Child Safety Reporting Procedure

This procedure provides mandatory, step-by-step guidance for identifying and responding to any allegation, complaint, disclosure, incident or concern that a child or young person has been, is being, or is at risk of being abused or harmed.

Juniper College follows the Victorian Government's PROTECT Four Critical Actions: Identify, Report, Support and Refer. The actions required depend on whether the suspected source of abuse is an adult engaged by Juniper College, another student, a person within the child's family or a person within the community.

The safety and wellbeing of the child or young person must remain the first priority. Staff must respond to emergencies immediately, make all required reports without delay, preserve relevant evidence and document every action taken. Internal reporting does not replace or delay an individual's legal obligation to report to an external authority.

Scope

This procedure applies to all Juniper College employees, including teachers, wellbeing staff, learning support officers and administrative and support staff, as well as volunteers, contractors, external providers, School Council members, the Foundation Learning Centre Board and students on placement. It applies in all physical and online environments connected with Juniper College, including College campuses and offices, digital platforms and online learning environments, excursions and camps, College-arranged transport, community-based learning, VET and Structured Workplace Learning placements, and any other school-endorsed activity or location.

The procedure also applies where relevant conduct by an adult engaged by Juniper College occurs outside the College environment or the person's ordinary work duties. It applies to concerns involving a person under 18 years of age. Where an enrolled student is 18 years or older, staff must still respond in accordance with applicable duty-of-care, criminal, family violence, wellbeing, complaints and information-sharing requirements and seek advice regarding the appropriate reporting pathway.

Roles and responsibilities relating to child safety are outlined in the Juniper College Child Safety and Wellbeing Policy. This procedure focuses on the actions required when responding to a concern, disclosure, allegation or suspicion of child abuse or harm.

Definitions

- **Adult engaged by Juniper College:** An employee, volunteer, contractor, labour-hire worker, allied health provider, placement student, Foundation Learning Centre Board member, School Council member, office holder, other person involved in the governance of Juniper College, or any other adult engaged to provide services for or on behalf of Juniper College.
- **Board Chair:** The Chair of the Foundation Learning Centre Board or, where the Chair is implicated, unavailable or affected by an actual, potential or perceived conflict of interest, another appropriately authorised and non-conflicted Board member.
- **Child or young person:** A person under 18 years of age.
- **Child Safety Officer:** The Deputy Principal, who coordinates Juniper College's internal response to child safety concerns.
- **Foundation Learning Centre Board:** The proprietor and governing authority of Juniper College and the overall custodian and approval authority for the College's child safety policy framework.
- **Head of Organisation:** The person formally nominated by Juniper College to fulfil the obligations of the Head of Organisation under the Reportable Conduct Scheme.
- **Reasonable belief:** A belief based on facts that would lead a reasonable person to believe that abuse or reportable conduct may have occurred. A reasonable belief does not require proof or certainty.
- Different legal reporting obligations may apply different reporting thresholds. Staff should seek advice when uncertain but must not delay an urgent response or required report.
- **Reportable allegation:** An allegation about an adult worker or volunteer for which a reasonable belief has been formed that reportable conduct may have occurred.
- **Reportable conduct:** Reportable conduct includes:
  - a sexual offence committed against, with or in the presence of a child;
  - sexual misconduct committed against, with or in the presence of a child;
  - physical violence committed against, with or in the presence of a child;
  - behaviour that causes significant emotional or psychological harm to a child; or
  - significant neglect of a child.

Guiding principles

When responding to child safety concerns, everyone covered by this procedure must:

- act immediately without waiting for proof, complete information, internal permission or completion of a form;
- listen to the child and take their views and concerns seriously;

- respond in a culturally safe, trauma-informed, age-appropriate and disability-responsive manner;
- make all reports required by the circumstances;
- recognise that reporting to one authority does not necessarily satisfy an obligation to report to another;
- not investigate the matter, confront an alleged perpetrator or ask leading or repeated questions;
- protect privacy while recognising that confidentiality and privacy must not prevent lawful reporting or information sharing necessary to protect a child;
- record all observations, disclosures, decisions, advice and actions promptly, accurately and factually; and
- continue to assess risk and repeat or escalate actions when new information emerges or circumstances change.

