



Responding to Suspected Child Abuse: Reporting Template

(Adapted from PROTECT: Responding to Suspected Child Abuse: A Template for all Victorian Schools)

Staff Member:

Role at College:

Student Information:

Name:

Date of Birth:

Year Level:

Address:

Parent/guardian names and contact details:

Aboriginal/Torres Strait Islander?

Cultural status and cultural background?

Any disabilities, mental health concerns?

Known previous history of suspected abuse?

Family Composition:

Who are student's family members? (who does student live with, including names and ages of siblings)

Any disabilities, mental health concerns in family?

Disclosure (what makes you believe the student has been or is at risk of abuse/what have they told you?)

Are there any physical indicators (i.e., bruising). If so, where is this located and approximate size.

Any behavioural indicators of abuse?

Additional concerns about student?

Information about alleged perpetrator of abuse

Name:

Age (if known):

Address:

Relationship to student:

Other contact information (if known):

Reporting

What agencies have you reported to (i.e., DHHS Child Protection, Child FIRST, Victoria Police)

Details of Report

Who took your report and authority (name of worker/agency)?

Date/Time:

Outcome of the report (what worker has recommended/stated about the report)

Reporting Internally

Provide details of any discussions had with school leadership regarding the report or concerns about the safety of the student (i.e., who you spoke to, time, date, outcome/recommendations)

Contacting Parents/Guardians

Was any contact made with the parents/guardians of student? Provide reasons for decision and outcome if contact was made.

Ongoing support

Discuss any follow-up actions that will be followed through (i.e., referral to the student wellbeing team, discussion at year level wellbeing meetings)

Review (completed four to six weeks after incident)

Identify the following:

- Current safety of the child (i.e., are they safe from abuse?)

- Current wellbeing of staff member(s) impacted by disclosure

-Review actions taken (i.e., was appropriate action taken, was a report made to the appropriate agencies, were parents contacted, was support provided to student/were support plans made/supported during interviews?)

Any complaints made and how were these resolved?

Note: Staff members are also required to contact the Diocesan education office to report the name of the student involved in the incident requiring a report to DHHS Child Protection and or Victoria Police.