# TALLYGAROOPNA PRIMARY SCHOOL CHILD SAFE – INCIDENT REPORT



All incident reports must be stored securely.

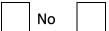
Incident details	
Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	
If you believe a child is at imme	diate risk of abuse phone 000.
Does the child identify as Aborig	ginal or Torres Strait Islander?
(Mark with an 'X' as app	licable)
No Yes, Abori	iginal Yes, Torres Strait Islander
Please categorise the incident	
Physical violence	
Sexual offence	
Serious emotional or psycholog	gical abuse
Serious neglect	
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 receive	ed:					
Staff member managing inc	ident:					
Follow-up date:						
Incident ref. number:						
Has the incident been report	:ed?					
Child protection						
Police						
Another third party (please	specify):					
		2	•			
Incident reporter wishes to r		mous?				
/ Mark with an W ac	ا ما ما مصاد ا					

(Mark with an 'X' as applicable)

Yes





# Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal on 03 5829 8264.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	27 <sup>th</sup> November 2023
Consultation	Staff & Families – Information provided in the newsletter (Skool Loop)
	School Council – 27 <sup>th</sup> November 2023
Approved by	Principal
Next scheduled review date	Before End of 2024

# FOUR CRITICAL ACTIONS FOR SCHOOLS

# Responding to Incidents, Disclosures and Suspicions of Child Abuse

# RESPONDING TO

# ANEMERGENCY

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# SECURITY SERVICES UNIT VICTORIA POLICE 1829-8899-29

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# 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 vour 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 to 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.su for 24 hour support
- call or visit your local police station or call 000.

