



PROCEDURES FOR RESPONDING TO AND REPORTING ALLEGATIONS OF SUSPECTED CHILD ABUSE

Westbourne Grammar School will take appropriate, prompt action in response to **all** allegations or disclosures of abuse, neglect, inappropriate behaviour or concerns about child safety made by students, parents, staff members or volunteers by reporting all matters to the Victorian Child Protection Service, the Commission for Children and Young People or the Police, depending on the allegation or disclosure made.

Child abuse can take many forms. The abuser may be a parent, carer, staff member, volunteer, another adult or even another child. Unfortunately, the nature of child abuse is complex. The abuse may occur over time and potential risk indicators are often difficult to detect. Even our legal obligations for reporting allegations of child abuse can vary depending on the circumstances of the incident.

The School will respond to all allegations of child abuse in an appropriate manner including:

- Informing the appropriate authorities and fully co-operating with any resulting investigation;
- Protecting any child connected to the allegation until it is resolved and providing ongoing support to those affected;
- Taking particular measures in response to an allegation that concerns a culturally diverse child or a child with a disability; and
- Securing and retaining records of the allegation and the School's response to it.

The following describes our procedures for staff, Direct Contact Volunteers and Homestay families responding to and reporting allegations of child abuse both internally and externally. These include:

- **Definition of Child Abuse and Family Violence**
- **Managing Your Initial Response to a Child Protection Incident**
- **Reporting a Child Abuse Concern Internally**
- **General Legal Obligation to "Act to Protect" and to Report Child Sexual Abuse**
- **Mandatory Reporting**
- **Conduct that is Reportable to the Victorian Institute of Teachers (VIT)**
- **Conduct that is Reportable to the Commission for Children and Young People (CCYP)**
- **Record Keeping**

DEFINITION OF CHILD ABUSE AND FAMILY VIOLENCE

Child Abuse

Child abuse is defined in Section 3 of the Child Wellbeing and Safety Act 2005 (Vic) as including:

- Any act committed against a child involving a sexual offence or a grooming offence listed in the Crimes Act 1958 (Vic);
- The infliction of physical violence, serious emotional or psychological harm; and
- The serious neglect of a child.

A child is defined by the Act as a person who is under the age of 18 years



Family Violence

Whilst the term “family violence” does not form part of the official definition of “child abuse”, the impact of family violence on a child is commonly referred to as a form of child abuse.

In Victoria, Section 5 of the Family Violence Protection Act 2008 (Vic) defines “family violence” as behaviour by a person towards a family member that is:

- Physical or sexually abusive;
- Emotionally or psychologically abusive;
- Economically abusive;
- Threatening;
- Coercive; or
- In any other way controlling or dominating the family member and causes them to feel fear for their own, or other family member’s safety or wellbeing.

Behaviour that causes a child to hear, witness, or be exposed to the effects of such behaviour also falls within the definition of “family violence”.

Sexual Offences

A sexual offence occurs when a person involves a child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to the child’s age and development. Children may be bribed or threatened physically and psychologically to make them participate in the activity.

Sexual abuse can involve a wide range of sexual activity and may include fondling, masturbation, oral sex, penetration, voyeurism and exhibitionism. It can also include exploitation through pornography or prostitution as well as **grooming behavior**.

Grooming

Grooming refers to predatory conduct undertaken to prepare a child for sexual activity at a later time. It is a sexual offence under Section 49B of the Crimes Act 1958 (Vic) carrying a maximum 10 year term of imprisonment.

Grooming behavior typically involves a graduation from attention-giving to non-sexual touching to increasingly more intimate and intrusive behaviour.

Grooming does not necessarily involve any sexual activity or even discussion of sexual activity. For example, it may only involve establishing a relationship with a child, parent or carer for the purpose of facilitating sexual activity at a later time.

Certain behaviours or acts will not in isolation constitute grooming behaviour. However, where there is a repeating pattern of indicative, or several incidents of indicative behaviour, it may constitute grooming behaviour.



What is Not Grooming?

Not all physical contact between a student and a staff member or any person engaged by the school to provide services to children, including a volunteer (direct or indirect), will be inappropriate and/or an indicator of possible grooming behaviour.

