

# Responding to Incidents, Disclosures, and Suspicions of Child Abuse – Four Critical Actions

## You Must Take Action

As a volunteer/staff member in your organisation you play a critical role protecting children and young people. You must follow the four actions below.

### 1 Responding

If a child/student is at risk of immediate harm you must ensure their safety by:

- Separating alleged victims and others involved
- Administering first aid
- Calling 000 for urgent medical and/or police assistance to respond to immediate health or safety concerns
- Identifying a contact person at for future liaison with Police

If there is no immediate harm go to Action 2

### 2 Reporting

**Any incident must be documented on the Child Abuse Incident Report Form**

Where does the source of suspected abuse come from?

#### Within the family or community

Report to **Child Protection Services**, Report to your local police and internally to the Deputy Principal.

#### Within the organisation

Report to the police or to **Child Protection Services** as required. You must also report internally to the Deputy Principal who then needs to report to Human resources, Principal, COO, Board and the Australian childhood Foundation

### 3 Contacting

You must consult with Child Protection Services or local police to determine the information that can be shared with parents/carers.

This can include:

- Not to contact the parents / carers in circumstances where they have alleged to have engaged in the abuse or the child is a mature minor and does not wish their parent/carer to be contacted.
- To contact the parents/carers and provide agreed information as soon as possible.

### 4 Supporting

You should provide support for children impacted by abuse which could include: the development of a safety plan, direct support and/or a referral to wellbeing professionals.

#### Key Contacts

**Principal, Dr Adam Forsyth: 6211 4908**

**Deputy Principal, Cawley Farrell: 6211 4906**

**AFTER HOURS: 6211 4962**

**Child Protection Services: 1800 000 123**

**Police 000 or your local police station on 131 444**