CHILD PROTECTION REPORTING POLICY AND PROCEDURES

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1. PURPOSE

- The purpose of this document is to outline the Guildford Grammar School (the School) responsibilities and approach to Child Protection Reporting.
- The Policy provides the School, its Staff, Contractors and Volunteers with an outline of what to do in the event of incidents, Disclosures or allegations of Child Abuse against a student or child in the care of the School. The document also outlines the approach to Historical Abuse and historical child protection reports.
- The Policy must be read in conjunction with the School Child Protection Policy.

2. POLICY

2.1 Policy Scope

The policies and procedures contained in this document cover both contemporary and historical Child Abuse matters. The document applies to all Staff, Contractors, Volunteers and all students at Guildford Grammar School.

All School Staff, Contractors and Volunteers must familiarise themselves with this Policy document, and respond appropriately and in accordance with the provisions of this Policy.

Where a student is over the age of 18 and discloses or is the alleged victim of any type of abuse, as outlined in this policy, the School will provide support to the student and contact the Police immediately for further investigation.

2.2 Policy Definitions

Child – A child is defined in the Children and Community Services Act 2004 (WA) as a person who is under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age. For the purposes of this Policy the words ‘child’ and ‘student’ are used interchangeably.

Child Abuse – Is an act or omission which endangers a child’s physical or emotional health or development. Child Abuse can be a single incident, or more than one incident over time.

Disclosure – A disclosure is when a child tells someone that he or she feels unsafe or has been harmed. A disclosure can also be made by adults including Parents/Caregivers or any person in contact with the child, where that person reveals that they believe a child has been harmed or is likely to be harmed.

Historical Abuse – A complaint or disclosure from an Old Guildfordian where they disclose historical sexual abuse directly or indirectly to the School.
**Parent(s)/Caregiver(s)** – A person who is the mother, father, stepfather, stepmother of the child; or at law has responsibility for the care, welfare and development of the child or is specified as the child’s adoptive parent under the Adoption Act 1994.

**Mandatory reporting** – As defined in the Children and Community Services Act 2004 (WA), the legal obligation of doctors, nurses/midwives, teachers and police officers who form a belief based on Reasonable Grounds of child sexual abuse during the course of their work, either voluntary or paid, are mandatory reporters (Mandatory Reporter(s)). If Mandated Reporters fail to make a report (Mandatory Report) they may be fined and/or incarcerated. In Western Australia, the legislation covering Mandatory reporting of child sexual abuse is the Children and Community Services Act 2004 (WA). This legislation focuses on child sexual abuse. Other forms of abuse (physical, emotional and neglect) should also be reported, but there is no penalty if a report is not made.

**Reasonable Grounds** – A concern or belief about the welfare of a child based on the observation of indicators or information that leads to form a realistic belief that a child has been the subject of abuse or may become subject to abuse.

**Staff or Staff member** – Paid School employees including those in leadership, teaching, boarding, administration and support roles.

**Stakeholders** – All parties internal or external the School community that has a stake in the scope, policy or effect of this document.

**Volunteers** – Unpaid people assisting with activities undertaken by the School.

**Contractors** – People that are engaged by the School to undertake services at the School.

**School Child Protection Manager** – The Headmaster, the designated School representative responsible for handling questions, concerns or reports about a child’s safety and/or wellbeing.

### 2.3 Policy Statement

The School recognises that it is essential that the safety, health, welfare and wellbeing of its students are safeguarded at all times. Every person working or visiting the School is responsible for the ongoing care and protection of its students.

The School is committed to ensuring all incidents, disclosures or allegations of Child Abuse are reported immediately to the appropriate authorities and the child’s wellbeing is at the centre of any actions or decisions that ensue.
The School adheres to the Mandatory reporting legislation as set out in the Children and Community Services Act 2004 (WA). All School doctors, nurses and teachers, either voluntary or paid, who form a belief based on Reasonable Grounds of child sexual abuse, during the course of their work are directed to make a Mandatory Report to the Department of Child Protection and Family Support (DCPFS) immediately via the online reporting system, Mandatory Reporting Online Portal.