When to use this procedure

This procedure must be followed whenever a person:

- observes indicators of abuse, neglect, grooming or family violence;
- receives a disclosure from a child or another person;
- becomes aware of an allegation, complaint, incident or concern;
- forms a reasonable belief that a child may be at risk of abuse or significant harm;
- observes concerning behaviour by an adult or another student;
- becomes aware of suspected harmful sexual behaviour;
- becomes aware of online grooming, exploitation, intimate-image abuse or sextortion;
- becomes aware of an allegation involving an employee, volunteer, contractor or other adult engaged by the College; or
- is uncertain about a situation and requires advice.

When in doubt, staff must follow this procedure and seek advice without delaying any immediate safety action or external report.

Immediate Requirements Applying in Every Case

Respond to an Emergency

If a child is at immediate risk, staff must:

1. Take reasonable steps to separate the child from immediate danger without placing themselves or others at unreasonable risk.
2. Call 000 if there is immediate danger, a serious injury or an urgent need for Police or ambulance attendance.
3. Administer first aid within the limits of their training.
4. Notify the Deputy Principal (Child Safety Officer) or Principal as soon as practicable after emergency action has commenced.
5. Continue to assess safety and follow the directions of emergency services.

Respond to a Disclosure

When a child makes a disclosure, staff must:

- remain calm and listen;
- allow the child to use their own words;
- acknowledge the child and explain that they did the right thing by speaking up;
- reassure the child that the abuse or harm is not their fault;
- not promise secrecy or absolute confidentiality;
- explain that the information will need to be shared with people who can help keep them safe;
- use only open prompts necessary to clarify immediate safety, such as 'Tell me what happened' or 'What happened next?';
- not ask leading, suggestive, repeated or investigative questions;
- not require the child to repeat the disclosure unnecessarily; and
- record the child's words as accurately as possible, including the date, time, location and people present.

Preserve Evidence

Staff must:

- leave an incident location undisturbed unless action is required to protect someone or provide first aid;
- not delete, alter, forward unnecessarily or annotate potential evidence;
- preserve relevant devices, messages, emails, images, CCTV footage, documents, clothing and other potential evidence;
- secure potential evidence and restrict access to authorised people; and
- follow any directions provided by Victoria Police.

Where suspected criminal conduct has been reported to Victoria Police, Juniper College must not commence an internal investigation until Police have provided clearance.

Determine the Most Likely Source of Abuse

The response followed must reflect the most likely source of abuse.

The four source-specific pathways are:

1. Abuse by an adult engaged by Juniper College.
2. Student-to-student abuse.
3. Abuse within the child's family.
4. Abuse within the community.

If the source is unclear, changes or involves more than one source, staff must follow every relevant pathway. Reporting must not be delayed while determining which pathway applies.

The PROTECT Four Critical Actions

Action 1: Identify

Staff must:

- recognise physical, behavioural, emotional, relational and online indicators of abuse, grooming, neglect and family violence;
- consider the child's communication style, disability, culture, identity, age, developmental stage and possible barriers to disclosure;
- listen to and take seriously any allegation, complaint, disclosure, incident or concern;
- document what was seen, heard or disclosed;
- record the factual basis for the concern or reasonable belief;
- avoid requiring the child to repeat a disclosure unnecessarily; and
- determine the most likely source of abuse and commence the corresponding source-specific pathway.

Action 2: Report

Staff must make every report required by the circumstances.

A report to Victoria Police does not replace a report to DFFH Child Protection or the Social Services Regulator. Similarly, an internal report to Juniper College does not replace an external report.

Staff must not assume another person has reported unless this has been confirmed and documented.

Victoria Police

Victoria Police must be contacted when:

- a child is in immediate danger;
- a crime against a child may have been committed;
- there is suspected physical or sexual assault or abuse;
- there is suspected grooming;
- there is threatening behaviour;
- intimate images or videos have been shared unlawfully; or
- sextortion or another online sexual offence may have occurred.

Call:

- 000 for emergencies; or
- 131 444 or the local police station for non-emergency situations.

