



# Safeguarding Children Reporting Policy

## 1. Purpose

Launceston Church Grammar School is committed to protecting children and young people to whom it delivers a service. Accordingly, we have developed this policy on how to respond to child abuse reports and allegations as a guide to all our people in meeting their responsibilities in this area.

Our staff are required to identify, report, and respond to any concerns, incidents, allegations or disclosures of, child abuse or neglect towards children or young people to whom we provide services. Our staff are required to respond to abuse or neglect perpetrated by staff within our organisation or by other persons.

Launceston Grammar believes children have the right to be heard, protected and supported. , the School will promote equity and respect diversity of the children and young people and their parents who access our services as part of our reporting policy.

We take seriously our responsibility to deliver an educational environment that is caring, nurturing and safe. Our School Board and Executive is committed to ensuring the safety of all children and young people to whom we provide services or who participate in our programs.

As part of that commitment our School Board, Senior Executive, staff and volunteers will report child abuse and allegations of policy breaches as part of Launceston Grammar's commitment to safeguarding children our and young people from abuse and neglect.

## 2. Scope

All staff within our organisation are required to meet the requirements of our policy on responding to child abuse reports and allegations.

No one within our organisation is exempt from meeting the standards and requirements set out in this policy.

This policy applies in all our operational environments and without fail wherever children and young people are participating in our organisation's activities, programs, services and / or facilities.

### **3. Guiding Principals**

In keeping children and young people safe, the following values are a mechanism for guiding our actions and assisting in decision-making, they are a reference to which staff can refer, to ensure their responsibilities to children and young people are upheld;

- Safeguarding children and young people is a shared responsibility, it is reliant on all individuals within our organisation to keep children and young people safe in our care.
- Any form of abuse or neglect towards children and young people will not be tolerated and immediate action will be taken upon report of any suspected harmful or abusive behaviours
- The best interest of the child will be the primary consideration in all actions and decisions concerning the safety or wellbeing of a child or young person.
- We are accountable to the children and young people we work with by fostering high ethical standards in a culture of openness and transparency.

We empower children by informing them of their rights and responsibilities and support them to speak up about any matters of importance to them, including if something goes wrong. We work to include the participation of children and young people in decision making regarding any services or other matters affecting them.

### **4. Definitions**

The following definitions are available via Complispace:

- Child Protection Program Definitions
- Definitions and Key Risk Indicators of Child Abuse

Refer to Appendix 1 for additional definitions.

### **5. Responsibilities**

All staff within our organisation have a duty of care, and at times a legal obligation, to ensure that 'reasonable steps' are taken to prevent harm to children and young people. All staff are responsible for supporting a transparent culture, whereby any actions by staff that go against our Staff Professional Code of Conduct however minor, are reported and documented.

For more information, please refer to the following policies, available via [Complispace](#):

- Child Protection Responsibilities
- Board Responsibilities
- The Headmaster's Responsibilities
- School Child Protection Officers' Responsibilities
- Staff Responsibilities
- Direct Contact Volunteers' Responsibilities

- Indirect Contact Volunteers' Responsibilities
- Third Party Contractors' Responsibilities
- External Education Providers' Responsibilities

### **Consequences of breaching policy**

If our staff fail to report instances, allegations, disclosures or concerns in relation to abuse or neglect of a child or young person – by staff within our organisation or by others – we view such failure as a serious matter that, depending on the circumstances, may result in disciplinary action or be grounds for dismissal. Failure to report incidents of abuse, neglect and harm of child or young person may be classed as a criminal offence under state law.

Our staff are obligated to report any information relating to:

- Incidents, allegations, disclosures or reasonable concerns in relation to abuse or neglect of a child or young person, either by staff within our organisation or by others
- Any breaches or actions of other staff within our organisation that contravene our policies and procedures, such as outlined in our Professional Code of Conduct.

Our policy prohibits all staff from:

- discussing any concerns or allegations with unauthorised staff – within or outside our organisation – such prohibition not being designed to limit, in any way, their rights and responsibilities to report their concerns or allegations, but rather as part of our organisation's commitment to ensuring privacy, confidentiality and natural justice
- making deliberately false, misleading or vexatious allegations.

For more information please refer to the following policies, available via [Complispace](#):

- Obligation to Protect Children from Harm
- Responsibility to Prevent Abuse or Neglect

### **Prevention and Preparedness**

All of our staff are provided with our Staff Professional Code of Conduct and Safeguarding Children/Child safety policies which clearly detail the behavioural expectations of staff around children and young people. Staff are advised that any breaches, including minor breaches, to these policies are required to be reported.

All staff are responsible to identify and assess potential risks in ongoing programs and one-off activities. Staff should consider the online, physical or psychological risks associated with activities, and develop and implement risk mitigation strategies to address those risks, in line with our Risk Management Policy.