In addition to Mandatory reporting the School requires all School Staff members, Contractors and Volunteers, whether required by the legislation or not, who have formed a belief on Reasonable Grounds of any Child Abuse (sexual, physical, emotional/psychological, neglect, grooming or domestic violence), or who have had a student disclose Child Abuse directly to them or indirectly through a friend, to report to the Headmaster immediately.

2.4 Policy Responsibilities

Mandatory Reporters
All teachers, nurses and doctors that are engaged by the School are Mandatory Reporters and must report any concerns they have in relation to child sexual abuse to the DCPFS and then to the Headmaster.

Non-Mandatory Reporters
The School requires all other concerned persons (which includes Staff, Contractors, Volunteers and parents) who are not legally required to do so, to report child sexual abuse and any other abuse set out in this Policy directly to the Headmaster immediately.

Headmaster
The Headmaster is the designated School Child Protection Manager responsible for handling all School child safety matters and is responsible for the effective operation of this Policy. The Headmaster is the key liaison person with external authorities and will also inform the School Council when an incident, disclosure or allegation has been made.

3. REPORTING PROCEDURES

Everyone in the School community must be aware of the immediate needs of a child when listening to disclosures or allegations or forming a belief on Reasonable Grounds, and respond accordingly. To facilitate this the reporting procedures are split into three different categories of Child Abuse.
3.1 Sexual Abuse - Sexual abuse against a current school student.

3.2 Other Child Abuse reporting against a current school student - including physical, psychological/emotional, neglect, grooming and domestic violence.

3.3 Historical Abuse - Sexual abuse against a former student.

To ensure all parties understand the steps that will be undertaken a step by step flow chart of each procedure can be found in Section 5 – Reporting Flow Charts, of this document.

Adults should be aware that hearing a disclosure from a child can arouse personal feelings of shock, anger and helplessness in the adult. It is important to conceal these feelings at the time of a disclosure. They can be worked through at a later time. Please refer to the Child Protection Policy for more information about listening to a disclosure.

3.1 Sexual Abuse - Sexual abuse against a current school student

To be followed where a complaint, allegation, Disclosure or belief is formed on Reasonable Grounds that a student has been sexually abused or is continuing to be sexually abused.

3.1.1 Initial Report

Where the Staff member is a Mandatory Reporter to whom the allegation or Disclosure was made or who has formed a belief on Reasonable Grounds that a child has been subjected to sexual abuse or is the subject to ongoing sexual abuse will immediately contact DCPFS and provide DCPFS with a verbal and/or written report. If the initial report is verbal, the legislation requires the reporter to follow up with a written report via the DCPFS Mandatory Reporting Online Portal.

DCPFS is available to provide support to the student, his/her family, and to enable a risk assessment to be made for other students in the School community.

After the report has been made to DCPFS the Mandatory Reporter will brief the Headmaster and provide written records. They will work with the Headmaster, the student’s teacher and other relevant Staff to develop a Student Care Plan.

Where the person to whom the allegation or disclosure was made or who has formed a belief on Reasonable Grounds that a child has been subjected to sexual abuse but is not a Mandatory Reporter they will make detailed notes of the disclosure, allegation or complaint and immediately report the matter to the Headmaster. This may be done via email until a discussion can take place.
Written records of the allegation, disclosure or complaints provided to the Headmaster will include authorship, any direct quotes made by the child, names of alleged perpetrator and relevant locations and dates (where available).

The Headmaster will make a report to the DCPFS and seek advice about the most appropriate next actions.

If the allegation is against the Headmaster, the Staff member will advise the Chair of Council who will take over from the Headmaster in regards to the reporting procedures.

### 3.1.2 Ensuring the child is safe and providing support

The School will act to remove the alleged perpetrator from any child interactions. Where an alleged perpetrator is a Staff member they will be immediately advised of the allegations by the Headmaster and suspended from duty immediately and removed from all contact with the School community, pending the outcome of the investigation by DCPFS and other relevant authorities.

If the Staff member is suspended from duty, he/she will usually remain on full pay. This will not occur if the Staff member is summarily dismissed. The School’s Allegations of Misconduct against Employees Policy will apply.

