



**CHILD SAFE STANDARD 5:
PROCEDURES FOR RESPONDING
TO AND REPORTING SUSPECTED**

Victoria Street, Kerang. 3579
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ABN: 16 182 014 694
Principal: Brenton Taylor

FEELING SAFE- PRIMARY SCHOOL STUDENTS

Get the facts

This fact sheet is about making sure you know how to keep safe. It gives you the facts about what to do if someone is hurting you or your friends or making you feel unsafe.

WHAT ARE YOUR RIGHTS?

- Everyone has the right to feel safe and be protected.
- No one is allowed to threaten you, hurt you or touch you in a way that makes you feel uncomfortable.
- No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family, anyone at school or anywhere else in the community.

HOW DO I KNOW IF SOMETHING IS WRONG?

- Every relationship should be respectful.
- It is wrong for anyone to hurt you or make you feel unsafe, uncomfortable or afraid.
- Remember a person doesn't have to physically hurt or touch you to be doing the wrong thing.
- Even if you are not sure, if something doesn't feel right you should tell an adult who can help you.

WHAT SHOULD I DO IF I FEEL UNSAFE?

- Tell an adult – telling someone won't get you in trouble.
- If you feel threatened, unsafe, or if you feel uncomfortable about how someone is touching, talking to you, or treating you, you should tell a trusted adult.
- You can tell a teacher or any adult at your school. They will be able to help you.
- You can also tell your parent, carer, or any family member or adult you trust.
- Even if the person who is making you feel like this has asked you not to tell anyone, you should still talk to an adult. It is more important that you are safe and protected.

WHAT SHOULD I DO IF I AM WORRIED THAT SOMEONE I KNOW IS UNSAFE?

- Tell an adult you trust.
- You can tell a teacher or any adult at your school.
- They will be able to help your friend or the person you are worried about.
- You can also tell your parent, carer, or any family member or adult that you trust.
- Even if the person who you are worried about has asked you not to tell anyone, you should still talk to an adult. It is more important to make sure that your friend is safe and protected.



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WHAT WILL HAPPEN IF I TELL AN ADULT AT THE SCHOOL THAT I FEEL UNSAFE, OR THAT I THINK MY FRIEND IS UNSAFE?

- Adults at your school must listen to your concerns and help.
- In some cases, the adult at school may need to tell another adult about your concerns so that you, or the person you know can be protected.
- Adults at your school can provide you with support and make sure that you don't have to deal with this alone.

WHAT IF I DON'T FEEL LIKE I CAN TALK TO ANYONE AT MY SCHOOL?

- If you don't feel like you can talk to an adult at your school, you can talk to your parent or carer.
- If you don't feel like you can talk to your parent or carer, you can talk to another adult within your family. This may be an aunt, uncle, a step-parent, or a grandparent.
- If you don't feel like you can talk to any of these adults, you should still try and find an adult that you can trust, and that you can talk to.
- You don't need to deal with things on your own.

THERE ARE MANY PEOPLE WHO CAN HELP YOU. HERE ARE SOME OTHER SUGGESTIONS:

- Visit eHeadspace (which provides an online and a 9am-1am telephone support service) www.eheadspace.org.au or 1800 650 850
- Call KidsHelp Line on 1800 55 1800 or visit for 24 hour support
- Call or visit your local police station or call 000.



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PROTECTING CHILDREN FROM ABUSE FOR PARENTS AND CARERS

GET THE FACTS

As adults we all play a critical role to protect children from harm.

As a parent or carer you have the primary responsibility for protecting and caring for your own children and supporting them to build relationships that are safe and respectful.

You also play a critical role in identifying and responding to suspected abuse within the community. In fact, it may amount to a criminal offence if you fail to report suspected sexual child abuse.

REPORTING ABUSE

WHAT SHOULD I DO IF I SUSPECT THAT MY CHILD HAS BEEN ABUSED?