Our staff use strategies to support and encourage children and young people to practice safe behaviours amongst staff and their peers, and speak up if they feel unsafe.

## 6. Key Steps

There are four critical steps that everyone in our organisation must follow regarding all incidents, allegations, disclosures or reasonable concerns of abuse or neglect, or breaches of policy where appropriate:

- Responding
- Reporting
- Sharing of Information
- Supporting

### Responding

#### Responding to a child safety incident

Immediate responses include the care, support and communication actions that take place immediately following an incident to mitigate further harm and ensure the safety of children and young people / other service users, families and staff.

- 1. Reduce the harm and risk of harm to those impacted by the incident including by:**
  - making the surroundings safe to prevent immediate recurrence of the incident, for example
    - removing potentially harmful person(s)
    - increase supervision of children and young people
    - move uninvolved children and young people away from incident
  - moving to a safe place
  - alerting others to risks that extend beyond the local environment, for example, other areas within the school
  - Calling Emergency Services if required 000 as required
- 2. Provide immediate care and support** to child or young person / members of the School community, families, staff and others involved in the incident including addressing:
  - physical well-being e.g. providing first aid or arranging medical treatment if a person suffers any harm or injury as a result of the incident; and
  - emotional well-being (including psychological) e.g. contacting the Teaching and Learning Office to arrange for coverage of duties and supervision facilitating access to counselling, debriefing and support for others involved in the incident.
- 3. Where possible, preserve evidence in situations where allegations or suspicions of abuse and neglect has occurred. This can include;**
  - ensuring that clothes worn by the person who may have perpetrated the abuse and the child or young person who has been subject to the abuse remain in their clothing, or the clothing is not washed and is sealed securely in a bag

- not cleaning or disturbing the area in which the abuse has occurred
- protecting any physical items such as weapons from being touched or removed.

For more information please refer to the following policies, available via [Complispace](#):

- Managing Your Initial Response to a Child Protection Incident
- Witnessing a Child Protection Incident

## **Responding to a disclosure/allegation**

When responding to a disclosure or allegation by a child or young person, staff should respond by;

- listening to the allegation or disclosure supportively, without dispute
- clarifying the basic details, without seeking detailed information or asking suggestive or leading questions, guided by our *Child Safety Concern or Child Protection Incident Form*.
- providing reassurance that the child or young person has done the right thing in telling you, are believed and our School will take immediate action in response to the disclosure / allegation.
- explaining to the child or young person that other people may need to be told, in order to stop what is happening. Do not promise to keep any information a secret.
- reporting the matter as per School policy requirements to the School's Child Protection Officer; who will in turn notify the School's Safeguarding Coordinator.
- record notes as early as possible to ensure all information is captured before completing our *Child Safety Concern or Child Protection Incident Form*.

In your responses you will need to consider the specific needs of the child or young person.

It is important that throughout the entire complaints handling process, procedural fairness is accorded to the complainant and the person/s who are the subject of the complaint.

For more information please refer to the following policies, available via [Complispace](#):

- Procedures for Responding to and Reporting Child Protection Incidents
- Managing Your Initial Response to a Child Protection Incident
- Private Disclosure by a Child or Young Person
- Public Disclosure by a Child or Young Person
- Third Party Disclosure
- Disclosure by a Former Student

## Responding to a breach of policy or procedure

Whilst an incident and or disclosure / allegation could include a breach of the Staff Professional Code of Conduct and / or a breach of Launceston Grammar's child safety policies, if there is no immediate response required as identified above, it is still deemed an incident, and therefore required to be reported and documented as with all other incidents.

## Reporting

Once the immediate response to the situation is completed, it is important to fulfill the internal and external reporting requirements.

Launceston Grammar staff and volunteers are required to report any reasonable concerns or instances of abuse or neglect (cases in which a child or young person has suffered, or is likely to suffer, significant harm from abuse or neglect) by any person immediately, or if that is not possible, no later than before the end of the business day or the end of that person's shift / session of work.

Staff are also required to formally report any concerns for breaches to our organisation's policies and procedures by other staff within our organisation.

It is not the role of staff or volunteers to identify or investigate an allegation / concern, however staff or volunteers must continually report each new instance of suspicion of harm and / or breach of policy as they become aware, and to seek advice from their manager when they are unsure.

Staff and volunteers should complete the School's *Child Safety Concern or Child Protection Incident Form* available via Complispace. Launceston Grammar's Child Protection Officers (the Head of Junior Campus and the Head of Senior Campus), Headmaster and the Executive Director of School Services are notified of submissions.

Note: The Head of Senior Campus also holds the position of Safeguarding Coordinator.

All reports must be documented fully and written factually and objectively. Clear and accurate reporting can assist to support any internal or external investigation which may be required after an incident.