Where suspected criminal conduct is also a reportable allegation, both Victoria Police and the Social Services Regulator must be notified.

DFFH Child Protection

Mandatory reporters must make a report to DFFH Child Protection as soon as practicable after forming a belief on reasonable grounds that:

- a child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse; and
- the child's parents have not protected, or are unlikely to protect, the child from that harm.

A mandatory reporter must make their own report. The obligation cannot be transferred to a manager, the Child Safety Officer or another colleague. Any person may make a report to DFFH Child Protection where they have significant concerns about a child's safety, abuse, neglect or wellbeing. A further report must be made whenever new reasonable grounds arise, even if a previous report has already been made.

Social Services Regulator – Reportable Conduct Scheme

Any allegation, complaint, disclosure or concern that an adult engaged by Juniper College may have engaged in reportable conduct must be reported immediately to the Principal and the nominated Head of Organisation.

The Head of Organisation must:

- notify the Social Services Regulator within three business days of becoming aware of a reportable allegation;
- provide more detailed information about the allegation to the Social Services Regulator as soon as practicable and within 30 calendar days;
- ensure an appropriate investigation is conducted;
- provide required updates, investigation outcomes and proposed actions to the Social Services Regulator; and
- comply with any directions or requests from the Social Services Regulator.

If the allegation concerns the Principal or nominated Head of Organisation, it must be reported directly to the Chair of the Foundation Learning Centre Board. The Board Chair must promptly contact the Social Services Regulator for advice and ensure the matter is not referred back to a person implicated in the allegation.

If the Board Chair is implicated, unavailable or affected by an actual, potential or perceived conflict of interest, the matter must be referred to another appropriately authorised and non-conflicted Board member. Advice must be sought promptly from the Social Services Regulator regarding the appropriate reporting and management arrangements.

A Reportable Conduct Scheme notification does not replace reporting to Victoria Police, DFFH Child Protection, the Victorian Institute of Teaching or another authority.

Other Authorities

Depending on the circumstances, Juniper College may also need to:

- notify the Victorian Institute of Teaching where employer notification obligations relating to a registered teacher are triggered;
- notify or seek advice from the Victorian Registration and Qualifications Authority in relation to a significant child safety incident;

- comply with any other statutory, regulatory, registration or professional notification obligation; and
- seek advice from Independent Schools Victoria.

Seeking internal, professional or legal advice must not delay an external report.

Action 3: Support

Juniper College must ensure immediate and ongoing support for all affected students.

Support may include:

- ensuring immediate physical and emotional safety;
- asking the student what support they want;
- involving the student in decisions where safe and appropriate;
- appointing a trusted staff contact;
- arranging regular wellbeing check-ins;
- developing or updating an individual safety, wellbeing, learning, behaviour or risk-management plan;
- making reasonable adjustments to learning, attendance, communication, environment and supervision;
- reducing or preventing unnecessary contact between affected students;
- preventing contact between a student and an alleged adult perpetrator;
- increasing supervision;
- modifying class, break-time, arrival, departure, transport or off-site arrangements;
- supporting the student's cultural safety, identity, disability and communication needs; and
- monitoring wellbeing, attendance, participation and emerging or cumulative risk for as long as necessary.

In student-to-student matters, Juniper College must provide appropriate support to:

- the student who experienced the alleged abuse;
- the student alleged to have caused the harm; and
- other students who may have been affected.

Supporting a student alleged to have caused harm does not diminish the rights, safety or needs of the student who experienced the alleged abuse.

Action 4: Refer

Juniper College must consider appropriate internal and external referrals.

In consultation with the child and, where safe and appropriate, their parent or carer, referrals may include:

- medical or mental health services;
- specialist sexual assault services;
- specialist harmful sexual behaviour services;
- family violence services;
- The Orange Door;
- Child and Family Services;
- Aboriginal Community Controlled Organisations;
- disability-specific services;
- multicultural or settlement services;
- LGBTIQA+ support services;
- legal or advocacy services; and
- other services appropriate to the child's needs.

For family violence concerns, Juniper College must consider its responsibilities under MARAM, the Child Information Sharing Scheme and the Family Violence Information Sharing Scheme.

