

Child Protection

Protocols Regarding the Handling of Sensitive, Critical and Child Protection Incidents Involving Students

1. Background

For allegations against **staff members** and **adults** please refer to the [Leibler Yavneh College Conducting Investigations into Allegations of Abuse Policy](#) .

Whenever there are Child Protection concerns, the first priority is always the child's safety and wellbeing. Please read this policy in conjunction with the College Child Protection and Mandatory Reporting Policies.

2. Protocols

Once a sensitive, critical or child protection incident involving students has been identified, the following process is to be followed;

1. Ensure the child's safety & wellbeing is the first priority
2. The Head of the relevant section of the College must be informed immediately (Head of ELC, Head of Primary, Head of Secondary)
3. Thereafter, the College Principal must be informed directly. If the College Principal is unavailable, the Deputy Principal must be contacted.
Note: contact with the above people is of paramount importance and all meetings, classes or appointments should be interrupted to ensure prompt communication with the relevant members of the Leadership Team
4. The College Principal will inform the College Chair (confidentially) if necessary and contact Child FIRST/Orange Door or the Department of Families, Fairness & Housing (DFFH) Child Protection.
5. In the event of there being no Leadership Team member to contact the parent (within an hour of the incident occurring or being reported) the teacher should make contact with the parent/s to inform them of the incident. Parental contact over sensitive, critical or Child Protection issues should never be via e-mail alone.
6. The Head of Section and / or the College Principal will initiate contact with the parent/s. In the case of divorced parents, both parents need to be contacted unless specific court orders or other legal arrangements are in place.
7. Contact with parents in regards to these critical matters should be 24/6, excluding Shabbat but including Sunday, if necessary.
8. File notes of all relevant incidents and any follow up conversations or observations should be written and provided to the College Principal or their delegated Leadership Team member.

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9. The relevant staff member/s must provide the College Principal or their delegated Leadership Team member with a written file note of the incident and any subsequent conversations including the following information;

Date	Child Involved	Summary of Incident	People Involved	Action thus far

This information also needs to be filed in the College’s Centralised notification and Disclosures of Critical Incidents Register, located with the EA to Principal & Head of Administration & recorded as a Level 3 Chronicle in Compass.

10. All relevant letters on behalf of the College need to be sent by or approved by the College Principal
11. At the conclusion of an investigation, a debriefing needs to be conducted with all stakeholders in order to ascertain further improvements in procedures and protocols.
12. The College offers appropriate counseling and psychological support to any staff member involved in sensitive Child Protection matters.
13. In complying with the Child Safe Standards, the College is mindful of the diversity of students and school communities and applies the following inclusion principles as part of each standard:
- Promoting the cultural safety of Aboriginal and Torres Strait Islander children
 - Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds (CaLD)
 - Promoting the safety of children with a disability

3. Related legislation

- *Children, Youth and Families Act 2005* - Sections 183/184
- *Crimes Act 1958*
- *Education and Training Reform Act 2006*
- *Victorian Institute of Teaching Act 2001*

4. Related Policies

- [Leibler Yavneh College Child Protection Policy](#)
- [Leibler Yavneh College Conducting Investigations into Allegations of Abuse Policy](#)
- [Leibler Yavneh College Positive Relationships Policy](#)
- Child Safety Commitment

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