Support will be offered to the victim, the reporting Staff member and the alleged perpetrator (in line with the Allegations of Misconduct against Employees Policy). This support may be in the form of in-house support by the School Counsellor or School Chaplain and/or outside agencies. Such support will not in any way impact the other responsive actions set out in this policy and procedures document.

### 3.1.3 Consulting with and informing Stakeholders and authorities

When a Mandatory Report has been made the Headmaster must seek advice from DCPFS and the Police.

It is the responsibility of the DCPFS or the Police to notify the child’s Parent(s)/Caregiver(s) of the allegation and any proposed police action.

However, the Headmaster may, after consultation with the Police, notify the Parent(s)/Caregiver(s), the School Staff and the broader School community. The victim’s identity must remain confidential.
The Headmaster must inform the Chair of Council of the allegations. Where it appears that more than one child may have been the subject of abuse, coordinated action must be taken at the School level, in ongoing consultation with the Chair of Council.

As the Department of Education Services (DES) considers all Mandatory Reports to be critical incidents, the Headmaster must report these to DES as soon as possible using the NGS Critical Incident Report Form which is completed to notify of any critical and emergency school incidents, including circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or Staff or death, or life-threatening injury, of a student or Staff member at school, or following an incident that occurred while being educated.

The Headmaster will then seek further and ongoing advice, from the Police and/or the DCPFS on the appropriate action to take in respect of the alleged perpetrator, the child, and the child’s Parent(s)/Caregiver(s).

3.1.4 Investigations

Mandatory Reports of sexual abuse will be investigated by DCPFS and/or the Police. Where a non-mandatory report is made an investigation may be undertaken by DCPFS and/or the Police, the Director of Professional Standards Unit (PSU) or an externally appointed investigator. If the investigation is undertaken by the PSU or an external investigator, referral to the Police may be made at any time, or where allegations are substantiated by the investigative body.

3.1.5 Legal Action

Any decision to take legal action is a matter for the student’s family. In circumstances where the student wishes to take legal action and the Parents/Caregivers are unwilling, the Headmaster will consult with the DCPFS as to an appropriate course of action.

3.2 Other Child Abuse reporting against a current school student including physical, psychological/ emotional, neglect, grooming and domestic violence.

To be followed where a complaint, allegation, disclosure or belief is formed on Reasonable Grounds that a school student is at risk of Child Abuse other than sexual abuse.
3.2.1 Initial Report

The initial report may be made by any concerned person, including School Staff member, Contractor, Volunteer, student or Parents/Caregivers.

Where the concern is raised by a School Staff member, Contractor or Volunteer they should make detailed notes of their concern and inform the Headmaster immediately. The School Staff member (if a Mandatory Reporter) or Headmaster shall make a report to DCPFS.

Where the concern is raised by a student/Parent/Caregiver they should report their concerns to a trusted School Staff member or Head of School or the Headmaster, whomever they feel most comfortable in talking to.

Where a trusted Staff member or Head of School is informed, they will immediately inform the Headmaster. The Headmaster shall make a report to DCPFS.

If the allegation is against the Headmaster, the Staff member will advise the Chairman of Council who will take over from the Headmaster in regards to the following procedures.

3.2.2 Ensuring the child is safe and providing support

The School will act to remove the alleged perpetrator from any child interactions.

Where the alleged perpetrator is a Staff member they will be immediately advised of the allegations by the Headmaster and depending on the severity of the risks posed by the allegation, suspended from duty immediately and removed from all contact with the School community, pending the outcome of the investigation by DCPFS and other relevant authorities.

If the Staff member is suspended from duty, he/she will usually remain on full pay. This will not occur if the Staff member is summarily dismissed. The School’s Allegations of Misconduct against Employees Policy will apply.

Support will be offered to the victim, the concerned person and the alleged perpetrator (in line with the Allegations of Misconduct against Employees Policy). This support may be in the form of in-house support by the School Counsellor or School Chaplain and/or outside agencies. Such support will not in any way impact the other responsive actions set out in this policy and procedures document.
3.2.3 Consulting with and informing Stakeholders and authorities

When a report has been made the Headmaster must seek advice from DCPFS. It is the responsibility of the DCPFS to notify the child’s Parent(s)/Caregiver(s) of the allegation.

