

1 Disclosure/Witness Incident

2 If an Emergency call (000) or if Child is at Immediate Risk

3 Contact Principal and/or Director of Wellbeing

4 Make Report

Make Report to VIC Police/DHHS (Supported & guided by Principal or Director of Wellbeing)
All reports relating to sexual abuse must be reported to VIC Police and Principal must action Reportable Conduct Scheme Requirements if involving an employee

5 Complete Incident Report Form

Located in Cirrus – Student Culture – Wellbeing – VLC Child Safe – Incident Report Form
A) DO NOT SAVE to your Desktop/PC
B) Once completed, print and keep secure until given to the Principal or Director of Wellbeing

If this report involves an employee, a copy of completed report must go to the Principal
If the report involves the Principal a copy of completed report must go to the College Chair

6 Give completed Incident Report Form to Director of Wellbeing

7 Follow up by Director of Wellbeing

Director of Wellbeing to complete any follow up from Incident Report Form (Office use section)

8 Secure Records

Director of Wellbeing to give Incident Report Form to Principal to store with Child Protection Incident Report Register in lockable location (Principal Access Only)

Principal to action Reportable Conduct Scheme via CCYP within 3 days
If the report involves the Principal, College Chair needs to action

9 Child Protection Incident Report Register

Director of Wellbeing to meet fortnightly with Principal to review Child Protection Incident Report Register