The following physical contact with students is not grooming behavior:

- Administration of first aid;
- Supporting students who have hurt themselves;
- Non-intrusive gestures to comfort a student who is experiencing grief, loss or distress, such as hand on the upper arm or upper back; and
- Non-intrusive touching i.e. shaking a student's hand or a pat on the back to congratulate a student.

Physical Violence

Physical violence occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways including beating, shaking, burning or using weapons (such as belts and paddles).

Physical abuse does not mean reasonable discipline, though it may result from excessive or inappropriate discipline.

Serious Emotional or Psychological Harm

Serious emotional or psychological abuse may occur when a child is repeatedly rejected, isolated or frightened by threats or the witnessing of family violence. It also includes hostility, derogatory name-calling and put-downs, or persistent coldness from a person, to the extent where the behavior of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological harm could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

Psychological or emotional abuse may occur with or without other forms of abuse.

Serious Neglect

Serious neglect is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be jeopardized.

Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life-threatening situations.

Family Violence

In Victoria, "family violence" is a defined term under the Family Violence Protection Act 2008. It is a criminal offence.

When dealing with children, it is important to remember that "family violence" extends to behavior that causes a child to hear, witness, or be exposed to the effects of "family violence".

As family violence can result in one or more forms of child abuse (being sexual offences, physical violence, serious emotional



or psychological harm or serious neglect) the physical and behavioral indicators of these types of abuse may also be indicative of a family violence situation.

MANAGING YOUR INITIAL RESPONSE TO A CHILD PROTECTION INCIDENT

The following sections outline the four ways that you may become aware that a child may be experiencing abuse and strategies for managing each situation and supporting and assisting children involved in the disclosure or report.

Observation of Risk Indicators

The process of identifying child abuse purely through observation of risk indicators can be complex and may occur over time. The complexity is magnified by the fact that many of the key risk indicators described may also occur as a result of other factors, not related to child abuse.

If you form a concern that a child may be being abused, you should make written notes of your observations recording both dates and times. You should also report the matter to a Child Safety Officer.

Private Disclosure by a Child

If a student discloses a situation of abuse or neglect to you privately, you should stay calm and not display expressions of panic or shock.

You should reassure and support the child. You can do this by:

- Stating clearly that the abuse is not the child's fault;
- Reassuring the child that you believe them;
- Telling the child that disclosing the matter is the right thing to do; and
- Not leaving the child unattended in a distressed state.

You should be patient and allow the child to talk at their own pace using their own words. When responding, you should use the child's language and vocabulary.

Sometimes a student may try to elicit a promise from you that you will not tell anyone about the allegation. You must not make this promise, as you are responsible for reporting the matter.

Finally, remember that your role is not to investigate the allegation. You should not interrogate the child and pressure them to tell you more than they want to.

Once a disclosure is made, you must report the matter internally to a Child Safety Officer. You should complete the **Child Protection Incident Report Form** using the child's own words.

Following a disclosure of abuse or neglect by a student, staff should follow the steps set out in the School's **Support Following Disclosure** guidelines below.

Public Disclosure by a Child

Public disclosure occurs where you observe a child disclosing abuse to another child, or group of children. In this circumstance you should use a strategy of "protective interrupting".



The aim of “protective interrupting” is to prevent a child from disclosing details of abuse in front of other children, whilst at the same time providing the child with the opportunity to disclose later, in a safe and confidential manner.

You can do this by:

- Asking the child if you can talk privately; and
- Moving the child away from the other students to a quiet space.

Following a disclosure of abuse or neglect by a student, staff should follow the steps set out in the School’s **Support Following Disclosure** guidelines below.

Third Party Disclosure

A third party such as a friend of the child, a relative or another parent, may provide you with information relating to child abuse.

In this situation, you should:

- Ask for the person’s name and contact details;
- Listen to the person’s concerns, seeking clarification where required;
- Thank the person for raising their concern;
- Advise the person that we have procedures for dealing with situations like this;
- Advise the person that you will take notes during the discussion to capture all details: and
- Advise the person that you will discuss their concerns with the relevant authorities.

As with **Private Disclosure**, you should reassure and support the person providing the information.

Sometimes a person may try to elicit a promise from you that you will not tell anyone about the allegation. You must not make this promise, as you are responsible for reporting the matter, however you can reassure the person that you will do your best to keep the child safe.

Finally, remember that your role is not to investigate the allegation. You should not interrogate the third party and pressure them to tell you more than they want to.