Key Contacts	
<b>Internal report form</b>	<ul style="list-style-type: none"><li>• Complete the <i>Child Safety Concern or Child Protection Incident Form</i> available via Complispace</li></ul>
<b>Child Protection Officers</b>	<ul style="list-style-type: none"><li>• Head of Senior Campus (Senior Child Protection Officer)</li><li>• Head of Junior Campus</li></ul>

	Refer to <u>Complispace</u> for more information
<b>ACF Safeguarding Coordinator</b>	The Head of Senior Campus also holds the position of ACF Safeguarding Coordinator
<b>External Reports</b>	Mandatory reporters must also report their concerns directly to the Strong Families, Safe Kids Advice & Referral Line on 1800 000 123 or visit <a href="http://www.strongfamiliesafekids.tas.gov.au">www.strongfamiliesafekids.tas.gov.au</a> .
<b>Tasmania Police</b>	Phone 000

## Internal reporting requirements

The School's *Child Safety Concern or Child Protection Incident Form* is available to all staff via Complispace. All staff are trained in the Reporting requirements, location and completion of this form; including notification requirements and support available.

All incidents including minor incidents must be recorded on the *Child Safety Concern or Child Protection Incident Form* which is forwarded to the Child Protection Officers (the Head of Junior Campus and the Head of Senior Campus), Headmaster and the Executive Director of School Services. All incidents are automatically entered into the Incident Register.

**1.** In adherence to internal reporting requirements, staff must; Report any safety or wellbeing concerns for a child or young person, and / or breach of policy and procedures to a Child Protection Officer / Safeguarding Coordinator via the completion of the *Child Safety Concern or Child Protection Incident Form* available via Complispace.

If a person does not feel comfortable making a report to the Child Protection Officer / Safeguarding Coordinator, or the report is about that person, they must report their concern directly to the other Child Protection Officer; the Headmaster or the Executive Director of School Services.

Where appropriate, details of the incident will also be recorded in the child / young persons file.

- 2.** The Child Protection Officer / Safeguarding Coordinator in conjunction with the Headmaster is responsible for:
- ensuring the immediate response was sufficient and take any further action needed
  - assessing and categorising the incident / breach of policy as Minor, Moderate or Critical. Definitions to be found in Appendix 3.
  - ensuring a *Child Safety Concern or Child Protection Incident Form* is completed fully and therefore automatically logged on the Child Protection Incident Register;
  - notifying School Board where required

- providing confirmation to the reporter that all required steps have been completed to manage the incident as necessary. Where appropriate, the reporter should continue to be updated as the incident is further managed, until closed off, whilst maintaining privacy and confidentiality obligations.

**3.** Moderate incidents and critical incidents must be reported to the Headmaster immediately. In the case of critical incidents, the Headmaster may establish a Critical Incident Response Team. The Critical Incident Response Team's role is to ensure that immediate responses are coordinated and effective and to deploy resources to support this end. The Critical Incident Response Team is a central point for supporting responses to incidents and in managing and collecting information on incidents.

## **External reporting requirements**

In addition to our internal reporting process, Launceston Grammar has external reporting requirements to fulfil, including legal reporting obligations. This includes reporting to the Police, child protection authorities, other relevant government bodies including any professional bodies and / or accrediting/regulatory bodies. All incidents that require external authority notification must be reported to the Headmaster.

### **National**

There is some national consistency in the requirements for reporting WH&S incidents and critical incidents children's services covered by the National Quality Framework. This is achieved through complementary legislation in each jurisdiction.

### **Children's Services**

The National Quality Framework (NQF) operates through Australian State and Territory Acts and regulations applied in each jurisdiction. The NQF applies to most long day care, family day care, outside school hours care and preschools/kindergartens in Australia. The requirements are the same in all jurisdictions.

The Early Learning Centre Manager must notify the regulatory authority as soon as possible after becoming aware of a serious incident being:

- Of the death of a child while being cared for or educated by the children's service; or
- Of any incident involving an accident or injury or trauma to a child while being cared for or educated by the service requiring the attention of a registered medical practitioner or admission to a hospital; or
- Any incident involving serious illness of a child while that child is being education and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis; or
- If a child appears to be missing or otherwise cannot be accounted for or appears to have been taken or removed from the service.

The regulatory authority must also be notified after a complaint is made if the complaint alleged that:



- There may have been a contravention of the Act or these Regulations (within 24 hours); or
- The health, safety or wellbeing of any child within the children's service may have been compromised (within 7 days)

### **Workplace health and safety**

Workplace health and safety legislation is enacted in all jurisdictions and is relatively consistent in its reporting requirements.

- Under the *Work Health and Safety Act 2012* the employer must notify WorkSafe immediately after they become aware of a serious incident at a workplace. Notification to WorkSafe is required where any person (not just an employee) is involved in a serious incident at a workplace. Under the Act, all Tasmanian employers are required to have a register of injuries as specified by WorkSafe Tasmania. This register must be readily accessible in all workplaces. Refer to WorkSafe for more information.