If you believe that your child has been abused, or is at risk of being abused contact Victoria Police immediately via the local police station or on 000 if it's an emergency.

WHAT SHOULD I DO IF I SUSPECT THAT ANOTHER CHILD HAS BEEN ABUSED?

If you suspect that a child has been abused, or is at risk of abuse (such as physical abuse, family violence or neglect) you should report immediately to the Department of Health and Human Services (DHHS) Child Protection (see contact detail at the end of this fact sheet)

- If you suspect that a child has been sexually abused, you must also report your concerns to the Victoria Police. You may be committing a criminal offence if you fail to do so.
- You should report even if you're not sure. It is the role of authorities to investigate your concerns and determine if any further action needs to be taken.
- Parent and carers are also often in a position to protect the friends of their children. This is because children are most likely to disclose their experiences of abuse to their peers, who in turn may share this with their own parents and carers.
- If your child talks to you about their friend, and you suspect that the child is being abused or is at risk of being abused, you should act. You may be the only adult in a position to act and your response may be critical in protecting that child's safety.

WHAT SHOULD I DO IF I SUSPECT THAT A CHILD IS BEING ABUSED AND AUTHORITIES HAVE PREVIOUSLY INVESTIGATED AND DISMISSED MY REPORT?

If you have new grounds for believing that a child is being abused, you should make another report to DHHS Child Protection or Victoria Police. Every report is critical to protecting a child as it builds evidence and helps authorities to gain a clearer understanding of risks to the child.

WHAT HAPPENS TO MY CHILD IF SOMEONE AT THE SCHOOL SUSPECTS THAT MY CHILD HAS BEEN ABUSED?

All staff members at your child's school are required to report suspected child abuse to DHHS Child Protection and, in some circumstances, to Victoria Police.

Your child's school will contact you as soon as possible, unless they have been advised not to do so by DHHS Child Protection and/or Victoria Police.

Where appropriate the school will work with you to ensure that your child is provided with support, which may include referring them to wellbeing professionals.

WHEN IS IT A CRIMINAL OFFENCE TO NOT REPORT SUSPECT ABUSE?

Any adult may face criminal charges if they believe that another adult has committed a sexual offence against a child under 16 years of age and does not report this information to the police.



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FACTS ON CHILD ABUSE

What is child abuse?

Child abuse:

- can include physical abuse, sexual abuse, grooming, emotional or physiological harm, neglect or family violence
- does not have to involve physical contact or force (eg, child sexual abuse can include talking to a child in a sexually explicit way)
- Can be committed by any member of the community, including someone within a child's family or someone within the school setting.

The trauma associated with child abuse can significantly impact upon the wellbeing and development of a child. This is why it is critical that we all respond immediately to any form of suspected abuse.

WHAT ARE THE SIGNS THAT A CHILD HAS BEEN ABUSED?

There are a range of physical and behavioural indicators of child abuse.

Most importantly you should act if you notice anything that causes you to form a reasonable belief that a child has been, or is at risk of being abused, including (but not limited to):

- a change in a child's behaviour (e.g. withdrawal, regressive behaviour, or non-age appropriate sexual behaviours)
- physical indicators of abuse (e.g. unexplained bruises, welts, signs of malnutrition)
- An inappropriate relationship between an adult and a child (e.g. inappropriate physical contact, unexplained gifts or phone/email contact).

THE SCHOOL'S ROLE

HOW MUST SCHOOLS RESPOND TO SUSPECTED CHILD ABUSE?

All staff in Victorian schools are obligated to respond to any incident or suspicion of child abuse as outlined below:

- 1. Respond to the emergency**
Address any immediate health and safety needs (eg. administer first aid or contact emergency services).
- 2. Inform authorities**
Report any reasonable belief that a child has been, or is at risk of being abused to the DHHS Child Protection or Victoria Police.
- 3. Contact parents/carers when appropriate**
Contact parents/carers once authorities advise that it is safe and appropriate to do so. Ideally parents/carers will play a central role in providing support for their children, however schools will be instructed not to contact parents/carers in circumstances where this may impede an investigation or place the child at greater risk.
- 4. Provide ongoing support for all children impacted by the abuse**
Provide appropriate support for all children impacted by abuse. This will likely include ongoing counselling from professionals. The child's ongoing support will be documented in a Student Support Plan.

