

Identify and respond to child abuse by an adult engaged by a Catholic school, including grooming

Provide the right support at the right time

At all times, you must:

- **Respond to an emergency** – Call 000. Preserve evidence. Keep students safe.
- **Adapt to changing circumstances** – Be flexible. Repeat/take different actions.
- **Document your actions.**

Identify child abuse

All staff

You can identify abuse by:

- witnessing grooming behaviours or an incident
- receiving a disclosure
- observing:
 - physical or behavioural signs
 - something concerning online or on a device.

Notify your school's nominated contact person if you become aware of any allegation, complaint, disclosure or concern that:

- an adult engaged by the school may be abusing a child, or
- a child is at risk of being abused.

Report abuse to authorities

The school's nominated contact person manages reports.

If you believe a crime has been committed against a child, report to:

- Victoria Police.

Any allegations, complaints, disclosures and concerns, report to your school's relevant governing body as soon as possible.

Report any allegations, complaints, disclosures or concerns about principals to your school's relevant governing body.

Engage parents/carers

- Obtain clearance from Victoria Police (if involved) or your schools relevant governing body before contacting parents/carers on what can be shared.
- Contact parents/carers as soon as possible (same day preferred).

Sexual offences

- Your school's relevant governing body will work with the school and health and wellbeing staff to lead **Support** and **Refer**.

Other matters

- Your school's nominated contact person or wellbeing team may lead **Support** and **Refer**.

Support students through your school

- Support impacted student/s.
- Arrange support for impacted students and staff through regional/centralised services.
- Engage students and parents/carers to find the best support.
- Tailor to diverse needs.
- Use information sharing.
- Continue as long as necessary.

Refer to community services

- Engage student/s and parents/carers to find and connect with suitable services.
- Use information sharing.

Key contacts

Victoria Police

- 000 (emergencies)
- 131 444 or local police station (non-emergencies)

Local sexual assault service

- ☎
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School governing body

- ☎
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