

DORSET PRIMARY SCHOOL



INSPIRE ACHIEVE SUCCEED

CHILD SAFETY PROCEDURES

2016

Dorset Primary School No: 5132

Child Safety Procedures

Responding to Reports of Harm

Information relating to physical or sexual abuse is handled under obligations to report set out later in this policy.

When the school receives any information alleging 'harm' to a student (other than harm arising from physical or sexual abuse) it will deal with the situation compassionately and fairly so as to minimise any likely harm to the extent it reasonably can. Included in the consideration of how this should best be dealt with by the school, reference needs to be made to the school's Code of Conduct for Staff, the Student Behaviour Management Policy and Procedures, Anti-bullying and/or anti-harassment policy, and external support agencies depending on who is alleged to have caused the harm and where it is alleged to have occurred.

The incident reporting template should be completed and forwarded to the relevant staff member best placed to deal with such reports. If in doubt, the appropriate person to receive the report is the school's Principal. In instances where the Principal is the person alleged to have caused the harm, the report should be forwarded to a Department SEIL.

Conduct of Staff and Students

All staff, contractors and volunteers must ensure that their behaviour towards, and relationships with students reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students. The school's Code of Conduct for staff outlines the behavioural expectations in this regard.

Reporting Inappropriate Behaviour

If a student considers the behaviour of a staff member to be inappropriate, the student should report the behaviour to:

- Assistant Principal; or
- Principal.

Dealing with Report of Inappropriate Behaviour

A staff member who receives a report of inappropriate behaviour must report it to the Principal. Where the Principal is the subject of the report of inappropriate behaviour, the staff member must inform a Department SEIL.

Reporting Sexual Abuse

If a staff member becomes aware, or reasonably suspects in the course of their employment at the school, that any of the following has been sexually abused by another person:

- a) a student under 18 years attending the school;
- b) a pre-preparatory aged child registered in a pre-preparatory learning program at the school;
- c) a person with a disability who:
 - i. is being provided with special education at the school; and
 - ii. is not enrolled in the preparatory year at the school;

then the staff member must give a written report about the abuse or suspected abuse to the Principal/Delegate immediately.

The school's Principal/Delegate must immediately give a copy of the report to a police officer.

If the first person who becomes aware or reasonably suspects sexual abuse is the school's Principal, the Principal must give a written report about the abuse, or suspected abuse to a police officer immediately and must also give a copy of the report to a director of the school's governing body.

A report must include the following particulars:

- a) the name of the person giving the report (the *first person*);
- b) the student's name and sex;
- c) details of the basis for the first person becoming aware, or reasonably suspecting, that the student has been sexually abused by another person;
- d) details of the abuse or suspected abuse;
- e) any of the following information of which the first person is aware:
 - i. the student's age;
 - ii. the identity of the person who has abused, or is suspected to have abused, the student;
 - iii. the identity of anyone else who may have information about the abuse or suspected abuse.

Reporting Likely Sexual Abuse

If a staff member reasonably suspects in the course of their employment at the school, that any of the following is likely to be sexually abused by another person:

- a) a student under 18 years attending the school;
- b) a pre-preparatory aged child registered in a pre-preparatory learning program at the school;

- c) a person with a disability who:
 - i. is being provided with special education at the school; and
 - ii. is not enrolled in the preparatory year at the school

then the staff member must give a written report about the suspicion to the Principal immediately.

The school's Principal/Delegate must immediately give a copy of the report to a police officer.

If the first person who reasonably suspects likely sexual abuse is the school's Principal, the Principal must give a written report about the suspicion to a police officer immediately and must also give a Department SEIL copy of the report.

A report under this section must include the following particulars:

- a) the name of the person giving the report (the *first person*);
- b) the student's name and sex;
- c) details of the basis for the first person reasonably suspecting that the student is likely to be sexually abused by another person;
- d) any of the following information of which the first person is aware:
 - i. the student's age;
 - ii. the identity of the person who has abused, or is suspected to be likely to abuse, the student;
 - iii. the identity of anyone else who may have information about suspected likelihood of abuse.

