

Responding to Incidents, Disclosures, and Suspicions of Child Abuse – Four Critical Actions

You Must Take Action

As a volunteer / staff member in your organisation you play a critical role protecting children and young people. You must follow the four actions below.

1 Responding

If a child / student is at risk of immediate harm you must ensure their safety by:

- Separating alleged victims and others involved
- Administering first aid
- Calling 000 for urgent medical and/or police assistance to respond to immediate health or safety concerns
- Identifying a contact person at for future liaison with Police.

If there is no immediate harm go to Action 2

2 Reporting

Any incident must be documented on the Child Abuse Incident Report Form

Where does the source of suspected abuse come from?

Within the family or community

Report to *Strong Families Safe Kids* Advice and Referral Line, Report to your local police and internally to the Deputy Principal.

Within the organisation

Report to the police or to *Strong Families Safe Kids* Advice and Referral Line as required. You must also report internally to the Deputy Principal who then needs to report to Human resources, Principal, COO, Board and the Australian Childhood Foundation.

3 Contacting

You must consult with *Strong Families Safe Kids* Advice and Referral Line or local police to determine the information that can be shared with parents / carers. The School will be guided by Tasmania Police regarding the process of investigating allegations of abuse.

This can include:

- Not to contact the parents / carers in circumstances where they have alleged to have engaged in the abuse or the child is a mature minor and does not wish their parent/carer to be contacted.
- To contact the parents / carers and provide agreed information as soon as possible.

4 Supporting

Your organisation should provide support for children impacted by abuse which could include: the development of a safety plan, direct support and/or a referral to wellbeing professionals.

Key Contacts

**Principal,
Dr Adam Forsyth:
6211 4908**

**Deputy Principal,
Mrs Deb Williamson:
6211 4906**

**Strong Families, Safe
Kids Advice and
Referral Line
(Gateway Services):
1800 000 123**

**Police 000 or your
local police station on
131 444**