These actions are outlined in further detail in Identifying and Responding to All Forms of Abuse in Victorian Schools.

ARE THE STAFF AT MY CHILD'S SCHOOL REQUIRED TO REPORT CHILD ABUSE?

Yes – all staff at your child's school are required by law to report any reasonable belief that a child has been abused, or is at risk of abuse.

In some circumstances, it may be a criminal offence for school staff to fail to report child abuse to the authorities.



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PROTECTING MY CHILD

WHAT CAN I DO TO HELP EDUCATE AND PROTECT MY CHILD FROM ABUSE?

Have a chat to your child and make sure that he or she knows that no one is allowed to threaten, hurt or touch them in a way that makes them feel uncomfortable.

Every relationship should be respectful and no one should behave in a way that makes them feel unsafe or afraid.

Your child's school will also be supporting your child in learning about their rights to be safe and respected. Victorian government schools are teaching the *Respectful Relationships* program which promotes positive attitudes and behaviours and is aimed at preventing family violence.

WHAT SHOULD I TALK ABOUT WHEN I EXPLAIN SAFETY TO MY CHILD?

There are some things you can do at home to build your child's understanding of safe and respectful relationships including:

- talking openly with your child about their feelings and relationships
- being sure that they understand you will listen and act if they are concerns about how anyone is treating them
- using the correct names for body parts and having age-appropriate conversations about touching and sexual activity
- Letting your child know that adults should never harm or act in a sexual way with any child.

KEEPING CHILDREN SAFE OUTSIDE OF THE HOME OR SCHOOL

You play a critical role in ensuring that your children are spending time in safe places.

In Victoria all people who are working with your children such as coaches and music teachers need to have a current *Working with Children Check*.

You may like to check that any staff and volunteers spending time with your child after school hours and on weekend have a valid *Working with Children Check*.

If you think that you may need some help to keep your children safe from harm and support their healthy development, it is important you find some help. Visit the Victorian Government's Better Health Channel for information on seeking support:

<https://www.betterhealth.vic.gov.au/health/healthyliving/parenting-support-to-help-prevent-abuse>

FURTHER INFORMATION

WHERE CAN I GO FOR MORE INFORMATION AND SUPPORT?

You can contact DHHS Child Protection and Victoria Police directly to discuss any concerns you may have for the wellbeing of a child (see contact details on the next page)

If you have any concerns about your child or another child at your child's school talk to the principal or another staff member at the school about your concerns. You can also raise this matter with DHHS Child Protection and the Victoria Police.

For further information on where to go for support to keep your children safe from harm visit the Victorian Government's Better Health Channel:

<https://www.betterhealth.vic.gov.au/health/healthyliving/parenting-support-to-help-prevent-abuse>



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For more information on:

- your child's school's role in preventing and managing child abuse:
www.education.vic.gov.au/protect
- indicators of abuse, visit www.education.vic.gov.au/protect

If you are concerned or unsure about your school's response and/or would like to talk to someone outside of the school please contact:

Victorian Government schools Regional Office
(www.education.vic.gov.au/about/contact/Pages/regions.aspx)