For more information please refer to the following policy, available via [Complispace](#):

- Conduct Reportable to the Teachers Registration Board

### **Mandatory reporting**

Mandatory reporting requirements are the legal obligations of specified professionals to report incidence of child abuse and /or neglect where they have reasonable belief that abuse has, or is likely to, occur.

For more information please refer to the following policy, available via [Complispace](#):

- Mandatory Reporting Policy
- Responsibility to Prevent Abuse or Neglect
- Obligation to Protect Children from Harm
- Voluntary Reporting

## Reportable Conduct

Launceston Grammar falls within the jurisdiction of Tasmania where the Reportable Conduct Scheme is not applicable.

<b>Reporting to Working With Children Check (or equivalent) Authorities</b>	Should there be reasonable concern that an individual has acted in a way and or / been charged with or convicted of an offence which makes it inappropriate for them to engage in child-related work, WWCC authorities may need to be notified.
<b>Reporting to the Australian Childhood Foundation (ACF)</b>	As a Safeguarding Children Accredited organisation by the ACF), reports must be made to ACF by completing the <i>Child Abuse Incident - ACF Report Form</i> as follows: <ul style="list-style-type: none"><li>• All critical incidents to be verbally reported to ACF within 24 hours; and</li><li>• Any allegations of child abuse or neglect, that involves our staff within 28 days of the incident in accordance with the requirements of the Safeguarding Children Program.</li></ul> Reports to the ACF will be made by our Safeguarding Coordinator.

## Sharing of Information

### Confidentiality and Privacy

Our organisation maintains the confidentiality and privacy of all concerned (including the alleged perpetrator), except if doing so would compromise the safety or wellbeing of the child or young person and/or investigation of the allegation.

Where staff are involved in breaches of the Professional Code of Conduct or child safe policies, the Director of People and Culture will advise on internal communications regarding action taken, if appropriate.

Please refer to *Confidentiality and Privacy*, available via [Complispace](#) for more information.

## 7. Records and Documentation

All lodged *Child Safety Concern* or *Child Protection Incident Forms* will be recorded on the Child Protection Incident Register and are regularly reviewed senior management to ensure the effectiveness of actions taken and to identify areas for improvement.

Our Senior Executive will oversee the administration of completed *Child Safety Concern* or *Child Protection Incident Form* and any other documentation relating to the allegation and subsequent action.

To prevent access by unauthorised persons, our organisation stores any documentation associated with an allegation of abuse or neglect of a child or young person and breaches of policy by having:

- hard-copy documentation stored in a locked filing cabinet (or similar)
- electronic documentation is password-protected

We maintain and regularly monitor records of Child Safety Concern or Child Protection Incident Reports as part of our Child Protection Incident Management processes to ensure that they are responded to effectively in accordance with this policy and that requirements for reporting to external authorities are complied with. These records will inform reviews of the policy.

## 8. Communication and Training

We communicate our Safeguarding Children Reporting Policy and its requirements to children, young people and their families and our staff.

Launceston Grammar ensures all new staff are informed and supported to understand our School's safeguarding children and young people policies and procedures, paying particular attention to the practices detailed in this policy.

Copies of this policy and our School's Safeguarding Children and Young People Policy and Staff Professional Code of Conduct are provided directly to staff, they are also accessible via Complispace.

Launceston Grammar provides training and guidance relating to an individual's safeguarding responsibilities and offers opportunities to seek clarity in relation to the commitments and behavioural expectations set out in our safeguarding policies.

We provide regular ongoing training of our staff in relation to how keeping children and young people safe will be fulfilled, including training regarding children and young people's rights, voices and participation, cultural safety and humility.

## 9. Monitoring and Review

This document will be reviewed every three years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the School Board and / or Senior Executive. Records are

retained to document each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

## 10. Supporting Resources

- The policies referenced throughout this policy are available via Complispace:
  - Board Responsibilities
  - Child Protection Program Definitions
  - Child Protection Responsibilities
  - Conduct Reportable to the Teachers Registration Board
  - Confidentiality and Privacy
  - Definitions and Key Risk Indicators of Child Abuse
  - Disclosure by a Former Student
  - Direct Contact Volunteers' Responsibilities
  - External Education Providers' Responsibilities
  - Indirect Contact Volunteers' Responsibilities
  - Managing Your Initial Response to a Child Protection Incident
  - Mandatory Reporting Policy
  - Managing Your Initial Response to a Child Protection Incident
  - Obligation to Protect Children from Harm
  - Private Disclosure by a Child or Young Person
  - Public Disclosure by a Child or Young Person
  - Procedures for Responding to and Reporting Child Protection Incidents
  - Responsibility to Prevent Abuse or Neglect
  - School Child Protection Officers' Responsibilities
  - Staff Responsibilities
  - Support for Children and Young People Interviewed at the School
  - The Headmaster's Responsibilities
  - Third Party Contractors' Responsibilities
  - Third Party Disclosure
  - Voluntary Reporting
  - Witnessing a Child Protection Incident
- Appendix
  - Appendix 3 - Categories of Child Safety Incidents
  - Appendix 4 - Responding to incidents – Four Critical Actions

## 11. Related Frameworks and Legislation

The Our Policy complies with relevant legislation and frameworks.

