Flowchart:

RESPONDING TO DISCLOSURES / INCIDENTS PROCESS

Step 1: Responding to an Emergency

If there is no risk of immediate harm, go to Step 2.

If a child is at immediate risk of 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 the College for future liaison with Police.
- where necessary you may also need to maintain the integrity of the potential crime scene and preserve evidence

Step 2: Reporting / Responding to Authorities

After immediate safety concerns are addressed, follow the reporting pathway below. Internal reporting must not delay or replace any required external report.

DOES THE CONCERN INVOLVE A COLLEGE WORKER OR VOLUNTEER?

REPORTABLE CONDUCT / POLICE

Immediately notify the Child Safety Officer or Executive Director. If the conduct may be criminal, report to Victoria Police without delay.

The Executive Director must notify the Social Services Regulator (SSR) where required and manage the Reportable Conduct process. Any personal statutory reporting duty still applies.

IS THE SOURCE OF SUSPECTED ABUSE WITHIN THE FAMILY OR COMMUNITY?

CHILD PROTECTION

If you reasonably believe the child has suffered or is likely to suffer significant harm from abuse or neglect AND the parent has not protected or is unlikely to protect the child, report to DFFH Child Protection.

Also notify the Child Safety Officer or Executive Director. Internal notification must not delay the external report.

Any separate mandatory reporting or Police reporting duty still applies.

IS THE SOURCE OF SUSPECTED ABUSE ANOTHER STUDENT?

Immediately notify the Child Safety Officer or Executive Director.

Call 000 if there is immediate danger. Report to Victoria Police where the conduct may be criminal or Police assistance is appropriate.

Report to DFFH CHILD PROTECTION where the child is in need of protection.

Also contact DFFH if a child aged 10 to under 18 may need therapeutic treatment because of sexually abusive behaviours.

Seek advice before contacting parents/carers where this could increase risk or affect an investigation.

DO YOU HAVE WELFARE CONCERNS OTHER THAN ABUSE?

For significant wellbeing concerns below the Child Protection threshold, consult the Child Safety Officer / Executive Director and consider a referral to The Orange Door or DFFH as appropriate. If the protection threshold is met, use the Child Protection pathway.

CONTACTS:
DFFH: business hours use intake for the child's LGA | South: 1300 555 526 | after hours: 13 12 78
THE ORANGE DOOR - Bayside Peninsula: 1800 319 353
VICTORIA POLICE: 000 for immediate danger

Step 3: Contacting parents or carers

Before contacting parents/carers about suspected abuse, the Executive Director / Child Safety Officer should follow any advice from DFFH Child Protection or Victoria Police where those authorities are involved, and consider whether contact could increase risk or affect an investigation.

Do not contact parents/carers where doing so could increase risk to the child, where a parent/carer is the alleged source of harm, or where authorities advise that contact could prejudice an investigation.

Where appropriate, contact parents/carers as soon as practicable and provide information that can safely be shared.

Step 4: Providing ongoing support

In addition to reporting and referral, ensure the child feels safe and supported. Provide appropriate support to the child, family and affected personnel, while respecting confidentiality and any direction from external authorities.

You play a critical role in protecting children in your care! • You MUST act by following the 4 steps above, as soon as you witness an incident, receive a disclosure or form a reasonable belief that a child has, or is at risk of, being abused, or has engaged in offending • You MUST act even if you are unsure and have not directly observed child abuse / offending (e.g. if the victim or another person tells you about it) • You MUST use the **Record of a child abuse allegation, disclosure or concern** template to keep clear and comprehensive notes • For more details, please refer to the College's **Child Safe Reporting Procedure**, available at: rabbinicalcollege.edu.au/childreportingprocedure