Once a third-party disclosure is made, you must report the matter internally to a Child Safety Officer as soon as possible. You should complete the **Child Protection Incident Report Form**.

You need to be aware that some people from culturally and/or linguistically diverse backgrounds or those with disabilities may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police, and communicating in English may be a barrier for some. You need to be sensitive to these issues and meet people’s needs where possible, such as having an interpreter present (who could be a friend or family member).

If an allegation of abuse involves an Aboriginal child, you will need to ensure a culturally appropriate response. A way to help ensure this could include engaging with parents of Aboriginal children, local Aboriginal communities or an Aboriginal community controlled organisation to review policies and procedures.



Support Following Disclosure

Staff and volunteers at the School should take the following steps to support and assist a child after a disclosure of child abuse or neglect is made.

The range of measures employed will depend on:

- The degree of severity of the situation;
- The risk of harm to the child; and
- The capability and willingness of the parent to protect the child from harm.

After a disclosure is made:

- Do not promise the child that you will not tell anyone about the allegation;
- Reassure the child that it was the right thing to do to tell an adult;
- Tell the child what you plan to do next;
- Do not confront the person believed to be the perpetrator;
- Report the matter internally to your relevant Head of Campus/ Director of Year Level, Deputy Head of School or Head of School as soon as possible who will be able to assist you in developing additional support strategies; and
- Whenever there are concerns that a child is in immediate danger, the Police should be called on 000.

REPORTING A CHILD ABUSE CONCERN INTERNALLY

Child abuse situations can be very complex, not only from the perspective of ascertaining whether abuse has occurred but also in understanding what steps to take to protect a child.

It is important to remember at all times that the safety and welfare of the child are paramount.

Therefore, if you have a concern that a child may be experiencing abuse, whether or not you have formed a belief on reasonable grounds that the abuse has occurred, you should immediately raise your concerns with your relevant Head of Campus/ Director of Year Level, Deputy Head of School or Head of School. Contact details for our Child Safety Officers are set out here.

Head of Senior School, Louisa Scerri	Extension: 9439	Scerri.louisa@westbourne.vic.edu.au
Deputy Head of Senior School, Dennis Nowak	Extension: 9465	Nowak.dennis@westbourne.vic.edu.au
Director of Year9, Brendan Evans	Extension: 9451	Evans.brendan@westbourne.vic.edu.au
Head of Junior School, Paul Barklamb	Extension: 9454	barklp@westbourne.vic.edu.au
Deputy Head of Junior School, Kylie Baxter	Extension: 9477	Baxter.kylie@westbourne.vic.edu.au
Head of Campus Williamstown, Mario Chrisanthou	Extension: 9501	chrisanthou.mario@westbourne.vic.edu.au
Head of Campus Amici/Winjeel, Andrea Elliott	Extension: 9543	Elliott.andrea@westbourne.vic.edu.au
Head of Campus (Yrs. 3-6), Nicole Armatas	Extension: 9404	armatn@westbourne.vic.edu.au

Please note that reporting the matter internally does not release you from other legal and regulatory reporting obligations you may have, namely;

- **The Obligation to Report a Sexual Offence**



- **The Obligation to Act to Protect;**
- **The Obligation to Make a Mandatory Report; and**
- **The Obligation to Notify Reportable Conduct.**

RECORD KEEPING

The School maintains records of these reportable allegations, written reports and reportable conduct investigation findings indefinitely.

GENERAL LEGAL OBLIGATION TO REPORT CHILD SEXUAL ABUSE AND “ACT TO PROTECT”

In Victoria, there are specific criminal offences which impose general obligations on persons:

- Aged 18 years or over to report any belief that a sexual offence has been committed, against a child under the age of 16 years, by a person over the age of 18 years (Crimes Act (Vic) s327); and
- In authority within a school to act to remove or reduce a substantial risk that a sexual offence will be committed against a child (Crimes Act (Vic) s49C).

MANDATORY REPORTING

Source of Obligation

The Children, Youth and Families Act 2005 (Vic) (CYFA) requires that mandatory reporters must make a report to the Department of Health and Human Services (DHHS) Child Protection when they believe that a child (aged under 17) is in need of protection from significant harm from physical injury or sexual abuse.

If a report is made by mandatory reporters in accordance with CYFA mandatory reporting obligations, an additional report to the Police under s327 Crimes Act may not be required unless you have further information.

