



Child Safe Standards – Incident Report

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This Disclosure or Incident Report is available to any College community member, including visitors and other persons while connected to the school environment, for completion and submission to the College Child Safety Officer to report suspected child abuse. This report should be completed under the guidance of the College Child Safe Policy.

The need to make a report may come about through observation of incidents and behaviours, or by disclosures by others. All reports will be stored securely by the College. Please note that vexatious reports will ultimately be referred to police. Anonymous reports will only be accepted by the College at the discretion of the Principal.

This policy is made available to:

- Staff of the College in the iConnect suite of College policies
- Families of the College in the Website Parent Portal
- Any member of the public requesting the procedure for making a report through contact with College Reception, or otherwise via the College Website Publications section.

If anyone makes an allegation of child abuse regarding a student of Oxley Christian College they should understand that the student concerned:

- Is likely to be feeling unsafe, confused or anxious and should be treated with sensitivity and compassion.
- May disclose or have already disclosed an account of incidents that should be taken seriously.
- May not understand the consequences of a disclosure to a responsible adult.

A child's account of abuse or harm should be listened to carefully, and if the person receiving the disclosure forms a reasonable belief that the child has suffered or is likely to suffer significant harm as a result of physical, psychological or sexual abuse, or grooming for sexual abuse, or neglect, they should:

- Report suspected sexual abuse to:
 - Victoria Police via SOCIT at Knox (03 98817939) and to:
 - DFFH Child Protection (1300 360 391) or After Hours on 131 278
 - A College Child Safety Officer
- Report suspected physical abuse, psychological abuse, neglect or other concerns related to safety to:
 - DFFH Child Protection (1300 360 391)
 - A College Child Safety Officer
- Complete this Child Safe Report Form below and provide it to a College Child Safety Officer. Oxley Christian College Child Safety Officers are:
 - College Chaplain Ps Matt Daly (x 959)
 - College Psychologist Danielle Bruce (x 928)

Forming a reasonable belief about child abuse does not require proof of abuse. A person forming such a belief may seek advice from a College Child Safety Officer or DFFH personnel prior to making a report.

Fulfilling the roles and responsibilities of these procedures does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of abuse.

If a mandatory report is made:

- Please inform a College Child Safety Officer.
- The College Child Safety Officer will inform the College Principal of the report.
- The College Child Safety Officer will advise the Principal if an allegation involves a College member of staff. The College Principal (or Managing Director of LMC) will initiate their procedural and reporting obligations to police and CCYP by following the College Reportable Conduct Policy.
- The College Child Safety Officer will advise the child's parent/s of an allegation or disclosure of abuse if appropriate. The College Child Safety Officer may take advice about the matter of involving parents from police or DFFH.
- The College Child Safety Officer will ensure to their satisfaction the support and safety of a child following a report being made. This may involve counselling and referral to external support services (such as Child First).
- If the person making a report is a member of the College staff, the College Child Safety Officer or a member of the College Executive will ensure the availability of support through debriefing services within the College or through the College EAP.

Child Safe Incident Report Form

Report Details (Information as known)

| | |
|---|----------------------|
| Date of report | |
| Time of report | |
| Name of person making report | Mobile Phone Contact |
| Relationship of person making report to the child | |
| Name(s) of child/children involved | |
| Name(s) of alleged perpetrator(s) of abuse | |
| Relationship of alleged perpetrator to child | |

If you believe a child is at immediate risk of abuse phone police on 000.

Please categorise the disclosure / incident
(Mark with an 'X' as applicable)

| | |
|--|--------------------------|
| Physical violence | <input type="checkbox"/> |
| Sexual offence | <input type="checkbox"/> |
| Serious emotional or psychological abuse | <input type="checkbox"/> |
| Serious neglect | <input type="checkbox"/> |
| Grooming offence | <input type="checkbox"/> |

Does the child identify as Aboriginal or Torres Strait Islander?

| | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |

Does the child concerned have a known disability?

| | | |
|-----|--------------------------|------------|
| Yes | <input type="checkbox"/> | (Category) |
| No | <input type="checkbox"/> | |

Please indicate other known protective factors requiring consideration.

