LAKE CHARM PRIMARY SCHOOL
IDENTIFYING AND RESPONDING TO ALL FORMS OF CHILD ABUSE IN VICTORIAN SCHOOLS:
PRINCIPAL CHECKLIST

Child Safe Standard 5

Principals have primary responsibility for managing their school's response to incidents, disclosures and suspicions of child abuse.

As outlined in the ***Minimum Standards for a Child Safe Environment, Ministerial Order No. 870- Child Safe Standards- Managing the risk of child abuse in schools***, it is a requirement that the school leadership team support and empower staff to make a report by having clear policies and procedures about:

- who a staff member can seek advice from regarding if and who to report to
- what arrangements are in place to relieve staff while they are making or deciding to make a report as soon as practicable
- what strategies are in place to support staff through the process of making a report
- maintaining written records.

See www.education.vic.gov.au/protect for further information.

PRINCIPALS CHECKLIST
Fulfilling your role when an incident, disclosure or suspicion of child abuse comes to your attention

If there is an incident, disclosure or suspicion of child abuse concerning a student or staff member at your school, as a Principal, you are responsible for:

REPORTING AND RECORDING
- ☐ Ensuring that **the Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse** have been followed
- ☐ Ensuring that your staff complete the **Responding to Suspected Child Abuse: Template for all Victorian Schools**
- ☐ Undertaking the review process included within the template between 4-6 weeks after a report is made.

ON-GOING COMMUNICATION
Ongoing liaison/communication with:
- ☐ DHHS Child Protection and Victoria Police
- ☐ Regional Office and SIRU if engaged (Government schools)
- ☐ Diocese education office (Catholic schools)
- ☐ School Board (Independent schools)
- ☐ Parents/carers of all impacted students (where appropriate, following advice from authorities)

If an international student is impacted:
- ☐ Liaison with International Education Division (Government schools)
- ☐ Liaison with VRQA (Catholic and Independent schools in some instances)

If an Aboriginal or Torres Strait Islander Student is impacted:
- ☐ Liaison with Koorie Education Officer (Government schools)
- ☐ Liaison with Diocese education office (Catholic schools)

If a staff member is implicated:
- ☐ Liaison with Victoria Police
- ☐ Ongoing communication and action as set out by the Employee Conduct Branch (Government schools)
- ☐ Ongoing communication and action as set out by Diocesan education office (Catholic schools)
- ☐ Ongoing communication with the School Board (Independent schools).

PROVIDING ON-GOING SUPPORT

Overseeing the development of a short-term action plan for all children impacted by suspected abuse in consultation with:
- ☐ The Region and the Student Incident and Recovery Unit (government schools)
- ☐ Diocese education office (Catholic schools)

Ensuring ongoing education and support services are provided for all children involved via:
- ☐ Formation of a Student Support Group
- ☐ Developing, implementing and reviewing a *Student Support Plan* in partnership with children and their parents/carers, allied health workers and external support agencies where appropriate (this plan should list appropriate school-level and non-school based supports and should assist students in returning to school)
- ☐ Addressing concerns as they arise

Provision of school based wellbeing services
- ☐ Continued monitoring of the situation and the health and wellbeing of impacted children and staff members
- ☐ Ensuring the provision of ongoing support for the children, families and staff members involved.