All referrals, consent or other lawful authority, declined services, follow-up responsibilities and review dates must be documented.

Support and referral may occur at the same time and must continue after the initial report.

Source Specific Reporting Pathways

Pathway 1: Abuse by an Adult Engaged by Juniper College

Staff must:

1. Ensure the child's immediate safety and call 000 if required.
2. Preserve potential evidence.
3. Report suspected criminal conduct to Victoria Police.
4. Notify the Principal, Deputy Principal (Child Safety Officer) and nominated Head of Organisation immediately.
5. Not notify, confront or seek information from the alleged adult.

6. Make any separate DFFH Child Protection report required by the circumstances.
7. Ensure the Head of Organisation assesses whether the reasonable-belief threshold for a reportable allegation is met.
8. Ensure the Head of Organisation notifies the Social Services Regulator within three business days and provides detailed information within 30 calendar days.
9. Make any required VIT, VRQA or other regulatory notification.
10. Obtain Victoria Police clearance before commencing an internal investigation where suspected criminal conduct is involved.
11. Implement immediate workplace and child-safety risk controls without prejudging the allegation.
12. Obtain Victoria Police clearance before contacting parents or carers where Police are involved.
13. Contact parents or carers as soon as it is safe and appropriate, ideally on the same day.
14. Complete the PROTECT Adult engaged by an independent school template.
15. Implement and document ongoing support, safety and referral arrangements.

Pathway 2: Student-to-Student Abuse

Staff must:

1. Ensure the immediate safety of all students and call 000 if required.
2. Separate students where necessary to prevent further harm.
3. Preserve potential evidence.
4. Report suspected criminal conduct to Victoria Police.
5. Make a DFFH Child Protection report where the statutory threshold is met, including where a parent is unable or unwilling to protect the child.
6. Notify the Deputy Principal (Child Safety Officer) and Principal.
7. Contact the parents or carers of affected students only when it is safe, appropriate and consistent with Police or DFFH advice.
8. Complete the PROTECT Student-to-student abuse template.
9. Develop separate and individualised safety and support arrangements for the student who experienced harm, the student alleged to have caused harm and other affected students.
10. Consider referral to a specialist harmful sexual behaviour service where relevant.
11. Continue to monitor the wellbeing and safety of all affected students.

Suspected student-to-student abuse must not be treated solely as a behaviour-management or disciplinary matter.

Where student-to-student abuse occurs within an intimate partner or sibling relationship and meets the definition of family violence, staff must also follow the family abuse pathway.

Pathway 3: Abuse Within the Family

Staff must:

1. Ensure the child's immediate safety and call 000 if there is immediate danger.
2. Report to DFFH Child Protection where the reporting threshold is met.
3. Ensure mandatory reporters make their own reports.
4. Report suspected criminal conduct to Victoria Police.
5. Notify the Deputy Principal (Child Safety Officer) or Principal without delaying external reports.
6. Not contact an alleged family perpetrator.
7. Not contact a parent or carer if doing so may increase risk, compromise an investigation or conflict with Police or DFFH direction.
8. Complete the PROTECT In the family template.
9. Consider family violence risk, MARAM responsibilities, CISS and FVISS information sharing and referral to The Orange Door or another specialist service.
10. Develop continuing safety, learning, attendance and wellbeing supports with the child and relevant agencies.

Pathway 4: Abuse Within the Community

Staff must:

1. Ensure the child's immediate safety and call 000 if required.
2. Preserve potential evidence.
3. Report suspected criminal conduct to Victoria Police.
4. Make a DFFH Child Protection report where the statutory threshold is met or a parent or carer is unable or unwilling to protect the child.
5. Notify the Deputy Principal (Child Safety Officer) or Principal without delaying external reporting.
6. Obtain advice or clearance before parent or carer contact where Victoria Police or DFFH are involved.
7. Complete the PROTECT In the community template.
8. Implement ongoing support, safety planning and referrals.
9. Consider measures to protect the child from continued online, physical or community contact.

Internal Reporting Pathway

All staff must report child safety concerns promptly to the Deputy Principal (Child Safety Officer).