Description the alleged or observed incident

| | |
|--|--|
| Date: and Time of incident | |
| Location of incident | |
| What is being alleged | |
| Names of person/s involved in abuse | |
| Name(s) of any witness and contact details if known | |
| Other relevant information | |
| Factual account of incident and further concerns. <i>(Attach separate document if needed.)</i> | |

| | |
|--|---|
| What are the grounds for reasonable belief of abuse? | |
| What protection and support arrangements have been made? <i>(Include contact details for external agencies)</i> | |
| Name of College Child Safety Officer informed? | By Phone: _____ By Email: _____ In Person: (date & time) |

Signature of reporter: **Date:**

If the person completing this report is not a College employee:

Please provide your contact details for College use only:

| | |
|---------------|--|
| Name | |
| Address | |
| Mobile Number | |
| Email | |

In making this report please provide the following information that is known about the alleged offender?

| | |
|-------------------------------|--|
| Name | |
| Sex / Gender | |
| Address | |
| Phone number or email address | |

Child Safety Officer / Office use

| | |
|--|--|
| Date incident report received | |
| Staff member managing incident following the report | |
| Follow-up dates and child support plan / protection arrangements / referrals | |
| Incident ref. number | |

The incident / allegation has been reported to:

| Reported to: | Yes / No | Date | Method |
|--------------------------------------|----------|------|--------|
| Child Protection | | | |
| Police | | | |
| Child First | | | |
| College Principal | | | |
| Another third party (please specify) | | | |

| | |
|--|--|
| <p>Decision not to report:</p> <p>List reasons and follow up actions.</p> | |
|--|--|

College Child Safety Officer Signature: **Date:**

(Please store this confidential report securely)

Incident Review and Reflection

This safety and wellbeing review is to be initiated by the College Child Safety Officer about 4 to 6 weeks following the report to the College Child Safety Officer. It may include the person making the report and a member of the College Executive.

IS THE CHILD SAFE FROM ABUSE AND HARM INCLUDING EXPOSURE TO FAMILY VIOLENCE?

- NO
- YES

IF NOT CONSIDER THE NEED TO MAKE ANOTHER REPORT

DOES THE CHILD HAVE ANY WELLBEING ISSUES THAT ARE NOT CURRENTLY BEING ADDRESSED?

- NO
- YES

IF SO, CONSIDER HOW THESE CAN BE ADDRESSED WITHIN A STUDENT ILP OR PSG MEETING

ARE THERE ANY OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE?

- NO
- YES

IF SO ARE THEIR WELLBEING NEEDS BEING MET?

- NO
- YES

IF SO, CONSIDER A STUDENT ILP OR PSG MEETING

DOES THE STAFF MEMBER WHO MADE THE REPORT / WITNESSED THE INCIDENT, FORMED A SUSPICION OR RECEIVED A DISCLOSURE REQUIRE ANY SUPPORT?

- NO
- YES

IF SO HAS THIS BEEN RECEIVED?

- NO
- YES

HAVE COLLEGE STAFF FOLLOWED THE 4 CRITICAL ACTIONS FOR SCHOOLS IN RESPONDING TO INCIDENTS, DISCLOSURES OR SUSPICIONS OF CHILD ABUSE?

WAS AN APPROPRIATE DECISION MADE IN RELATION TO WHEN TO ACT?

- NO
- YES

COULD THE SUSPECTED ABUSE HAVE BEEN DETECTED EARLIER?

- NO
- YES

ACTION 1

DID THE SCHOOL TAKE APPROPRIATE ACTION IN THIS SITUATION?

- NO
- YES

ACTION 2

WAS A REPORT MADE TO THE APPROPRIATE AUTHORITIES AND INTERNALLY?

- NO
- YES

WERE SUBSEQUENT REPORTS MADE IF NECESSARY?

- NO
- YES

ACTION 3

DID THE SCHOOL CONTACT THE PARENTS / CARERS ASAP?

- NO
- YES

HAVE THE PARENTS CONTINUED TO BE ENGAGED IF APPROPRIATE?

- NO
- YES

ACTION 4

HAS THE SCHOOL PROVIDED ADEQUATE SUPPORT FOR THE STUDENT?

- NO
- YES

HAS A STUDENT SUPPORT PLAN BEEN ESTABLISHED, IMPLEMENTED AND REVIEWED?

- NO
- YES

HAS A STUDENT SUPPORT GROUP BEEN ESTABLISHED?

- NO
- YES

WAS THE STUDENT APPROPRIATELY SUPPORTED IN ANY INTERVIEWS?

- NO
- YES

HAVE ANY COMPLAINTS BEEN RECEIVED?

- NO
- YES

HAVE THE COMPLAINTS BEEN RESOLVED?

- NO
- YES