

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) and by contacting Strong Families Safe Kids

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
- Heads of School
- Deputy Heads of School
- Director of Wellbeing

[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
- Office of the Independent Regulator: 1800 754 728