

# **CHILD SAFE REPORTING PROCESS POLICY**

KATANDRA SCHOOL

NOVEMBER 2020

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# KATANDRA SCHOOL CHILD SAFETY REPORTING PROCESS

The Principal, Leading teacher of wellbeing and leadership team are responsible for ensuring that the school’s child safety requirements are met. The Leading Teacher of Wellbeing is the Katandra’s Child Safety officer. The Principal and the wellbeing leader or person acting in that position will:

- Ensure that all school staff have access to, and understand school child safety policies
- Ensure that child safety policies and procedures are followed and implemented
- Implement and monitor child safety policies, positive behaviour support framework, and procedures in school
- Will follow child safety reporting obligations and procedures policy and four critical actions if an allegation is made
- Review and update relevant policies in consultation with staff and school council
- Provide relevant training in relation to child safety

<b>Who can report?</b>	Parent, Child, Staff Member, or Visitor
<b>What to report?</b>	<p>Any child safety concerns, including:</p> <ul style="list-style-type: none"> <li>• Disclosure of abuse or harm</li> <li>• Allegation, suspicion or observation</li> <li>• Breach of Code of Conduct</li> <li>• Environmental safety issues</li> </ul>
<b>If a child is in immediate danger call 000</b>	
<b>How?</b>	Face to face verbal report, letter, email, telephone call, meeting
<b>Who to?</b>	School Principal, Assistant Principal, Leading Teacher or Nominee when they are available. If the Principal or leadership are unable to be contacted, you can contact your SEIL and consult with them, otherwise you must follow the child safety reporting obligations policy and four critical actions.

**What happens next?**

The School Principal, Leader or Nominee will:

- offer support to the child, the parents, the person who reports and
- the accused staff member or volunteer
- initiate internal processes to ensure the safety of the child, clarify
- the nature of the complaint and commence disciplinary process (if required) decide, in accordance with legal and reporting requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make a report following the child safety reporting obligations policy and four critical actions.

**Outcome**

Investigation; outcome decided; relevant staff, volunteers, parents and child notified of outcome of investigation; policies, procedures updated where necessary.

## REVIEW CYCLE

*This Code of Conduct or Policy was endorsed/approved by the Katandra School Council in November 2020 for review if legislative or other changes require in the interim or no later than November 2022.*

<b>Date Implemented</b>	November 2020
<b>Author</b>	Rhett Watts
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	School Council President: Kellie Easton Signature Date
<b>Date to be Reviewed</b>	November 2022
<b>Responsible for Review</b>	Rhett Watts, Thomas Cazaly
<b>References</b>	Victorian Government Schools Reference Guide