

All mandatory reporters must make a report to the Department of Families, Fairness and Housing (DFFH) Child Protection as soon as practicable if, during the course of carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that:

4.7 a child has suffered, or is likel(C)18(h)18(i)22(l)43h G[96 0 597 843 reW\*nBT/F2 11.04 Tf1 0 0 1 196.97 634.54 Tm0





4.26 where the information has already been disclosed, for example, through a mandatory report to the Police and DFFH Child Protection.

For more information about this reporting obligation; Failure to Disclose Offence

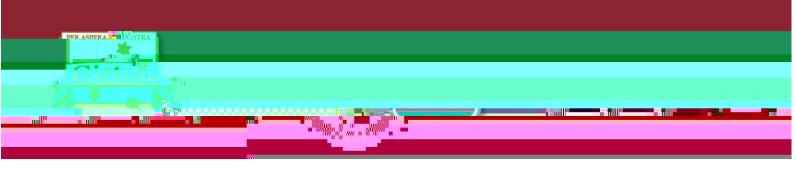
- 4.28 The offence applies where an adult communicates, by words or conduct, with a child under the age of 16 years or with a person who has care, supervision or authority for the child groomer or another adult.
- 4.29 Grooming does not necessarily involve any sexual activity or even discussion of sexual activity for example, it may only involve establishing a relationship with the child, parent or carer for the purpose of facilitating sexual activity at a later time.
- 4.30 The sexual conduct must constitute an indictable sexual offence. This includes offences such as sexual penetration of a child, indecent assault and indecent act in the presence of a child. It does not include summary offences.
- 4.31 Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer.

For more information about this offence and



## 5. Reporting Concerns

Our Child Protection Program provides detailed guidance for members of the Board of Directors, staffand Direct Contact Volunteers as to how to identify key risk indicators of child abuse and 000088968





In conjunction with the Wellbeing Team, instigate strategies to make people (adults and children) feel safe and comfortable in reporting suspected abuse

Ensure that avenues for reporting incidents or concerns are accessible for families and children e.g. on the website and the

Internal Port Reso



## 6. Record keeping, confidentiality and privacy

Any time a report needs to be made to Child Protection or Victoria Police, a PROTECT report template must be completed. <a href="PROTECT-Recording-your Actions">PROTECT-Recording-your Actions</a> This template includes all important information that can be referred back to at any time. All details concerning the disclosure or observation must be included, even if highly sensitive. Due to the often confidential nature of these documents, they are stored with the Principal and delegates.

Please also refer to Girton Grammar Privacy Policy

## 7. Further Guidance

Failure to Disclose Offence
Failure to Protect Offence
Four Oritical Actions for Schools
Protecting Children - Reporting and Other Legal Obligations
Girton Grammar Privacy Policy