reported to the relevant Head of Campus and the Senior Child Safety Coordinator (Deputy Principal)</li> <li>3. All reportable conduct allegations or incidents are reported by the Principal, or their delegate, to the relevant authorities. Where a reportable conduct allegation is made against the Principal, the College Council Chair and Deputy Principal must be informed, who will then report to the relevant authorities.</li> <li>4. Any staff member who is a mandatory reporter can make a mandatory report if they have formed a reasonable belief, even if the HoS or delegate does not agree.</li> </ol>		<ol style="list-style-type: none"> <li>1. The Head of School and Student Wellbeing Coordinator must ensure parents and carers are notified unless advised otherwise by DFFH Child Protection or Victoria Police, or there are other safety and wellbeing concerns in relation to informing parents/carers.</li> <li>2. Advice on notifying parents and carers, and where relevant, the wider school community, should be sought from the DFFH Child Protection or Victoria Police. Prior to communicating with the wider school community please discuss with the Deputy Principal or Principal.</li> <li>3. For further guidance, refer to <a href="#">PROTECT Contacting parents and carers</a>.</li> </ol>		<ol style="list-style-type: none"> <li>1. The Head of School, Head of Campus and Student Wellbeing Coordinator and the Senior Child Protection Coordinator must ensure appropriate steps are taken by the College to protect the child and other children from any continued risk of abuse. These steps must be taken in consultation with any relevant external agency such as DFFH Child Protection or Victoria Police. Ongoing protection will also include further reports to authorities if new information comes to light or further incidents occur.</li> <li>2. Appropriate, culturally sensitive and ongoing support must be offered and provided to all affected students. Ongoing support will be based on any available advice from the parents and carers, health practitioners, and other authorities (such as DFFH or Victoria Police) and may include referral to external wellbeing professionals, the development of a Student Safety Plan, Student Support Plan, student support group meetings, and for student-to-student incidents, relevant behaviour management and support measures.</li> </ol>		<p>The Head of School, Head of Campus and Student Wellbeing Coordinator will ensure that:</p> <ol style="list-style-type: none"> <li>1. Detailed notes of the incident, disclosure, allegation or suspicion are taken using the <a href="#">Mandatory Reporting Template</a> including, where possible, by the staff member or volunteer who reported the incident, disclosure, or suspicion to them.</li> <li>2. Detailed notes are taken of any immediate or ongoing action taken by the school to respond to the incident, disclosure, allegation or suspicion.</li> <li>3. All notes and other records relating to the incident, disclosure, allegation or suspicion, including the College's immediate and ongoing actions and support provided, are stored electronically in a Pastoral Note in SEQTA and restricted, according to Appendix C in the <a href="#">Child Safety Responding and Reporting Policy</a>. Any new Intervention Orders or similar documents or updates are also to be uploaded appropriately.</li> </ol>