The Headmaster after consultation with the DCPFS and where it poses no further risk to the child will notify the Parent(s)/Caregiver(s) about the concerns.

The Headmaster, the student’s teacher, Parent/Caregiver and other relevant Staff shall develop a Student Care Plan

Depending on the risks posed by the allegation the Headmaster may inform the School Staff and the School community. The victim’s identity must remain confidential.

The Headmaster must inform the Chair of Council of the allegations. Where it appears that more than one child may have been the subject of abuse, co-ordinated action must be taken at the School level, in consultation throughout with the Chair of Council.

If the allegation is made against a School Staff member the Headmaster will inform the Department of Education Services (DES) as soon as possible.

3.2.4 Investigations

Allegations of non-sexual abuse will be investigated by the DCPFS. Referral to the Police may be made at any time, or where allegations are substantiated by the investigative body.

3.2.5 Legal Action

Any decision to take legal action is a matter for the family. In circumstances where the student wishes to take legal action and the Parents/Caregivers are unwilling, the Headmaster will consult with the DCPFS as to an appropriate course of action.
3.3 Historical Abuse - abuse against a former student

To be followed where a complaint, allegation or disclosure is made to the School about Historical Abuse of a former student.

3.3.1 Initial Report

Any member of the School Staff may receive disclosures and/or allegations of abuse by a past student against a current or former Staff member or by another student. If this occurs all Staff must report the matter to the Headmaster immediately.

Upon receipt of the historical report or upon being advised of the disclosure and/or allegation the Headmaster will:

- Formally acknowledge in writing to the former student or parent.
- Make personal contact with the former student or parent by phone and offer to meet with the person.
- At all times be sensitive to the former student or parent’s wishes.
- Document the allegations in detail with the former student or parent and/or confirm understanding of the written complaint or detail provided by the former student or parent.
- Offer funded counselling support to the victim and family members provided by Anglicare. Where an individual prefers to use their own counselling services, financial support may be provided to the individual.
- Keep appropriate supportive contact with former student and/or parent.
- Maintain a log of all communications with all parties.

The Headmaster will provide advice to the former student or parent on where and how to make a formal complaint to WA Police, and any other relevant avenues (e.g. 2014-2017 Royal Commission process – See Section 4 of this document).

3.3.2 Consulting with and informing Stakeholders

The Headmaster will:

- Retrieve School files of the former student and the alleged perpetrator from the School Archives.
- Review the allegations with School personnel including Chair of Council, Bursar and Legal Advisor.
- In the case of sexual abuse, if the allegation occurred after 1st January 2009 the Headmaster must make a Mandatory Report to DCPFS. However, in the case of sexual abuse prior to that day, the Headmaster can and will make a report to DCPFS.
- Refer to the Police when warranted or where serious allegations of abuse are substantiated.
- Inform DES using the NGS Critical Incident Report Form which is completed to notify of any critical and emergency school incidents, including circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or Staff or death, or life-threatening injury, of a student or Staff member at school, or following an incident that occurred while being educated.
- Inform School Council regarding the allegation with a reminder about the sensitivity and confidentiality, limiting where possible the number of personnel that know details of the case.
- Inform the Director of Professional Standards Unit (PSU) and the Archbishop of Perth. Follow established Protocol of Understanding procedures.
- Notify the School Insurers.
- Encourage third party support to the former student and/or parent including legal support, counselling offered through Anglicare or a Counsellor of their own choosing.

### 3.3.3 Investigations

Mandatory Reports of sexual abuse may be investigated by DCPFS and/or the Police. Where this is not undertaken an investigation may be undertaken by the Director of Professional Standards Unit (PSU) or an externally appointed investigator. Referral to the Police may then be made when warranted or where allegations are substantiated by the investigative body.

### 3.3.4 Legal Action

Any decision to take legal action is a matter for the victim and family. They should be encouraged to engage with their own independent legal advice.