- Children, Young Persons and their Families Act 1997 (Tas.)
  - Adoption Act 1988 (Tas.)
  - Child Care Act 2001 (Tas.)
  - Child Protection (International Measures) Act 2003 (Tas.)
  - Children, Young Persons and their Families Amendment Act 2009 (Tas.)
  - Commissioner for Children and Young People Act 2016 (Tas.)
  - Community Protection (Offender Reporting) Bill 2016 (Tas.)
  - Education Act 1994 (Tas.)
  - Family Violence Act 2004 (Tas.)

- Registration to Work with Vulnerable People Act 2013 (Tas.)
- Youth Justice Act 1997 (Tas.)
- Justice Legislation Amendment (Organisational Liability for Child Abuse) Act 2019
- United Nations Convention on the Rights of the Child
- National Framework for Protecting Australia's Children 2009-2020
- Australian Human Rights Commission National Principles for Child Safe Organisations

## 12. Roles and Responsibilities

The responsibilities of each role in relation to the development, implementation and compliance of Launceston Grammar's Safeguarding Children Reporting Policy are detailed below;

Position	Responsibility
Board	<ul style="list-style-type: none"> <li>● Provide oversight and endorsement of this policy</li> <li>● Receiving incident reports for specified categories of incidents, provide support and advice as appropriate, and utilise data to inform organisation incident and risk management strategies</li> </ul>
Executive Director of School Services / Heads of Campus	<ul style="list-style-type: none"> <li>● Implement policies and procedures across the organisation</li> <li>● Ensure staff have access to and understand this policy and related procedures</li> <li>● Ensure all managers/supervisors have access to support, advice and resource to understand and implement this policy and related procedures</li> <li>● Reportable Conduct responsibility</li> <li>● Establish a Critical Incident Response Team in response to Moderate and Critical Incidents</li> <li>● Initiates external reporting</li> </ul>
Workforce/HR	<ul style="list-style-type: none"> <li>● Review and update this document and supporting resources in consultation with relevant stakeholders</li> <li>● Provide training and advice in the application of policy and procedures</li> <li>● Assist with messaging across organisation if required</li> </ul>
Safeguarding Coordinator/ Child Protection Officers	<ul style="list-style-type: none"> <li>● Ensure this policy and related procedure is followed and implemented</li> <li>● Receive and manage incident reports</li> <li>● Assess each situation reported and notify appropriate staff of the incident as indicated on this policy</li> <li>● Responsible for the response and recovery coordination of an incident</li> <li>● Report to the Critical Incident Response Team where required</li> <li>● Provide support and advice in the application of this policy</li> </ul>

Position	Responsibility
Staff	<ul style="list-style-type: none"> <li>• Awareness of and compliance with this policy and related procedure.</li> <li>• Immediately control the situation including liaising with key stakeholders, obtaining and documenting details of the incident</li> <li>• Complete incident report form and escalate to Safeguarding Coordinator/Manager</li> </ul>
Critical Incident Response Team	<ul style="list-style-type: none"> <li>• Coordinate the response and recovery of an incident, including coordination of Emergency Evacuation Procedures (if required)</li> <li>• Notifying relevant emergency contacts for staff or clients/service users involved in the incident and provide appropriate support</li> <li>• Coordinate appropriate counselling and support services</li> <li>• Manage internal and external communications include liaising with external authorities</li> </ul>

### 13. Document Control

DOCUMENT CONTROL			
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This document is required as part of Launceston Grammar's accreditation to Australian Childhood Foundation's Safeguarding Children Program.			

