

# Reporting Templates



Education  
and Training



## Responding to suspected child abuse: template for Victorian schools

### When to use this template?

School staff should use this template to document any incident, disclosure or suspicion that a child has been, or is at risk of being abused. This template should be used in conjunction with the following: Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse.

Completing this template should not impact on reporting times. If a child is in immediate danger, school staff should report immediately to Victoria Police.

Whilst you may need to gather the information to make a report, remember it is not the role of school staff to investigate abuse, leave this to Victoria Police and/or DHHS.

Why record this information?

When completing this template your aim should be to provide as much information as possible. This information will be critical to any reports and may be sought at a later date if the matter is the subject of Court proceedings. These notes may also later assist you if you are required to provide evidence to support any decisions.

It is a requirement under *Ministerial Order 870- Child Safe Standards- Managing the risk of child abuse in schools for schools* to keep clear and comprehensive notes on all observations, disclosures and other details that led them to suspect the abuse.

Responding to an Incident, Disclosure or Suspicion of Child Abuse

Please note: if you are making a report to DHHS or Victoria Police you must seek advice before contacting parents/carers so as not to compromise any investigation or place a child at further risk

### Staff Member Leading the Response

Name:

Occupation:

Location (School address):

Relationship to child:

Critical Action 1: immediate response to an incident

If anyone is in immediate danger school staff should report immediately to Victoria Police on 000. See action 1 of Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse.

## Responding to an Emergency

Did the child require first aid? Provide details if 'yes'.

Who administered this? (name and title)

Did the child require further immediate medical assistance?

Current location and safety status:

Eg. are all impacted students safe and not in any immediate danger?

*If a child is in immediate danger school staff should report immediately to victoria police on 000*

Child's Information

Personal Details	
Name:	Gender:
Year Level/Class:	Date of Birth:
Residential Address:	
Parent/Carer Name/s:	
Parent/Carer Contact:	
Language(s) spoken by child:	
Disabilities, Mental or Physical Health Issues:	

## Child's Background

### Cultural Status and Religious Background

If the child is of aboriginal or torres strait islander background, government schools must contact their koorie engagement support officer, and catholic schools must contact the diocesan education office to arrange culturally appropriate support. if the child is an international student you must notify the international education division on (03) 9637 2990

Any known previous history of suspected abuse  
(prior to this incident, disclosure or suspicion or involvement with agencies):

## Family Background

Family composition (if known):

List parenting or care arrangements and sibling names and ages

Any other people living with the child (if known):

## Family Background

Disability, mental or physical health issues in family (if known):

Likely reaction to a report being made (if known):

Details of the Incident, Disclosure or Suspicion

**Grounds for your belief that a child has been, or is at risk of abuse**

Indicators or instances which led you to believe that a child/children are subject to child abuse, or at risk of abuse:

Detail any disclosures or incidents or suspicions (including names, times and dates documenting a child's exact words as far as possible). include specific detail here on what led you to form a reasonable belief that a child has been, or is at risk of being abused.

Any physical indicators of abuse:

Any behavioural indicators of abuse:

Any patterns of behaviour or prior concerns leading up to an incident, disclosure or suspicion:

Details of persons alleged to have committed the abuse (if known)

Name:

Gender

Date of Birth:

Relationship to Child:

Nothing if they are within the school or within the family and community (this will impact on who you report to)

Address:

Contact details:

Critical Action 2: Reporting

See Action 2 of Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

**Reporting to Authorities**

Tick the authorities you have reported to:

- VICTORIA POLICE
- DHHS
- CHILD FIRST
- COMMISSION FOR CHILDREN AND YOUNG PEOPLE
- DECISION NOT TO REPORT

If you've decided not to report, list your reasons here. Also include any follow-up actions undertaken by you below:

Provide details of your internal discussions to either of the following:  
Government school staff must report to security services unit and also to the employee conduct branch if the incident, disclosure or suspicion involves a staff member, contractor or volunteer. Catholic school staff must report to their catholic diocesan education office .

Date:

Time:

Authority:

Outcomes from the report:



**Reporting Internally**

Provide details of your discussion with School Executive

Time:

Date:

Names:

Discussion outcomes:

Provide details of your internal discussions with a Roxburgh Park Primary Child Safe Officer

Time:

Date:

Names:

Discussion outcomes:

Critical Action 3: Contacting Parents/Carers

See Action 3 of Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

Actions Taken
Provide details of your discussion with parents/carers (if appropriate): School staff must consult with victoria police and/or DHHS to determine if it is appropriate to contact parents, if it is, parents must be contacted as soon as possible (preferably on the same day of the incident, disclosure or suspicion).
Have you sought advice from DHHS or Victoria Police? <input type="checkbox"/> NO <input type="checkbox"/> YES Is it appropriate to contact Parent/Carer <input type="checkbox"/> NO <input type="checkbox"/> YES List reasons if it is not appropriate to contact Parent/Carer:
If contacting Parent/Carer, provide the following details:
Name of staff member making the call:
Name of Parent/Carer receiving the call::
Discussion outcomes:

Critical Action 4: Providing Ongoing Support

See Action 4 of Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse

**Planned Actions**

Include detail on what follow-up actions have occurred to support the student (for example, referral to wellbeing professionals and other specialised services, the convening of a student support group and development of support plans):

Follow up actions:

Support:

Referral(s):

