



HEATHDALE CHRISTIAN COLLEGE LTD

MP 03.7.1 CHILD PROTECTION PROCEDURES

August, 2020

This document should be read in conjunction with:

- GP 03.7 Child Protection: Policy (“**Policy**”)
- MP 03.7.2 Child Protection: Code of Conduct (“**Code**”)
- MP 03.7.3 Child Protection: Child Safe Strategies (“**Strategies**”)
- MP 03.7.4 Child Protection: Child Safe Strategies & Outcomes Matrix (“**Matrix**”)

1. PREAMBLE:

As a faith-based Christian School, we believe we are called to be faithful and just, ensuring the school leadership has the authority and obligation to ensure that the College environment is a safe place for all students and is considerate of cultural and heritage background, especially those of Aboriginal and Torres Strait Island descent.

This Procedure applies to all employees, directors, volunteers and contractors of the College, whether they work face-to-face, online or remotely with children. It should be read in accordance with the Child Protection: Policy and Code of Conduct.

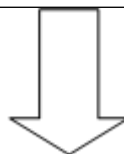
2. STEPS

Step 1:

When a "Mandatory Reporter" who has formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered, or are likely to suffer, significant harm due to physical injury, sexual abuse or grooming, they must make a report to the Department of Health and Human Services ("**DHHS**") as soon as practicable.

The person is also encouraged to discuss these concerns with a CSO, who can assist the person to make the report to DHHS as required.

Any person that forms a belief on reasonable grounds that a child is in need of protection from child abuse (physical, sexual, emotional, psychological, neglect or grooming), **may** disclose that information to the Police or the DHHS. The College also encourages all persons with concerns about child abuse to raise this directly with a CSO.



Step 2:

It may be that, following the previous step, a person decides to make a report to DHHS with the support of a CSO. The CSO will assist in helping to make sure you have the necessary details to make the report.

Making a report:

Ring DHHS at the West Division Intake on 1300 664 977. Ask for Child Protection.

Information for making a report:

- name, age and address of student;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- the current whereabouts of the student;
- any other information about the family; and
- any specific cultural details, e.g. English speaking, disability, etc. Ask that the College be informed of each step of the procedure.

If an interview is to take place on campus, the independent investigator or visiting police officer is in plain clothes and the time of the interview is specified so that appropriate arrangements for supporting the student and a meeting room can be organized.

When the person informs the CSO that he/she is to make/has made a report.

If the complainant alleges that a crime has been committed by an employee, director, volunteer or contractor, the Executive Principal must be informed immediately. The Executive Principal will then stand that person aside immediately so that they have no contact with children.

If it is another student, arrangements will be made to so that they have no contact with the alleged perpetrator.

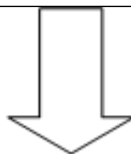
If the report is against the Executive Principal, the Board Chair must be notified immediately.

The Executive Principal will conduct an independent investigation into the allegation to the extent that it will not interfere with any investigations carried out by other authorities such the DHHS, the Police or an independently appointed investigator and will co-operate with the authorities as required.

Where an allegation has been the made, the College will make, secure, and retain records of the allegation of child abuse and the College's response to it.

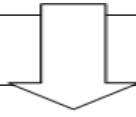
The Executive Principal will notify CCYP and any other authority (VIT).

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



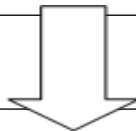
Step 3:

If the student is agreeable to be interviewed by DHHS, the police or independent investigator, a CSO should offer to be present at the interview to give support to the student or arrange for a suitable support person to be present.



Step 4:

Following a report, DHHS may need to contact the / Executive Principal / Principal / CSO about the notification. It would be a matter of courtesy to inform the College that a report has been made or is about to be made.



Step 5:

Following a report, it is always important to provide emotional support and protect the confidentiality and the interests of the child and family.

Special comments:

- The CSO will speak with the Coordinator of Pastoral Care to help determine what support is necessary for the victim of abuse. This will ensure the victim is provide with adequate and appropriate support.
- DHHS will only interview the student if he/she is agreeable;
- The family may not be contacted until it is believed there is a case and the student is at risk; If the determination is that the student is not at risk there may still be a need to contact the parents to make sure they are aware of what has happened.
- If the incident which caused the report to be made has occurred in the past - the student may be seen to be no longer at risk and no further action may be taken;
- The identity of the person making a notification will be kept confidential (except when that information is required in a court case) unless that person gives permission for the information to be divulged. Such confidentiality should also be requested by a CSO and any other person who may become aware that a notification is to be, or has been, given;
- Throughout the entire process of observation, discussion and reporting, the interests of the student and their family should be protected from unnecessary disclosure of information concerning abuse; and
- Following the making of a report to the DHHS, any investigation that takes place is the responsibility of DHHS.
- Following making a report to CCYP or VIT, any investigation that takes places is the responsibility of CCYP &/or VIT

HEATHDALE CHRISTIAN COLLEGE RELATED DOCUMENTS:

Reference	Policy/Guideline
GP 03.1	Privacy Policy
GP 03.2	Risk Management V2
MP 03.2.1	Risk Management Procedures V2
GP 03.4	Grievance Management Plan
GP 03.5	Discrimination, Harassment, Vilification, Victimisation & Bullying
MP 03.5.3	Student Bullying Policy
GP 03.7	Child Protection: Policy
MP 03.7.1	Child Protection: Procedures
MP 03.7.2	Child Protection: Code of Conduct
MP 03.7.3	Child Protection: Child Safe Strategies
MP 03.7.4	Child Protection: Child Safe Strategies & Outcomes Matrix
GP 05.1	Equal Opportunity Policy
GP 05.2	Staff Performance & Conduct Management Policy
MP 05.3.1	Employment Procedures Guideline
GP 05.6	Working with Children Guideline
GP 06.3	Policy for Student Discipline
GP 07.4	Mandatory Reporting Policy
GP 07.5	Working with Children

REFERENCES

Legislative and other external references

- Legislative & other external references
- Family Law Act 1975 (Cth)
- Crimes Act 1958 (VIC)
- Children, Youth and Families Act 2005 (VIC)
- *Education and Training Reform Act 2006* (VIC)
- *VIT Teachers Code of Conduct*

Reviewed every 3 Years
Reviewed August 2020 II March 2017
Approved October 2016