Contact Numbers

Victoria Police	000
Department of Health and Human Services Child Protection	131 278
Department of Education and Training Security Services Unit	(03) 9589 6266
Department of Education and Training Security Services Unit	(03) 9589 6266
Student Incident and Recovery Unit	(03) 9637 2934
	or (03) 9637 2487
Legal Division	(03) 9637 3146
Employee Assistance Program	1300 361 008
Employee Health	(03) 9637 2395
Employee Conduct Branch	(03) 9637 2595
Privacy Unit	(03) 9637 3601
International Division	(03) 9651 3976
Communications Division	(03) 9637 2871
Regional	
<i>North Eastern Victoria</i>	
General enquiries	1300 333 231
Benalla office	(03) 8392 9500
Glen Waverley office	(03) 8392 9300
North Western Victoria	
Bendigo office	
Coburg office	(03) 5337 8444
<i>South Eastern Victoria</i>	
Dandenong office	(03) 9488 9488
Moe office	(03) 8765 5600
<i>South Western Victoria</i>	
General enquiries	(03) 5127 0400
Ballarat office	1300 333 232
Footscray office	(03) 5337 8444
Geelong office	(03) 8397 0300
Horsham office	(03) 5225 1000
Warrnambool office	(03) 5310 5200
	1300 333 232



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Department of Health and Human Services Child Protection

Region	Local Government Areas (LGAs)	Phone No
Northern and western suburban LGAs	Banyule, Brimbank, Darebin, Hobsons Bay, Hume, Maribyrnong, Melbourne, Melton, Moonee Valley, Moreland, Nillumbik, Whittlesea, Wyndham, Yarra.	1300 664 977
Eastern suburban LGAs	Boroondara, Knox, Manningham, Maroondah, Monash, Whitehorse, Yarra Ranges.	1300 360 391
Southern suburban LGAs	Bayside, Cardinia, Casey, Frankston, Glen Eira, Greater Dandenong, Kingston, Mornington Peninsula, Port Phillip, Stonnington.	1300 655 795
West Rural and Regional LGs	Ararat, Ballarat, Golden Plains, Hepburn, Hindmarsh, Horsham, Moorabool, Northern Grampians, Pyrenees, West Wimmera, Yarriambiack, Colac-Otway, Corangamite, Glenelg, Greater Geelong, Moyne, Queenscliffe, Southern Grampians, Surf Coast, Warrnambool.	1800 075 599
North-western rural and regional LGAs	Buloke, Campaspe, Central Goldfields, Gannawarra, Greater Bendigo, Loddon, Macedon Ranges, Mildura, Mount Alexander, Swan Hill.	1800 675 598
North-eastern rural and regional LGAS	Alpine, Benalla, Greater Shepparton, Indigo, Mansfield, Mitchell, Moira, Murrindindi, Strathbogie, Towong, Wangaratta, Wodonga.	1800 650 227
Eastern and south-eastern rural and regional LGAs	Bass Coast, Baw Baw, East Gippsland, Latrobe, South Gippsland, Wellington.	1800 020 202

Other Services

Centres Against Sexual Assault (CASA) – 1800 806 292
Emergency Counselling & Support Line
Australian Childhood Foundation 1800 176 453
Children’s Protection Society (03) 9450 0900
Child Wise (03) 9695 8900

Vic Aboriginal Education Association (03) 9481 0800
Child Safety Commission 1300 782 978
Office of the Children’s eSafety Commissioner 1800 880 176
Victorian Aboriginal Child Care Agency (VACCA) (03) 9287 8800
Victorian Aboriginal Community Controlled Health Organisation (VACCHO) (03) 9411 9411

Sexually Abusive Behaviour Treatment Services Providers:

Australian Childhood Foundation (03) 9874 3922
Children’s Protection Society (03) 9450 0900
Berry Street (03) 5822 8100
Mallee Sexual Assault (03) 5025 5400
South Eastern CASA (03) 9928 8741
Ballarat CASA (03) 5320 3933
Barwon CASA (03) 5222 4318
Campaspe CASA (03) 5441 0430
Gippsland CASA (03) 5134 3922
Goulburn Valley CASA (03) 5831 2343
Upper Murray CASA (03) 5722 2203
Wimmera CASA (03) 5381 927



