

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

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

- Social Service Regulator

You can contact Independent Schools Victoria for support and advice on child safety related matters, including if you are unsure and need advice on reporting.

### Engage parents/carers

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

## 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

**Independent schools Victoria**

- 03 9825 7200
- enquiries@is.vic.edu.au

**Social Service Regulator**

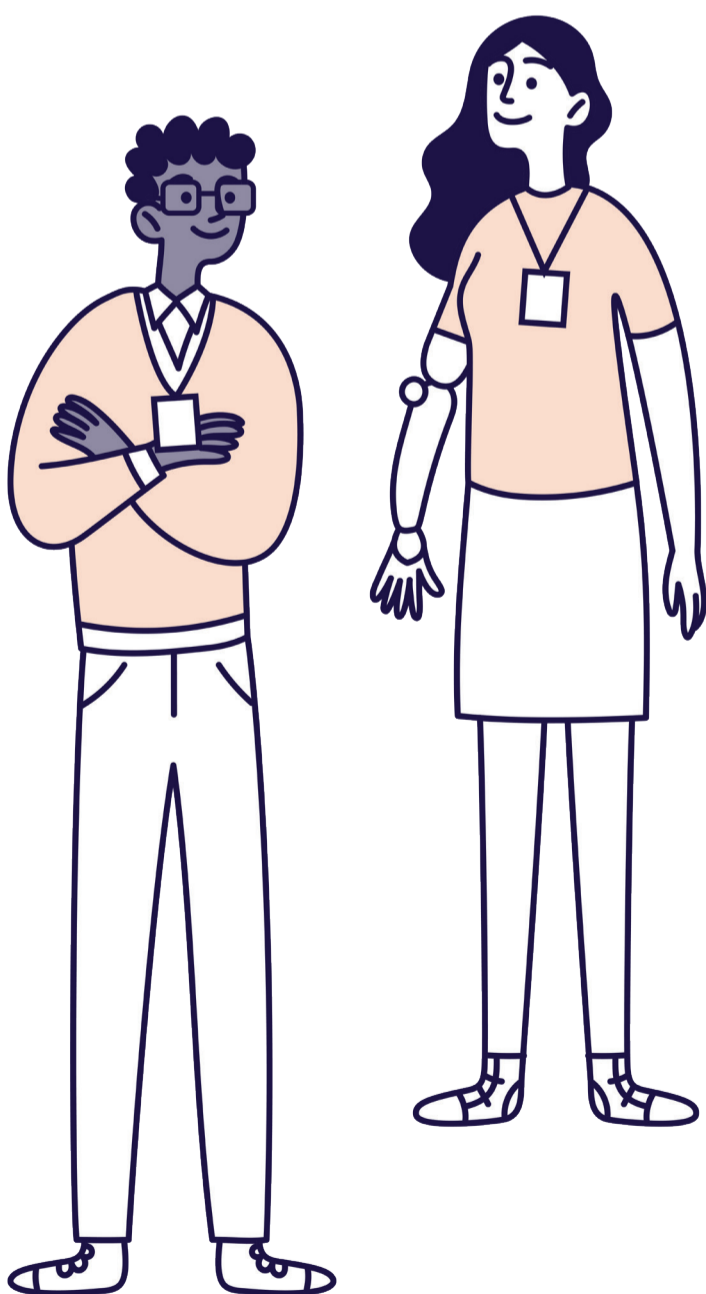
- 1300 310 778
- Reportable.Conduct@ssr.vic.gov.au
- rcs.ssr.vic.gov.au

**Victoria Police**

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

**Local sexual assault service**

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[vic.gov.au/indentify-abuse-adult-independent-school](https://vic.gov.au/indentify-abuse-adult-independent-school)