

Making a CHILD SAFE REPORT The Process

1 Disclosure/Witness Incident

2 If an Emergency call (000) or if Child is at Immediate Risk

3 Contact Principal

4 Make Report

Make Report to VIC Police/DFH (Supported & guided by Principal or Director of Wellbeing)
All reports relating to sexual abuse must be reported to VIC Police and Principal must action Reportable Conduct Scheme Requirements if involving an employee

5 Complete Incident Report Form

Located in Complispace or hardcopy in staffroom.

A) DO NOT SAVE to your Desktop/PC
B) Once completed, print and keep secure until given to the Principal or Director of Wellbeing

6 Give completed Incident Report Form to Principal

If this report involves an employee, a copy of completed report must go to the Principal

If the report involves the Principal a copy of completed report must go to the School Chair

7 Follow up by Principal

Principal to complete any follow up from Incident Report Form (Office use section)

8 Secure Records

Incident Report Form to Principal to store with Child Protection Incident Report Register in lockable location (Principal Access Only)

Principal to action Reportable Conduct Scheme via CCYP within 3 days

If the report involves the Principal, School Chair needs to action