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Child FIRST

Alpine			1800 705 211
Ararat	1300 783 341		
Ballarat	1300 783 341	Loddon	1800 260 338
Banyule	(03) 9450 0955	Macedon Ranges	1800 260 338
Bass Coast	(03) 5662 5150	Manningham	1300 762 125
Baw Baw	1800 339 100	Mansfield	1800 705 211
Bayside	1300 367 441	Maribyrnong	1300 775 160
Benalla	1800 705 211	Maroondah	1300 369 146
Boroondara	1300 762 125	Melbourne	1300 775 160
Brimbank	1300 138 180	Melton	1300 138 180
Buloke	1300 665 218	Mildura	1300 625 533
Campaspe	1800 260 338	Mitchell	1800 663 107
Cardinia	(03) 9705 3939	Moira	1300 854 944
Cardinia - Aboriginal children and families	(03) 9794 5973	Monash	1300 762 125
Casey	(03) 9705 3939	Moonee Valley	1300 775 160
Casey - Aboriginal children and families	(03) 9794 5973	Macedon Ranges	1300 783 341
Central Goldfields	1800 260 338	Moorabool	1300 786 433
Colac-Otway	(03) 5232 5500	Moreland	1300 721 383
Corangamite	(03) 5232 5500	Mornington Peninsula	1800 260 338
Darebin	(03) 9450 0955	Mount Alexander	1300 543 779
East Gippsland	(03) 5152 0052	Moyne	1800 663 107
Frankston	1300 721 383	Nillumbik	(03) 9450 0955
Gannawarra	1300 665 218	Northern Grampians	1800 195 114
Glen Eira	1300 367 441	Port Phillip	1300 367 441
Glenelg	1300 543 779	Pyrenees	1300 783 341
Golden Plains	1300 783 341	Queenscliff	1300 551 948
Greater Bendigo	1800 260 338	South Gippsland	(03) 5662 5150
Greater Dandenong	(03) 9705 3939	Southern Grampians	1300 543 779
Greater Dandenong - Aboriginal children and families	(03) 9794 5973	Stonnington	1300 367 441
Greater Geelong	1300 551 948	Strathbogie	1300 854 944
Greater Shepparton	1300 854 944	Surf Coast	1300 551 948
Hepburn	1300 783 341	Swan Hill	1300 665 218
Hindmarsh	1800 195 114	Towong	1800 705 211
Hobson's Bay	1300 775 160	Wangaratta	1800 705 211
Horsham	1800 195 114	Warrnambool	1300 543 779
Hume	1300 786 433	Wellington	(03) 5144 7777
Indigo	1800 705 211	West Wimmera	1800 195 114
Kingston	1300 367 441	Whitehorse	1300 762 125
Knox	1300 369 146	Whittlesea	(03) 9450 0955
La Trobe	1800 339 100	Wodonga	1800 705 211
		Wyndham	1300 775 160
		Yarra	(03) 9450 0955
		Yarra Ranges	1300 369 146
		Yarriambiak	1800 195 114



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SPOTTING THE WARNING SIGNS OF CHILD ABUSE FOR SCHOOL STAFF

A REASONABLE BELIEF

What do I do if I suspect (form a reasonable belief) a child is being abused?

You **MUST** take action as soon as you witness an incident, receive a disclosure or suspect that a child has been, or is at risk of being abused. You **MUST** act whenever you form a reasonable belief which means acting even if you are unsure and have not directly observed the abuse. Failure to act can be a criminal offence.

You **MUST** follow the Four Critical Actions for Schools: Responding to Incidents, Disclosures or Suspicions of Child Abuse

WHEN SHOULD I ACT?

You **MUST** act even if you are unsure and have not observed the abuse.

You **MUST** following the Four Critical Actions for Schools: Responding to Incidents, Disclosures or Suspicions of Child Abuse. Failure to act can be a criminal offence.

WHAT IS CHILD ABUSE?

Child abuse can include physical abuse, sexual abuse, grooming, emotional or psychological harm, neglect or family violence.