### 4. RESOURCES AND CONTACT INFORMATION

**Department of Child Protection and Family Support Offices**
Midland - Cale house, Level 1/52 The Crescent, Midland WA 6056  
Phone: 08 9274 9411

Mirrabooka - 8 Sudbury Road, Mirrabooka WA 6061  
Phone: 08 9344 9666

Perth - 190 Stirling Street, Perth WA 6000  
Phone: 08 9214 2444

DCPFS [Mandatory Reporting Online Portal](#)
Department of Education Services
General enquiries
Phone: 08 9441 1900 Fax: 08 9441 1901
Email: info@des.wa.gov.au
PO Box 1766, Osborne Park, WA 6916.
DES NGS Critical Incident Report Form

Child Wise
Child Abuse Prevention, Advice and Referral and Royal Commission support
National Child Abuse Prevention Helpline 1800 99 10 99 or
www.childwise.org.au

Royal Commission
Free Legal Service - Know More 1800 605 762
5. REPORTING FLOW CHARTS

Guildford Grammar School Sexual Abuse Reporting

Complaint, allegation, disclosure or belief is formed on Reasonable Grounds of child sexual abuse

**Via Mandatory Reporters**
School Teachers, Nurses, Doctors

1. Staff member makes a report to DCPFS immediately by phone or using online portal Mandatory Reporting Online Portal
2. Staff member to inform Headmaster immediately after report is made to DCPFS.

**Via Non Mandatory Reporters**
All other concerned persons (Staff, Contractors, Volunteers parents)

Concerned person makes detailed notes and informs Headmaster immediately.
Headmaster makes the report to DCPFS.

Reporter briefs Headmaster and provides written records. Headmaster and Staff member develops Student Care Plan.

1. School removes alleged perpetrator from any child interactions.
2. Where the alleged perpetrator is a Staff member, they are removed from all contact with the School community immediately. Allegation of Misconduct against employees Policy is enacted.

Headmaster informs Parent(s)/Caregiver(s) after advice from DCPFS.
Headmaster informs Chair of Council and DES of mandatory report via Critical Incident Report Form.

Ongoing Student Care Plan is developed and enacted with the victim and Parents/Caregivers.
Headmaster gains further advice from DCPFS/Police/DES/HR as appropriate.
Headmaster ensures ongoing updates to appropriate internal and external Stakeholders of allegations.

Investigation undertaken by DCPFS and/or the Police.
Complaint, allegation, Disclosure or belief is formed on Reasonable Grounds of Child Abuse other than sexual abuse

**Via School Staff, Contractor or Volunteer**
Concerned person makes detailed notes and informs Headmaster immediately. Staff member (if a Mandatory Reporter) or Headmaster makes a report to DCPFS.

**Via Student/Parent/Caregiver**
All other concerned persons
Concerned person informs a trusted School Staff member. Staff member informs Headmaster immediately. Headmaster makes the report to DCPFS.

School acts to ensure the immediate safety and wellbeing of the student. Student Care plan is developed. Headmaster advises Parent/Caregiver where it poses no further risk to the child, after advice from DCPFS.

Headmaster informs and consults with Chair of Council. If alleged perpetrator is a Staff member they may be suspended from duty pending investigation. Allegation of Misconduct against Employees Policy is enacted.

Headmaster seeks advice and/or informs DES, DCPFS and the Police where appropriate. Ongoing Student Care Plan is enacted with the victim and Parents/Caregivers.

Investigation is undertaken by DCPFS. Referral to the Police is made when warranted or where serious allegations of abuse are substantiated.
Guildford Grammar School Historical Abuse - against a former student

Complaint, allegation, or disclosure of historical child abuse

Via Student, Parent or Caregiver

- Headmaster formally acknowledges in writing to former student or Parent/Caregiver and makes personal contact with the student/Parent/Caregiver by phone.
- Offers counselling support to the victim and family members.
- Provide advice on where and how to make a formal complaint to WA Police, and any other relevant avenues (e.g. 2014-2017 Royal Commission process).
- Keep appropriate supportive contact with victim and family members.
- Maintain a log of all communications with all parties.

Headmaster retrieves related Staff and student files and consults with Chair of Council, Bursar and Legal representatives.

Headmaster informs School Insurers.

Headmaster makes Mandatory Report (if applicable) and seeks advice from DCPFS and the Police where appropriate.

Investigations may be undertaken by DCPFS, Police, PSU or external investigator.
Referral to the Police is made when warranted or where serious allegations of abuse are substantiated.