

Identify and respond to child abuse in the family

Provide the right support at the right time

Identify child abuse

All staff

You can identify abuse by:

- witnessing an incident
- receiving a disclosure
- observing:
 - physical or behavioural signs
 - signs of family violence trauma in students
 - family violence risk factors
 - narratives and behaviours that may indicate an adult is using family violence
 - something concerning online or on a device.

You only need to collect enough information to form a reasonable belief or inform your next steps. If you form a reasonable belief:

- go to **Determine your pathway**
- inform school leadership.

If you have a concern that a student is experiencing, or at risk of, child abuse in the family, and need more information:

- complete Family Violence Identification Tool
- provide to MARAM-nominated staff.

MARAM nominated staff

- complete Family Violence Screening Tool

If you form a reasonable belief that there is current family violence:

- inform school leadership
- go to **Determine your pathway**
- complete Basic Safety Plan.

Information Sharing staff/Child Link users

- Request information from Information Sharing Entities or check Child Link.

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.**

Determine your pathway

Report to Child Protection (including mandatory report)

- **Report**
- **Support** and **Refer**

Crime

- **Report**
- **Support** and **Refer**

Family violence

(not a mandatory report or crime)

- **Refer** then **Support**

Family struggling with the care, wellbeing or development of a child

- **Support** and **Refer**

You may need to take actions in support and refer at the same time.

If you are unsure which pathway to take, contact The Orange Door for advice.

Support students through your school

- Engage students and parents/carers to find the best support.
- Tailor to diverse needs.
- Use information sharing.
- Continue for as long as necessary.

Refer to community services

- Engage the student and parents/carers, and connect them to services:
 - the Orange Door for family violence or families struggling with care, wellbeing to development of a child. First Nations people can be supported by an Aboriginal Community Controlled Organisation.
 - local sexual assault services for sexual offences or harmful sexual behaviour.
- Use information sharing.

Report abuse to authorities

Report to Child Protection (including mandatory report)

If you form a reasonable belief that the parents/carers have not, or are unlikely to, protect the student from significant harm. You must report physical and sexual abuse. Report to:

- Child Protection.

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.

Crime

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

- Victoria Police
- your school's relevant governing body.

Engage parents/carers

- If Child Protection/Victoria Police are involved, seek their clearance on what can be shared before you contact parents/carers.
- Contact parents/carers as soon as possible (same day preferred).

Key contacts

Child Protection

8:45am to 5pm, Mon-Fri

North	1300 598 521
South	1300 555 526
East	1300 360 452
West	1300 360 462
After hours	13 12 78

Independent schools Victoria

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

Victoria Police

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

The Orange Door



Local sexual assault service