It doesn't have to involve physical contact or force. Child abuse can include:

- talking to a child in a sexually explicit way
- grooming a child for future sexual activity
- forcing a child to watch pornography
- being witness to family violence
- Failing to provide a child with an adequate standard of nutrition, supervision or medical care to the extent that their development of the child is placed at serious risk, or is significantly impaired.

WHO IS MOST LIKELY TO BE IMPACTED BY CHILD ABUSE?

Any child can be victim to child abuse, however children who are vulnerable, isolated and/or have a disability are disproportionately abused.

Abuse is often committed by someone the child knows well such as a family member or someone within the school setting. In fact, child abuse can be committed by any member of the community.

Regardless of who the perpetrator or victim is the trauma of child abuse can have devastating impacts upon a child's wellbeing and development that can last for the rest of their life.

This is why it is critical that we respond immediately to any form of suspected abuse within our school communities.

WHAT ARE THE SIGNS THAT A CHILD HAS BEEN ABUSED?

The most common physical and behavioural indicators of child abuse are outlined below. This is not an exhaustive list.

If you feel uncomfortable about a child's physical presentation or behaviour, but have not directly witnessed or been told about abuse, or risk of abuse, you should still act.

You can seek further advice contact and if you form a reasonable belief that a child has been abused, is being abused, or is at risk of abuse then you **MUST** follow the Four Critical Actions for Schools: Responding to Incidents, Disclosures or Suspicions of Child Abuse.

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COMMON PHYSICAL INDICATORS OF CHILD ABUSE

- bruises, welts, cuts/grazes or burns (especially those on back, bottom, legs, arms and inner thighs or in unusual configurations and may resemble an object)
- internal injuries and bone fractures not consistent with the explanation offered
- any injury to the genital or rectal area (e.g. bruising, bleeding, infection or anything causing pain to go to the toilet)
- wearing clothes unsuitable for weather conditions to hide injuries
- sexually-transmitted diseases and/or frequent urinary tract infections
- appearing consistently dirty and unwashed and/or inappropriately dressed for weather conditions
- being consistently hungry, tired and listless
- having unattended health problems and lack of routine medical care
- internal injuries

COMMON BEHAVIOURAL INDICATORS OF CHILD ABUSE

- disclosure of abuse and/or drawings or writing which depicts violence and abuse
- habitual absences from school without reasonable explanation
- significant and unexplained delays in emotional, mental or physical development
- regressive or unusual changes to behaviour (e.g. sudden decline in academic performance, nervousness, depression, withdrawal, hyperactivity, aggression, bedwetting)
- drug or alcohol misuse, suicide or self-harm, harm to others or animals
- an inconsistent or unlikely explanation for an injury, or inability to remember the cause
- reluctance to go home and/or a wariness or fear of a parent/carer
- unusual fear of physical contact with adults
- persistent and age-inappropriate sexual activity (e.g. excessive masturbation or rubbing genitals against adults, promiscuity)
- poor self-care or personal hygiene
- an unusually close connection with an older person
- possessing expensive gifts or money (e.g. a new mobile phone given to them by a "friend")
- taking on a caretaker role prematurely, trying to protect other family members

COMMON BEHAVIOURAL INDICATORS OF ADULTS ABUSING CHILDREN

FAMILY MEMBERS (PARENTS, SIBLINGS, EXTENDED FAMILY)

- attempts by one parent to alienate their child from the other parent
- overprotective or volatile relationships
- reluctance by the child to be alone with one or more of their family members
- a child and a sibling behaving like boyfriend and girlfriend (embarrassment if they are found alone together)

OTHER ADULTS (E.G. SCHOOL STAFF MEMBER, VOLUNTEERS, COACHES)

- touching a child inappropriately
- bringing up sexual material or personal disclosures into conversations with a child
- inappropriate contact with the child (e.g. calls, emails, texts, social media)
- obvious or inappropriate preferential treatment of the child (making them feel "special")
- giving inappropriate / expensive gifts to a child
- Having inappropriate social boundaries (e.g. telling the child about their own personal problems).
- offering to drive a child to or from school
- inviting themselves over to their homes, calling them at night
- befriending the parents/carers of the child and making visits to their home
- undermining the child's reputation (so that the child won't be believed)



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WHAT ARE THE SIGNS THAT AN ADULT IS PERPETRATING ABUSE?