## Appendix 1 - Definitions

<p><b>Staff</b></p>	<ul style="list-style-type: none"> <li>• All persons with responsibility for delivering services to students or children;</li> <li>• Anyone involved in dealing with reports or allegations of child abuse or with access to children’s or young people’s records;</li> <li>• All Board Members, the Headmaster, Senior Management Staff and staff including those whom we employ directly, those we employ indirectly through other groups or organisations, and all those who are involved as volunteers.</li> </ul>
<p><b>Bullying</b></p>	<p>Bullying is repeated, unreasonable behaviour directed towards a child that creates a risk to health and safety. Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include:</p> <ul style="list-style-type: none"> <li>• Verbal (name calling, put downs, threats);</li> <li>• Physical (hitting, punching, kicking, scratching, tripping, spitting);</li> <li>• Social (ignoring, excluding, ostracising, alienating); and/or</li> <li>• Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).</li> </ul>
<p><b>Child</b></p>	<p>A person under the age of eighteen years.</p>
<p><b>Staff Professional Code of Conduct</b></p>	<p>Launceston Grammar’s Staff Professional Code of Conduct aims to identify and prevent behaviour that may be harmful to the students and children in the Launceston Church Grammar School Community. The Code of Conduct outlines what is, and what is not acceptable behaviour or practice when working with or engaging with students and children.</p>
<p><b>Direct role in providing activities, programs and services to students and children</b></p>	<p>A direct role is considered one that has contact with students and children that is not incidental, but normally part of providing a service, program or activity for students and children. This direct delivery may require regular physical contact and forms of ongoing communication. For example, coaching, bus drivers.</p>

<p><b>Emotional or psychological abuse</b></p>	<p>Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviours continue to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development.</p>
<p><b>Family Violence</b></p>	<p>Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person's life.</p> <p>Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Exposure to family violence places students and children at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.</p>
<p><b>Grooming</b></p>	<p>Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by other technological channels. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all.</p>
<p><b>Harm</b></p>	<p>Harm to a child is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:</p> <ul style="list-style-type: none"> <li>• physical, psychological or emotional abuse or neglect;</li> <li>• sexual abuse or exploitation;</li> <li>• a single act, omission or circumstance; and</li> <li>• a series or combination of acts, omissions or circumstances.</li> </ul>



<b>Neglect</b>	<p>Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect.</p> <p>The issue of neglect must be considered within the context of resources reasonably available</p>
<b>Staff</b>	<p>All staff and volunteers who work for the organisation whether in a paid or unpaid capacity.</p>
<b>Physical abuse</b>	<p>Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, excessive and physically harmful over training, and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child at risk of being hurt.</p>
<b>Sexual abuse</b>	<p>Sexual abuse occurs when an adult or a person of authority (e.g. older) involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse.</p>
<b>Sexual exploitation</b>	<p>Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution.</p>

## Appendix 2 - Child Safety Concern or Child Protection Incident Form



**Launceston  
Grammar**  
EST. 1846

### Child Safety Concern or Child Protection Incident - Form

#### Instructions

*This form can be used to report any child safety concerns or child protection incidents to Launceston Grammar.*

**If a child/young person is in immediate danger, contact Emergency Services immediately by dialling 000.**

*Launceston Grammar's Child Protection Officer's (the Head of Junior Campus and the Head of Senior Campus), Headmaster and the Executive Director of School Services are notified of submissions. If you have a concern relating to one of the above persons, please report your concern to [INSERT name, email].*

*The School will respond to all allegations of child abuse, neglect or grooming in an appropriate manner. Our Child Protection Officers will be able to assist you in clarifying your concerns and managing the next steps.*

*Launceston Grammar's Child Protection policies and procedures are available [here](#).*

**Mandatory reporters must also report their concerns directly to the Strong Families, Safe Kids Advice & Referral Line on 1800 000 123 or visit [www.strongfamiliesafekids.tas.gov.au](http://www.strongfamiliesafekids.tas.gov.au).**

#### Privacy Disclaimer:

*Launceston Church Grammar School acknowledges and respects the privacy of all its staff, volunteers, contractors and patrons. The information being collected is for the purposes of obtaining details of and assessing the incident in question. Information disclosed on this form may be passed on to the appropriate authorities, as required. By signing this form, you have consented to this information being collected, used and disclosed for the purposes it intended. You have the right to access and alter personal information concerning yourself in accordance with the Commonwealth Privacy Act (amended 2001) and Launceston Grammar's Privacy Policy.*

Your Email Address \*

#### Your Details

Your Name \*

**Your Position \***

- Staff Member
- Student
- Volunteer
- Visitor
- Contractor
- Other, Please Specify

**Your Email Address \***

**Your Phone Number \***

**Incident - When and Where**

**Date Occurred \***

**Time Occurred \***

**Date identified (if different from date of incident)**

*Please advise the date you identified this child safety concern / child protection incident.*

**Which Campus did the incident occur? \***

*Please Select the most appropriate campus that the incident relates to. I.e. if a Junior Campus Student or visitor to the Junior Campus is involved in an incident off-campus, please select the 'Junior Campus'.*

- Junior Campus (including Early Learning Centre)
- Senior Campus (including Boarding House)

**Location Incident Occurred \***

*Where did the incident occur?*

- Administration area (including Reception)
- Boarding House (including Dining Hall)
- Broadland Park
- Chapel
- Classroom (including Art, Music, Poimena, Science, Technology or a named classroom)
- Early Learning Centre
- Faulkner Park
- Gym / Oval / Courts / Swimming Pool / Rowing Shed
- Off-Campus Location (including excursions, camps, Outdoor Ed)
- Playground or on School Grounds
- Other, Please Specify

**Additional Location Information \***

Please provide any specific information on where the incident occurred. e.g. Brock Room, 3/4 Classroom etc

**Incident - Who is/may be involved**

**Name of student / child involved \***

**Student Type \***

Please indicate if the student is a Day Student or a Boarder.