If the Deputy Principal is unavailable, the concern must be reported to the Principal or relevant Head of Campus.

Where a concern involves an adult engaged by Juniper College, it must be reported to the Principal, Deputy Principal and nominated Head of Organisation only, unless one of those people is implicated.

Where a concern involves the Principal or nominated Head of Organisation, it must be reported directly to the Chair of the Foundation Learning Centre Board. The Board Chair must promptly contact the Social Services Regulator for advice and ensure the matter is not referred back to a person implicated in the allegation.

If the Board Chair is implicated, unavailable or affected by an actual, potential or perceived conflict of interest, the matter must be referred to another appropriately authorised and non-conflicted Board member. Advice must be sought promptly from the Social Services Regulator regarding the appropriate reporting and management arrangements.

Information must be restricted to people who require it to protect the child, fulfil a legal obligation or manage the organisational response.

Internal reporting must occur after or alongside any urgent external report. It must never delay reporting to Victoria Police, DFFH Child Protection or another authority.

Contacting Parents and Carers

The Principal or Deputy Principal (Child Safety Officer) will coordinate parent or carer contact.

Before contacting a parent or carer, Juniper College must consider:

- the child's views;
- immediate and cumulative risk;
- whether the parent or carer is alleged to have caused the harm;
- whether contact could place the child or another person at increased risk;
- whether contact could compromise an investigation;
- whether the young person is living independently;

- privacy and information-sharing requirements; and
- advice from Victoria Police or DFFH Child Protection.

Where Victoria Police are involved, Police clearance must be obtained before contacting parents or carers.

Where DFFH Child Protection is involved, Juniper College must follow DFFH advice about whether, when and how contact occurs.

When safe and appropriate, parents or carers should be contacted as soon as possible, ideally on the same day.

The date, time, method, participants, advice received and information provided must be documented.

Documentation and Use of the Four PROTECT Templates

Juniper College adopts the following four source-specific PROTECT templates as its preferred records for responding to suspected child abuse:

- Adult engaged by an independent school template;
- Student-to-student abuse template;
- In the family template; and
- In the community template.

The templates are documentation tools. They do not replace the Four Critical Actions and must never delay emergency action, an external report or immediate support.

The person who first observes or receives the concern must make contemporaneous notes. The appropriate PROTECT template must then be completed with support from the Deputy Principal (Child Safety Officer).

Records must include:

- the child's words as accurately as possible;
- observations;
- dates, times and locations;
- people present;
- the factual basis for the concern or reasonable belief;

- the distinction between fact, observation, direct quotation, professional opinion and information received from another person;
- each authority contacted;
- the date and time of each report;
- the name of the person spoken to;
- report or reference numbers;
- advice provided;
- internal notifications;
- decisions about contacting parents or carers;
- immediate safety measures;
- support and referrals;
- review dates; and
- any changes in circumstances.

Decisions not to make a particular report must also be documented, including the reasons and any advice obtained.

Original notes must not be deleted, overwritten or retrospectively altered. Later information must be recorded as a dated addendum.

Record Security and Retention

Child safety records must:

- be stored securely;
- be protected from unauthorised disclosure, alteration, loss or destruction;
- have access restricted to authorised people with a legitimate child-safety, legal, governance or regulatory need;
- be stored separately from general student or personnel records where necessary to maintain restricted access;
- be retained in accordance with applicable Victorian recordkeeping, privacy, education and limitation requirements and the College's records-management schedule; and
- be preserved where litigation, investigation, regulatory action or a complaint is anticipated or underway.

All completed PROTECT templates, contemporaneous notes, reports, correspondence and support records must be submitted promptly to the Deputy Principal (Child Safety Officer) or Principal for secure storage.

Information Sharing and Confidentiality

Information may be shared without consent when authorised or required by law to:

- promote a child's safety or wellbeing;
- assess or manage family violence risk;
- make a mandatory report;
- make a Reportable Conduct Scheme notification;
- assist Victoria Police;
- comply with a regulatory or professional obligation; or
- fulfil another lawful child-safety purpose.

