

# Identify and respond to child abuse by an adult engaged by a government 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

Nominated contact person manages reports.

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

- Victoria Police.

All allegations, complaints, disclosures and concerns, report to:

- DE Conduct and Integrity Division
- DE Incident Support and Operations Centre.

#### Engage parents/carers

- Obtain clearance from Victoria Police (if involved) or DE Conduct and Integrity Division before contacting parents/carers on what can be shared.
- Contact parents/carers as soon as possible (same day preferred).

#### Sexual offences

- DE Conduct and Integrity Division will engage the DE Sexual Harm Response Unit to **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

#### DE Conduct and Integrity Division

- 03 7034 6788
- [employee.conduct@education.vic.gov.au](mailto:employee.conduct@education.vic.gov.au)

#### DE Incident Support and Operations Centre

- 1800 126 126
- eduSafe Plus

#### Victoria Police

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

#### Local sexual assault service