- Day Student
- Boarding Student

**Student's Grade \***

- |   |                                |
|---|--------------------------------|
| <input type="radio"/> Early Learning / Kindergarten | <input type="radio"/> Prep     |
| <input type="radio"/> Grade 1                       | <input type="radio"/> Grade 2  |
| <input type="radio"/> Grade 3                       | <input type="radio"/> Grade 4  |
| <input type="radio"/> Grade 5                       | <input type="radio"/> Grade 6  |
| <input type="radio"/> Grade 7                       | <input type="radio"/> Grade 8  |
| <input type="radio"/> Grade 9                       | <input type="radio"/> Grade 10 |
| <input type="radio"/> Grade 11                      | <input type="radio"/> Grade 12 |
| <input type="radio"/> I don't know                  |                                |

**Name of person involved \***

Please provide the name of the staff member, volunteer or community member who may have/has acted inappropriately

**What's the involved person's connection with the child? (e.g. teacher, coach, unknown etc)**

**Were there any witnesses?**

If yes, please provide the witness/es names and their contact details

- Yes
- No

## Incident Details

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**Please categorise the child safety / child protection concern \***

*Please select if appropriate*

- Physical abuse
- Neglect
- Sexual abuse
- Emotional / psychological abuse
- Grooming
- Breach of School's Child Protection Program

**Please describe the incident \***

*E.g. Please describe the incident including alleged perpetrator/s behavior, sighted injury or other indicators of abuse, conversations with the child. What were the circumstances? What did you see/hear?*

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**Action undertaken**

*Please describe the action undertaken*

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Submit

## Appendix 2.1 - Child Safety Concern or Child Protection Incident Form - Managerial Section

***The following questions are only visible and completed by the Child Protection Officer / Head of Campus or another member of Executive who is responsible for investigating the incident:***

### Managerial Section

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*The following questions must be answered by the person responsible for managing this notification.*

**Who from Launceston Grammar has been notified about this child safety concern / child protection incident?**

*Please select*

- Head of Campus
- Child Protection Officer
- Executive Director of School Services
- Headmaster
- Board / Board member
- ACF Coordinator
- Manager / Member of Executive
- Other, please specify