Who Must Make a Mandatory Report?

Mandatory reporters are defined by the CYFA and include:

- Teachers;
- The Principal;
- Medical practitioners; and
- Nurses.

It is the responsibility of other staff, volunteers or members of the school community to check whether they are Mandatory Reporters under child protection legislation.

Reporting by Non-Mandated Staff

If you are not a Mandatory Reporter, you still have the option of making a report to DHHS under the CYFA if you believe on reasonable grounds that a child is in need of protection.

The CYFA states that any person who believes on reasonable grounds that a child is at risk



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of harm should report their concerns to DHHS Child Protection.

All School staff who have concerns that a student may be in need of protection or may have been the victim of a sexual offence, should notify a Child Safety Officer as soon as possible to discuss their concerns.

Non-mandated staff include cleaners, canteen staff, administration staff, maintenance staff, non-teaching staff, sports coaches, homestay families and Education Support Officers.

What Gives rise to a Mandatory Report?

A mandatory report must be made when you form a belief on **reasonable grounds** that a child is in need of protection where the child has suffered, or is likely to suffer, **significant** harm as a result of:

- **Physical injury;** or
- **Sexual abuse;**

And the child's **parents have not protected, or are unlikely to protect**, the child from harm of that type.

Reasonable Grounds The concept of 'reasonable grounds' requires you to consider whether another person, when faced with similar information, would also draw the same conclusion. It does not mean reporters are required to be certain, but rather reporters should ensure their concerns are well founded and based on information from a reliable source. There may be reasonable grounds for forming such a belief if:

- A child states they have been physically or sexually abused;
- A child states that they know someone who has been physically or sexually abused;
- Someone who knows the child states that the child has been physically or sexually abused;
- A child shows signs of being physically or sexually abused;
- The staff member is aware of persistent family violence or parental substance misuse, psychiatric illness or intellectual disability that is impacting on a child's safety, stability or development;
- The staff member observes signs of abuse, including non-accidental or unexplained injury, persistent neglect, poor care or lack of appropriate supervision; or
- A child's actions or behavior may place them at risk of significant harm and the child's parents are unwilling or unable to protect the child.

Grounds for belief include matters of which a person has become aware and any opinions based on those matters.

Significant

'Significant' means that which is sufficiently serious to warrant a response by a statutory authority irrespective of a family consent.

What is 'significant' is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child's safety, welfare or wellbeing.



Significant harm can result from a single act or omission or an accumulation of these.

**Parents Have Not Protected,
Or Are Unlikely to Protect, the
Child From Harm of That Type**

The meaning of this phrase is not defined by legislation, but some examples may assist:

A parent who 'has not protected, or is unlikely to protect that child from harm of that type' includes a parent who wants to protect his or her child from harm, but lacks the means to.

It also includes a parent who has the means to protect his or her child from harm, but does not want to.

A parent may be rendered 'unlikely to protect' that child for many reasons. For example:

- That parent does not, or refuses to recognize that harm is occurring;
- That parent or child may be subject to domestic violence; and
- That parent's partner may be abusive or harmful to the child.

'Parent' includes:

- The child's father;
- The child's mother;
- The spouse of the mother or father of the child;
- The domestic partner of the father or mother of the child;
- A person who has custody of the child;
- A person who is named as the father on the child's birth certificate;
- A person who acknowledges that he is the father of the child by an instrument under the Status of Children Act 1974 (Vic); and
- A person in respect of whom a court has made a declaration or a finding or order that the person is the father of the child.

What to Report and When

A report becomes mandatory as soon as is practicable after forming the belief.

A report must include details of the belief, and the reasonable grounds of that belief.

Additional reports must be made on each occasion where you become aware of any further reasonable grounds for the belief.

Refer to the Victorian Department of Education's Guide to **Making a Report to child Protection or Child FIRST** (Child and Family Information, Referral and Support Team) for guidance on making a decision on whether to report.

How is a Report/Referral Made?

Whenever there are concerns that a child is in immediate danger the Police should be called on 000.

A report to DHHS Child Protection should be considered if the staff member forms the view the child is in need of protection because:



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- The harm or risk of harm has a serious impact on the child's immediate safety, stability or development;
- The harm or risk of harm is persistent and entrenched and is likely to have a serious impact on the child's safety, stability and development; or
- The child's parents cannot or will not protect the child from harm.

