



Child Safety Policy Reporting and Responding

Reporting and Responding

St Francis Xavier Primary School records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct, and stores the records in accordance with security and privacy requirements. St Francis Xavier Primary School complies with legal obligations that relate to managing the risk of child abuse under the *Children, Youth and Families Act 2005* (Vic.), the *Crimes Act 1958* (Vic.) and the recommendations of the [Betrayal of Trust](#) report.

Child protection reporting obligations fall under separate pieces of legislation with differing reporting requirements.

St Francis Xavier Primary School's [Child Protection – Reporting Obligations Policy](#) updated on 27th August 2018, sets out the actions required under the relevant legislation when there is a reasonable belief that a child at our school is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

Our policy assists staff, volunteers and families to:

- identify the indicators of a child or young person who may be in need of protection
- understand how a 'reasonable belief' is formed
- make a report of a child or young person who may be in need of protection
- comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.

St Francis Xavier Primary School has also established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a student.

At St Francis Xavier Primary School if any member of our school community has concerns for a child's safety, they need to discuss and report this to the school principal or the child protection officer.

If either the principal or child protection officer are not available and the matter is urgent. then it should be reported to a staff member (All staff members are obliged to assist with child safety).

The principal, child protection officer or staff member will follow the step-by-step guide to making a report as outlined in [PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#)

St Francis Xavier Primary School complaints and disclosure processes are outlined and detailed in the following policies and procedures:

- St Francis Xavier Primary School Complaints and Grievance policy
- St Francis Xavier Primary School Pastoral Care Policy

- St Francis Xavier Primary School Child Safety: Reporting Obligations
- St Francis Xavier Primary School Mandatory Reporting
- St Francis Xavier Primary School Child Safe Policy