**Provide any advice Police have provided (if applicable)**

**Provide any advice the Advice and Referral Line have provided (if applicable)**

**Provide any advice ACF have provided (if applicable)**

---

**Submit**

## Appendix 3 - Categories of Child Safety Incidents

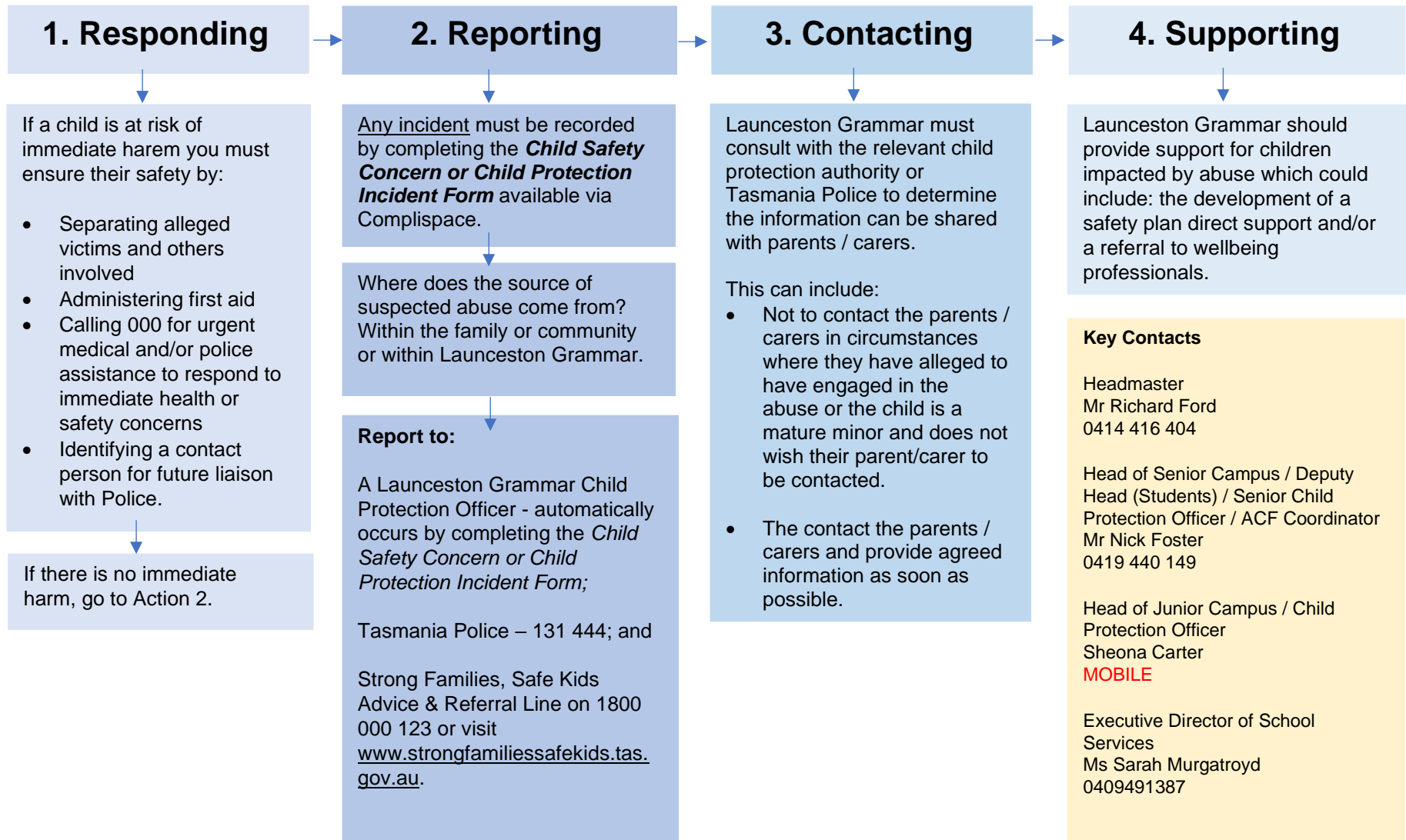
Incident Type	Description	Managed / escalated to
Minor Incident	<p>Events which cause or may cause minor physical stress and or emotional stress to staff or members of Launceston Grammar community.</p> <p>Near misses and minor breaches of professional standards or Staff Professional Code of Conduct that do not compromise the health and safety of Launceston Grammar’s students, including children and young people and staff.</p>	<p>Head of Campus / Child Protection Officers and Executive Director of School Services (where appropriate)</p> <p>Head of Campus / Child Protection Officers / Safeguarding Children Coordinator</p>
Moderate Incident	<p>Events which cause or are likely to cause physical stress or emotional distress to staff or members of Launceston Grammar community.</p> <p>Near misses and criminal behaviour or breaches of professional standards or agency policy (for example the Code of Conduct) by staff that may compromise the health and safety of clients / service users, including children and young people and staff.</p>	<p>Head of Campus / Child Protection Officers / Safeguarding Children Coordinator</p>
Critical Incident	<p>Criminal behaviour, breaches of professional standards or organisational policy (for example Code of Conduct) by staff that cause harm to or significantly compromise the health and safety of including client / service users, including children and young people and staff.</p> <p><b>For ACF Accreditation</b> A critical Incident, in relation to a child under the care Launceston Grammar (whether or not at the relevant time the child is on premises controlled by the School or is otherwise under the physical supervision of the School)</p>	<p>Heads of Campus / Child Protection Officer / Safeguarding Children Coordinator and Senior Executive</p>

Incident Type	Description	Managed / escalated to
	<p>includes the occurrence of any of the following events or any similar event:</p> <ul style="list-style-type: none"> <li>a. the child dies and: <ul style="list-style-type: none"> <li>i. abuse or neglect is known or suspected to be a factor in the death;</li> <li>ii. the death is, or appears to be, the result of suicide or accident;</li> <li>iii. the death is, or appears to be, the result of alleged murder, homicide, reckless conduct or an act of violence; or</li> </ul> </li> <li>b. the child is under statutory care;</li> </ul> <p>a child has not died but has sustained significant harm or is at risk of harm under the categories described in the relevant jurisdictional legislation of abuse and neglect;</p> <ul style="list-style-type: none"> <li>c. ACF notifies Launceston Grammar that a child has been, in the opinion of ACF, subjected to cumulative inaction or wrong action; or</li> <li>d. ACF notifies Launceston Grammar that an incident and or accumulation of incidents has occurred in relation to the child that, in ACF's opinion, gives rise to serious concerns about the adherence by Launceston Grammar, or any employee or contractor of Launceston Grammar, to any part of the Safeguarding Children Program (definition as per the ACF Accreditation Terms and Conditions Contract)</li> </ul>	<p>Possibly Critical Incident Response Team (CIRT Coordinator) and Board</p>



**You Must Take Action**  
As a volunteer/staff member at Launceston Grammar you play a critical role

## Appendix 4 - Responding to incidents – Four Critical Actions



## Appendix 4 - Incident Reporting Actions for Managers and Executives