To report concerns about the immediate safety of a child within their family unit, call the 24-hour Child Protection Crisis Line 13 1278.

Concerns that require immediate attention should be made to the local or regional Human Services Child Protection office, or the After Hours Child Protection Emergency Services on 131 278.

**What If I Don't Have a
Reasonable Belief?**

If you don't have a reasonable belief about a child, but still have concerns, you can refer the matter to a **Child Safety Officer**.

There is also the option to refer to the matter to Child FIRST.

A referral to Child FIRST should be considered if a staff member forms the view that the concerns have a low-to-moderate impact on the child and the immediate safety of the child is not compromised.

A referral can be made when the following factors may affect a child;

- Significant parenting problems;
- Family conflict;
- A family member's physical or mental illness, substance abuse, disability or bereavement;
- Isolated or unsupported families; and
- Significant social, or economic disadvantage

Contact Child FIRST, refer to their **website**.

**What Happens after a
Report/Referral is Made?**

After receiving a report, DHHS Child Protection may seek further information, usually from Professionals who may also be involved with the child or family, to determine whether further action is required. In most cases, DHHS Child Protection will inform the reporter of the outcome of the report.

After receiving a referral, Child FIRST may consult an experienced community-based Child Protection practitioner in their assessment. The assessment may lead to the involvement of a local family services organisation.

In most cases, Child FIRST will inform the referrer of the outcome of the referral.

Child FIRST must report the matter to DHHS Child Protection if they form the view the child is in need of protection.



Reports made to the Police will be dealt with in accordance with Police practice.

CONDUCT THAT IS REPORTABLE TO THE VICTORIAN INSTITUTE OF TEACHING (VIT)

Reportable Conduct

The School has a duty of care to investigate and act on allegations of employee misconduct or conviction which relate to their ability to perform their functions.

Under the Education and Training Reform Act 2006 (Victoria), the School must notify the Victorian Institute of Teaching (VIT) once the School has taken action against a registered teacher. The VIT then has powers to investigate and take further action.

VIT Reporting, Mandatory Reporting & Reporting to the Commission

The Reportable Conduct obligation is separate and distinct Mandatory Reporting obligation under the Children, Youth and Families Act 2005 (Victoria), (refer to Mandatory Reporting) & the Reportable Conduct obligation under the Child Wellbeing and Safety Act 2017 (refer to Conduct that is Reportable to the Commission of Children and Young People).

Internal Reporting of Misconduct

Any allegations of staff misconduct must be immediately reported to the Principal, or the Chair of the School Board should the allegation involve the Principal.

Internal Investigation of Allegations of Misconduct

Once an allegation of misconduct has been made (which does not require reporting to Department of Health and Human Services (DHHS) Child Protection under the **Mandatory Reporting obligations**) an internal investigation, led by the Principal, or the Chair of the School Board should the allegation involve the Principal, will be conducted in such a manner as the particular circumstances demand.

It is important to note that an internal investigation must not be conducted in relation to an allegation that is the subject of Mandatory Reporting until clearance is given by the relevant authorities (Police or DHHS Child Protection).

Reporting Obligation to VIT

The School must notify VIT if the School has taken action against a registered teacher response to:

- Allegations of serious misconduct;
- Serious incompetence;
- Fitness to teach (which relates to character, reputation and conduct, and whether the teacher is physically and mentally able to teach); or
- A registered teacher's ability to practice as a teacher is seriously detrimentally affected or likely to be seriously affected because of an impairment.

The School must immediately notify VIT if the School becomes aware that a teacher;

- Has been charged with or committed for trial for a sexual offence, (including grooming and child pornography offences);
- Has been convicted or found guilty of an indictable offence (offences detailed in the Crimes Act and the Wrongs Act, including offences which carry prison sentences of 5 years or more or penalties over a threshold level).



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The School should also notify the VIT if a teacher takes action against them in another forum such as the Fair Work Commission.

What “Action” Must Be Reported

“Actions” which will be reported by the School to the VIT include, but are not limited to:

- Disciplinary action taken by the School; or
- Where a teacher resigns after being advised by the School that it is inquiring into allegation.

When to Notify VIT

VIT should be notified of the action taken against a teacher once the process initiated by the School has been initiated.

