

# Flowchart for reporting child safety concerns, incidents and disclosures

## You Must Take Action

As a staff member / volunteer at The Friends' School, you play a critical role protecting children and young people.  
You must follow the four actions below

### 1 Responding

Is the student in immediate danger? If yes:

- Ensure immediate safety of child/student
- Call 000 for urgent police and/or medial support
- Follow Police advice

If there is no immediate harm, go to action (2)

### 2 Reporting

Any incident must be documented either through **SEQTA** (by teaching staff) or this **form** (volunteer and other).

Where does the source of suspected abuse come from?

Within the family or community

- Report to *Strong Families Safe Kids*
- Report to local police and
- Report to Deputy Principal and/or Heads of School

Within the organisation

- Report to the police
- Report to *Strong Families Safe Kids* as required
- Report to Deputy Principal and/or Heads of School who will report to Principal, Human Resources, Director of Business Affairs and/or School Board for appropriate follow-up with authorities and appropriate industrial procedures

### 3 Contacting

Consultation with *Strong Families Safe Kids* or local police to determine the information that can be shared with parents/guardians. The School will be guided by police regarding the process of investigating allegations of abuse/harm. This can include:

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

### 4 Supporting

Depending on the situation with direction from relevant authorities and family, the School will provide support for students impacted by abuse/harm, which could include:

- The development of a safety plan
- Direct support, and/or
- A referral to wellbeing professionals

#### Key Contacts

- Deputy Principal
  - Head of School - Years 11 & 12 (Clemes)
  - Co-Heads of High School
  - Head of School - Early Learning to Year 6
- [Click here](#) for contact information or call 03 6210 2200
- *Strong Families Safe Kids*: 1800 000 123
  - Police: 000 - or your local police station - 131 444