

TALLYGAROPNA PRIMARY SCHOOL

CHILD SAFE – INCIDENT REPORT



All incident reports must be stored securely.

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

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

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No

Yes, Aboriginal

Yes, Torres Strait Islander

Please categorise the incident

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please describe the incident

When did it take place?	
Who was involved?	
What did you see?	
Other information	

Parent/carer/child use

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

Office use:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	

Has the incident been reported?

Child protection	
Police	
Another third party (please specify):	

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes No

Evaluation:

This document will be reviewed as part of the school's four year review cycle.

This document was last ratified by School Council in....

Prepared by David Brodie

Endorsed by School Council

Wednesday 5th December 2018 (reviewed annually)

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

1 RESPONDING TO AN EMERGENCY

If it is a risk of immediate harm, call 999 or 112.

- If a child is in immediate risk of harm you must report this to the police by calling 999 or 112.
- If a child is in danger of harm, call 999 or 112.
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When reporting you must also record to a log the identity of the person who gave you the information and provide contact details.

2 REPORTING TO AUTHORITIES / REFERRING TO SERVICES

Anyone who has information about a child who is at risk of abuse should report this to the police or the relevant authority.

Who does the source of suspected abuse come from?

WITHIN THE SCHOOL

VICTORIA POLICE

- You must report all instances of suspected child abuse to the police.
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GOVERNMENT SCHOOLS

- School principal or other senior staff member
- School principal or other senior staff member
- School principal or other senior staff member

CATHOLIC SCHOOLS

- Diocesan education officer
- Diocesan education officer
- Diocesan education officer

INDEPENDENT SCHOOLS

- School principal or other senior staff member
- School principal or other senior staff member
- School principal or other senior staff member

GOVERNMENT SCHOOLS

- Employee or contractor
- Employee or contractor
- Employee or contractor

CATHOLIC SCHOOLS

- Diocesan education officer
- Diocesan education officer
- Diocesan education officer

INDEPENDENT SCHOOLS

- School principal or other senior staff member
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- School principal or other senior staff member

WITHIN THE FAMILY OR COMMUNITY

DHHS CHILD PROTECTION

- You must report all instances of suspected child abuse to the police.
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VICTORIA POLICE

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GOVERNMENT SCHOOLS

- School principal or other senior staff member
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- School principal or other senior staff member

CATHOLIC SCHOOLS

- Diocesan education officer
- Diocesan education officer
- Diocesan education officer

INDEPENDENT SCHOOLS

- School principal or other senior staff member
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3 CONTACTING PARENTS/CARERS

For a specific incident, you should always follow your school's policy on reporting to parents.

OTHER CONCERNS

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VICTORIA POLICE

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CONTACT

DHHS CHILD PROTECTION

- Area Office: 1800 664 377
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AFTER HOURS

- After hours weekend phone: 1800 664 377
- After hours weekend phone: 1800 664 377
- After hours weekend phone: 1800 664 377

CHILD FIBRE

- Child Fibre: 1800 664 377
- Child Fibre: 1800 664 377
- Child Fibre: 1800 664 377

OMEGA 2 DPOC

- Omega 2 DPOC: 1800 664 377
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4 PROVIDING ONGOING SUPPORT

Your school must provide support for children who are affected by a child abuse incident.

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INDEPENDENT SCHOOLS

- School principal or other senior staff member
- School principal or other senior staff member
- School principal or other senior staff member

GOVERNMENT SCHOOLS

- Employee or contractor
- Employee or contractor
- Employee or contractor

CATHOLIC SCHOOLS

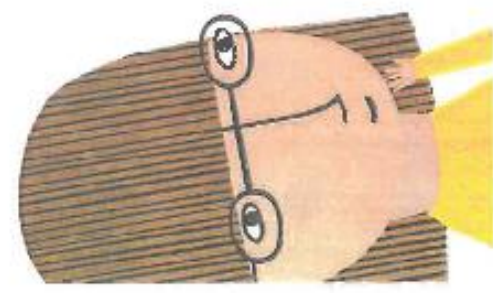
- Diocesan education officer
- Diocesan education officer
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INDEPENDENT SCHOOLS

- School principal or other senior staff member
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YOU MUST TAKE ACTION

- You must report all instances of suspected child abuse to the police.
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PROTECT THE EDUCATIONAL STATE

CECV Child Education Care Victoria

VICTORIA Education

INDEPENDENT SCHOOLS VICTORIA 1800 664 377

THE LOOKOUT 1800 664 377

EMPLOYEE CONDUCT BRANCH 1800 664 377

GOVERNMENT OFFICE 1800 664 377

CHILD FIBRE 1800 664 377

OMEGA 2 DPOC 1800 664 377

PROTECT



Feeling Safe: For 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 you trust – telling someone won't get you in trouble.
- If you feel threatened, unsafe, or if you feel uncomfortable about how someone is touching you, 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.

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 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 www.kidshelpline.com.au for 24 hour support
- call or visit your local police station or call 000.