Information may be shared with:

- Victoria Police;
- DFFH Child Protection;
- the Social Services Regulator;
- the Victorian Registration and Qualifications Authority;
- the Victorian Institute of Teaching;
- The Orange Door;
- Child and Family Services;
- authorised CISS or FVISS information-sharing entities; and
- medical, therapeutic or support services where consent or another lawful basis applies.

Only information that is relevant and necessary should be shared, and secure communication channels must be used.

Confidentiality must not be promised to a child. Child safety information must not be discussed with unauthorised colleagues, students, families or community members.

Ongoing Monitoring and Review

The Deputy Principal (Child Safety Officer) will:

- maintain oversight of the response;
- allocate actions and responsibilities;
- establish review dates;
- monitor implementation of safety and support arrangements;

- confirm completion of referrals and follow-up actions; and
- ensure records are complete and securely stored.

Risk and support plans must be reviewed when:

- new information emerges;
- circumstances change;
- an authority provides new advice;
- a student returns to the College;
- contact arrangements change; or
- further safety or wellbeing concerns arise.

Further external reports must be made whenever new reasonable grounds arise.

Following a significant child safety incident, the Principal must arrange an organisational child safety review covering relevant systems, risks, supervision, policy implementation, training and communication.

The review must not interfere with a Victoria Police, regulatory or workplace investigation.

Identified improvements must be documented, allocated and implemented, with progress and outcomes reported through appropriately de-identified governance reporting to the Foundation Learning Centre Board and, where appropriate, the Juniper College School Council.

What Staff Must Not Do

Staff must not:

- promise secrecy or absolute confidentiality;
- investigate the allegation themselves;
- confront the alleged perpetrator;
- mediate between affected parties;
- ask leading, repeated or unnecessary questions;
- require the child to repeat a disclosure unnecessarily;
- delay reporting to obtain proof, managerial approval or a completed form;
- assume another person has reported without confirming this;
- contact parents or carers contrary to Victoria Police or DFFH advice;
- contact parents or carers where doing so may create additional risk;

- commence an internal investigation into suspected criminal conduct before Police clearance;
- delete, alter, embellish or circulate records or potential evidence;
- discuss the matter with unauthorised people; or
- retaliate against, disadvantage or attempt to silence a child or person who raises a concern.

Responsibilities

All Adults Covered by This Procedure

All adults must:

- recognise and respond to concerns;
- ensure immediate safety;
- make their own mandatory or criminal reports where required;
- complete internal notification requirements;
- preserve evidence;
- document concerns and actions;
- maintain appropriate confidentiality; and
- support the child.

Deputy Principal – Child Safety Officer

The Deputy Principal will:

- coordinate Juniper College's internal response;
- support completion of the appropriate source-specific PROTECT template;
- coordinate safety and support planning;
- coordinate referrals and follow-up;
- maintain secure records;
- provide guidance to staff; and
- escalate matters to the Principal and nominated Head of Organisation.

Principal

The Principal will:

- ensure an appropriate organisational response;
- ensure immediate risks are managed;
- coordinate liaison with authorities;

- oversee parent or carer communication;
- ensure appropriately de-identified governance reporting is provided to the Foundation Learning Centre Board and, where appropriate, the Juniper College School Council; and
- fulfil the duties of the Head of Organisation only if formally nominated to that role.

Head of Organisation

The nominated Head of Organisation will:

- notify the Social Services Regulator within three business days;
- provide detailed information within 30 calendar days;
- ensure required investigations are conducted;
- provide updates, outcomes and actions to the Social Services Regulator; and
- ensure Juniper College maintains the systems required by the Reportable Conduct Scheme.

Heads of Campus

Heads of Campus will:

- support immediate safety and supervision;
- assist with local implementation of safety and support plans;
- escalate concerns promptly; and
- understand that their involvement does not replace external reporting or Head of Organisation obligations.

Chair of the Foundation Learning Centre Board

The Chair of the Foundation Learning Centre Board will:

- receive allegations involving the Principal or nominated Head of Organisation;
- ensure the matter is not referred back to a person implicated in the allegation;
- promptly seek advice from and liaise with the Social Services Regulator or other relevant authorities;
- obtain independent legal or professional advice where required;
- identify and appropriately manage any actual, potential or perceived conflict of interest;
- ensure all applicable reporting, investigation and governance obligations are met; and
- report appropriately to the Foundation Learning Centre Board while protecting confidentiality and procedural fairness.