The most common indicators that an adult is abusing a child are outlined below. This is not an exhaustive list.

If you feel uncomfortable in any way about a relationship between an adult and a child (or inappropriate relationships between children such as siblings) you **MUST** still act by following the Four Critical Actions for Schools: Responding to Incidents, Disclosures or Suspicions of Child Abuse.

WHERE TO GO FOR FURTHER ADVICE?

- Your Principal or a member of the leadership team
- DHHS Child Protection on 131 278.
- Your local police station

WANT TO KNOW MORE?

The advice contained within this factsheet is drawn from Identifying and Responding to All Forms of Abuse in Victorian Schools this can be found at: www.education.vic.gov.au/protect

You must refer to this guidance to ensure you meet your obligations to protect children.

To familiarise yourself with this policy and to consider how it applies in different scenarios, visit www.education.vic.gov.au/protect



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PRINCIPALS CHECKLIST

Principals have primary responsibility for managing their school's response to incidents, disclosures and suspicions of child abuse.

As outlined in the **Minimum Standards for a Child Safe Environment, Ministerial Order No. 870- Child Safe Standards- Managing the risk of child abuse in schools**, it is a requirement that the school leadership team support and empower staff to make a report by having clear policies and procedures about:

- who a staff member can seek advice from regarding if and who to report to
- what arrangements are in place to relieve staff while they are making or deciding to make a report as soon as practicable
- what strategies are in place to support staff through the process of making a report
- Maintaining written records.

See www.education.vic.gov.au/protect for further information.

PRINCIPALS CHECKLIST

Fulfilling your role when an incident, disclosure or suspicion of child abuse comes to your attention

If there is an incident, disclosure or suspicion of child abuse concerning a student or staff member at your school, as a Principal, you are responsible for:

Reporting and recording

- Ensuring that **the Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse** have been followed
- Ensuring that your staff complete the **Responding to Suspected Child Abuse: Template for all Victorian Schools**
- Undertaking the review process included within the template between 4-6 weeks after a report is made.

On-going communication

Ongoing liaison/communication with:

- DHHS Child Protection and Victoria Police
- Regional Office and SIRU if engaged (Government schools)
- Parents/carers of all impacted students (where appropriate, following advice from authorities)

If an international student is impacted:

- Liaison with International Education Division (Government schools)

If an Aboriginal or Torres Strait Islander Student is impacted:

- Liaison with Koorie Education Officer (Government schools)



CHILD SAFE STANDARD 5:
**PROCEDURES FOR RESPONDING
TO AND REPORTING SUSPECTED**

Victoria Street, Kerang. 3579
P.O. Box 19
Phone: (03) 5450 3181
Fax: (03) 5450 3508
Mobile: 0408 548 987
Email: kerang.ps@edumail.vic.gov.au
ABN: 16 182 014 694
Principal: Brenton Taylor

If a staff member is implicated:

- Liaison with Victoria Police
- Ongoing communication and action as set out by the Employee Conduct Branch (Government schools)

Providing on-going support

Overseeing the development of a short-term action plan for all children impacted by suspected abuse in consultation with:

- The Region and the Student Incident and Recovery Unit (government schools)

Ensuring ongoing education and support services are provided for all children involved via:

- Formation of a Student Support Group
- Developing, implementing and reviewing a **Student Support Plan** in partnership with children and their parents/carers, allied health workers and external support agencies where appropriate (this plan should list appropriate school-level and non-school based supports and should assist students in returning to school)
- Addressing concerns as they arise

Provision of school based wellbeing services

- Continued monitoring of the situation and the health and wellbeing of impacted children and staff members
- Ensuring the provision of ongoing support for the children, families and staff members involved.