Reporting Physical and Sexual Abuse where the child may not have a parent able and willing to protect them from the harm.

If a teacher forms a 'reportable suspicion' about a child in the course of their engagement in their profession, they must make a written report.

A **reportable suspicion** about a child is a reasonable suspicion that the child:

- a) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and
- b) may not have a parent able and willing to protect the child from the harm.

The teacher must give a copy of the report to the Principal/Delegate.

A report under this section must include the following particulars:

- a) state the basis on which the person has formed the reportable suspicion; and
- b) include the information prescribed by regulation, to the extent of the person's knowledge.

Reporting Template

A reporting template with the relevant information is attached.

Awareness and Accessibility of the Policy and Procedures

The school will inform staff, students and parents of its procedures relating to the health, safety and conduct of staff and students in written communications to them at least twice per year and it will publish these procedures for their access on its website and in hard copy format at the school office.

Training

The school will train its staff in procedures relating to the health, safety and conduct of staff and students on their induction and will refresh training annually. A record of attendance by staff in induction training and annual refresher sessions will be maintained by the school.

Implementing the Policy and Procedures

The school will ensure it is implementing procedures relating to the health, safety and conduct of staff and students by auditing compliance with the procedures annually.

Related Policies

Teachers must access and refer to these policies to ensure all child safety procedures are in place.

- Attendance Policy
- Bullying Policy
- Child Safety Policy
- Code of Conduct Policy
- Custody Policy
- First Aid Policy
- Health Policy
- Mandatory Policy
- Out of Home Care Policy
- Responding to Sexual Assault Policy
- Student Engagement and Welfare Discipline Policy.
- WWC Policy

Appendix 1 - Private and Confidential
Report of Suspected Harm or Sexual Abuse

Date:
School:
School Phone:
School Fax:

DETAILS OF STUDENT/CHILD HARMED OR AT RISK OF HARM/ABUSE:	
Legal Name:	Preferred Name:
DOB:	Gender:
Year Level:	Cultural Background:
Aboriginal <input type="checkbox"/>	Torres Strait Islander <input type="checkbox"/>
Aboriginal and Torres Strait Islander <input type="checkbox"/>	
Does the student have a disability verified under EAP: Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Category:
Student's Residential Address:	Phone:
	Student's Personal Mobile:

FAMILY DETAILS	
Parent/caregiver 1:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W):
(M):	
Parent/caregiver 2:	Relationship to Student:
Address (if different from student):	
Phone: (H):	(W):
(M):	
Is the student in out of home care: Yes <input type="checkbox"/> No <input type="checkbox"/>	

PERSON ALLEGED TO HAVE CAUSED THE HARM OR ABUSE		
<input type="checkbox"/> Adult family member	<input type="checkbox"/> Child family member	<input type="checkbox"/> Other adult
<input type="checkbox"/> Student/other child	<input type="checkbox"/> Unknown	

PROVIDE ALL INFORMATION YOU HAVE WHICH LED TO THE SUSPICION OF HARM OR ABUSE (Attach extra pages if necessary).

Details of any harm and/or sexual abuse to the student – please include: Time and date of the incident; source of information; details of person alleged to have caused the harm or sexual abuse; physical appearance of any injury; immediate and ongoing safety concerns; any disclosures made by student; any previous incidents of harm; parenting and protective capacity; behavioural indicators of harm; presence of any medical needs or developmental delays; and if the information relates to an unborn child, the alleged risk to the unborn child.

Please indicate the identity of anyone else who may have information about the harm or abuse

Additional information provided as an attachment YES NO

Name of staff member making report to the Statutory Agency: Position:	Signature:	Date:
Email address of reporting staff member:		

ACTION TAKEN		
Form was faxed or emailed to (please tick which agencies the form was sent to):	<input type="checkbox"/>	DHHS
	<input type="checkbox"/>	Police

Confirm receipt of faxed or emailed form and ensure original is stored in a secure location along with any other documentation collected for the purpose of this report.