VIT Response

On receiving the notification, VIT has the power to;

- Ensure that it has obtained all relevant information from the School, and may request further information;
- Decide whether the matter does not reach the threshold required for it to proceed;
- Conduct an investigation, an informal hearing, or a formal hearing; or
- Summarily suspend the teacher on an interim basis pending an investigation, if the VIT forms a reasonable belief that the teacher poses an unacceptable risk of harm to children and believes that suspension is necessary to protect children.

A formal hearing may result in findings which can result in cautions, reprimands, conditions imposed including counselling and further education, suspension, cancellation of registration and/or a period of disqualification.

Impact on Working with Children Check

Where an employee, volunteer, or contractor has been charged with or found guilty of a serious sexual, violent or drug-related offence (including grooming and child pornography offences) (Category 1 or Category 2 offence in the Working with Children Act 2005), their Working with Children card will be revoked and they will not be able to work, or volunteer to work with children.

CONDUCT THAT IS REPORTABLE TO THE COMMISSION OF CHILDREN AND YOUNG PEOPLE (CCYP)

Reportable Conduct

Under the Child Safety and Wellbeing Act (2005), the School must investigate and report to the Commission of Children and Young People (CCYP) any allegations of ‘employee’ reportable conduct or misconduct that may involve reportable conduct (reportable allegation).

Who is an Employee?

For the purpose of the Act, ‘employee’ is defined as a person aged 18 years or over, who is:

- employed by the School, whether or not that person is employed in connection with any work activities of the School that relate to children; or
- engaged by the School to provide services, including as a volunteer, contractor, office holder or officer, whether or not the person provides services to children; or
- a minister of religion.



The following are considered an 'employee' of the School:

- Members of the School Board;
- The Principal;
- Staff members;
- Volunteers;
- Contractors, (Third Party Contractors); and
- External Education Providers.

What is Reportable Conduct?

Reportable conduct as defined by the Act:

- a sexual offence committed against, with or in the presence of a child;
- sexual misconduct committed against, with or in the presence of a child;
- physical violence committed against, with or in the presence of a child;
- any behaviour that causes significant emotional or psychological harm to a child;
- or
- significant neglect of a child.

Any allegation of child abuse, including physical violence, significant emotional or psychological abuse, sexual offences or significant neglect, must be reported to the Victorian Police as the first priority.

Internal Reporting

As soon as a person, including a staff member, forms a reasonable belief that an employee has engaged in reportable conduct or misconduct that may involve reportable conduct (reportable allegation), the person must notify a Child Safety Officer who must then notify the Principal.

Where the reportable allegation involves the Principal, the staff member must notify the Child Safety Officer who must notify the Chair of the School Board.

Reporting Obligations

Under the Act, the 'head' of the School must notify the Commission in writing as soon as possible, or within in 3 business days of being notified of a reportable allegation. The 'head' of the School is the Principal or the Chair of the School Board.

A reportable allegation is defined in the Act to mean any information that leads a person to form a reasonable belief that an employee has committed a reportable conduct, or misconduct that may be reportable (whether or not the conduct/misconduct is alleged to have occurred in the course of the person's employment at the School).

The 'head' of the School must notify the Commission in writing as soon as possible, or within 30 days of the reported allegation the next course of action the School has taken detailing:

- information relating to the reportable allegation (investigation);
- whether or not the School proposes to take disciplinary or any other actions, and reasons;
- any written submission received relating to the reportable allegation that the employee wishes to be taken into consideration.



**Westbourne
Grammar
School**

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Investigation

After the 'head' of the School has made a report to the Commission, they must ensure that an appropriate investigation of the reportable allegation has been made.

The investigation can be conducted by the Principal or the Chair of the School Board (if the allegation involves the Principal), an independent investigator or regulator, such as VIT.

The investigation must be conducted without bias and in accordance with the rules of natural justice.

Upon conclusion of the investigation, the 'head' of the School must provide the Commission a copy of the investigation findings, details of any disciplinary action or other actions taken/not taken, and reasons why.

Disclosure of information

Under the Act, the 'head' of the School may disclose information to the Commission, the Chief Commissioner of Police, a regulator, an independent investigator (where necessary), the Secretary of the Department of Justice and Regulation (where required), or a relevant Minister.

RECORD KEEPING

The School maintains records of these reportable allegations, written reports and reportable conduct investigation findings indefinitely.