

PROTECT

Responding to Student Sexual Offending: Principal Checklist

Principals have primary responsibility for managing their school's response to incidents, disclosures and suspicions of student sexual offending.

As outlined in the *Minimum Standards for a Child Safe Environment*, it is a requirement under the *Ministerial Order No. 870 - Child Safe Standards - Managing the risk of child abuse in schools* that the school leadership team support and empower staff to make a report by having clear policies and procedures about:

- who a staff member can seek advice from regarding if and who to report to
- what arrangements are in place to relieve staff while they are making or deciding to make a report as soon as practicable
- what strategies are in place to support staff through the process of making a report
- maintaining written records.

See www.education.vic.gov.au/protect for further information.



PRINCIPALS CHECKLIST

Fulfilling your role after an incident, disclosure or suspicion of student sexual offending comes to your attention.

If there is an incident, disclosure or suspicion of student sexual offending concerning a student at your school, as a Principal, you are responsible for:

Reporting and Recording

- Ensuring that your staff complete the *Responding to Suspected Student Sexual Offending: Template for all Victorian Schools*
- Utilising this information (and other information available to you) to ensure that the **Four Critical Actions For Schools: Responding to Suspected Student Sexual Offending** have been followed
- Undertaking the review process included within the template between 4–6 weeks after a report is made.

Ongoing Communication

Ongoing liaison/communication with:

- Victoria Police and/or DHHS Child Protection until the investigation is completed (if appropriate)
- Regional Office, Student Incident and Recovery Unit (Government schools)
- Diocese education office (Catholic schools)
- School Board (Independent schools)
- Parents/carers of all impacted students (where appropriate, following advice from authorities)

And if an international student is impacted:

- Liaison with International Education Division (Government schools)
- Liaison with VRQA (Catholic and Independent schools)

And if an Aboriginal or Torres Straight Islander Student is impacted:

- Liaison with Koorie Education Officer (Government schools)
- Liaison with Diocese education office (Catholic schools)

Providing Ongoing Support

Overseeing the development of a short-term action plan for all students involved in an allegation of student sexual offending, including the student who has allegedly engaged in the student sexual offending, in consultation with:

- The Region and the Student Incident and Recovery Unit (Government schools)
- Diocese education office (Catholic schools)

Ensuring that ongoing education and support services are provided for all children involved via:

- Formation of a Student Support Group
- Development, implementation and review of a *Student Support Plan* in partnership with students and their parents/carers, allied health workers and external support agencies where appropriate (this plan should list appropriate school-level and non-school based supports and should assist students in returning to school)
- Addressing concerns as they arise

Provision of school based wellbeing services:

- Continued monitoring of the situation and the health and wellbeing of impacted children and staff members
- Ensuring the provision of ongoing support for the children, families and staff members involved.