

Internal school process for mandatory reporting

Steps	Process	Adult responsible
Step 1	<p>Respond to the report. Seek support for the child from emergency services. Review immediate risk to child.</p>	Staff member
Step 2	<p>Report to authorities. VIC POLICE or DFFH Child Protection</p>	Staff member
Step 3	<p>Communicate to families if advised to do so. After you have formed a suspicion or reasonable belief that a child is subject to abuse, and before contacting the parents or carers, your principal (or delegate) must seek advice from Victoria Police or DFFH Child Protection (depending on who the report has been made to). They will advise your principal (or delegate) about whether it is appropriate to contact parents or carers at this stage.</p> <p>Following advice from authorities, families may not always be contacted.</p> <p>The school will be guided by https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/actionthree.aspx Action 3: Communicating to families/ carers</p>	Staff member
Step 4	<p>Provide ongoing support.</p> <p>Families can be offered the following:</p> <ul style="list-style-type: none"> ● Follow up check in phone calls ● PSG meeting with a student support plan ● Teachers can communicate with family psychologists <p>(Staff at St Robert's do not receive additional training in child abuse support)</p>	Staff Member
Step 5	PROTECT paperwork completed by staff.	Principal/ Lead Administration Officer