- If the Chair of the Foundation Learning Centre Board is implicated, unavailable or affected by an actual, potential or perceived conflict of interest, the matter must be referred to another appropriately authorised and non-conflicted Board member. Advice must be sought promptly from the Social Services Regulator regarding the appropriate reporting and management arrangements.

Juniper College School Council

The Juniper College School Council will receive appropriately de-identified child safety governance reporting and support monitoring and continuous improvement within the responsibilities delegated to it by the Foundation Learning Centre Board.

Communication and Training

This procedure will be:

- introduced to employees, volunteers, contractors and students on placement during induction;
- reinforced through annual child safety training;
- members of the Foundation Learning Centre Board and Juniper College School Council will receive child safety training and information appropriate to their governance responsibilities at least annually;
- reinforced whenever substantive changes are made;
- included in the Juniper College Staff Handbook;
- made available through the College's staff intranet;
- supported by current independent-school PROTECT reference sheets and templates;
- communicated to students and families in accessible and age-appropriate ways; and
- referenced in relevant recruitment, contracting, procurement, volunteer and placement processes.

Training must cover:

- indicators of abuse and grooming;
- responding to disclosures;
- identifying the source of abuse;
- the Four Critical Actions;
- mandatory reporting;
- reporting suspected crimes;
- the Reportable Conduct Scheme;
- the four source-specific templates;

- preserving evidence;
- information sharing;
- contacting parents and carers; and
- internal investigation boundaries.

Staff must acknowledge that they have read and understood this procedure on commencement, annually and whenever substantive amendments are made.

Related Policies and Procedures

This procedure forms part of Juniper College's child safety framework and must be read and applied in conjunction with the following internal policies, procedures and codes:

- Juniper College Child Safety and Wellbeing Policy
- MARAM Family-violence-identification-tool.docx
- Juniper College Child Safe Code of Conduct
- Juniper College Online Safety and Digital Technologies Policy;
- Juniper College Privacy, Cybersecurity and Generative AI Policy
- Juniper College Harassment, Bullying, including Cyberbullying, and Victimisation Policy;
- Juniper College Disability, Inclusion and Reasonable Adjustments Policy;
- Juniper College Access, Equity, Integration and Cultural Diversity Policy;

Other Related Documents

This procedure has been developed with reference to the following external guidance, frameworks and resources, which inform Juniper College's internal child safety reporting, documentation, information-sharing and response processes:

- Victorian Government PROTECT Four Critical Actions for Schools;
- Adult engaged by an independent school PROTECT reference sheet and template;
- Student-to-student abuse PROTECT reference sheet and template;
- In the family PROTECT reference sheet and template;
- In the community PROTECT reference sheet and template;
- Social Services Regulator Reportable Conduct Scheme guidance;
- Child Information Sharing Scheme guidance;
- Family Violence Information Sharing Scheme guidance;
- MARAM Framework and family violence guidance; and
- Independent Schools Victoria child safety advice and resources.

Procedure Status and Review

The Foundation Learning Centre Board is the overall custodian and approval authority for this Procedure.

The Principal is responsible for ensuring that the Procedure is implemented, communicated and reviewed at least annually, and earlier where required following a significant child safety incident, legislative or regulatory change, identified control failure or emerging risk.

The Principal will submit proposed substantive amendments to the Foundation Learning Centre Board for approval. The Juniper College School Council may review and recommend amendments within its delegated governance role, but final approval rests with the Foundation Learning Centre Board.

Procedure History

Version	Date approved	Changes made	Approved by	Next review date
1.1	20th November 2023	Moores	FLC Board	March 2025
1.2	23rd April 2025	Julie Young/Micah Jones	Juniper College School Council	April 2026
1.3	December 2025	Micah Jones	Juniper College School Council	December 2025
1.4	August 2026	Micah Jones Established the Foundation Learning Centre Board as the overall custodian and approval authority for the Child Safety Reporting Procedure; clarified Board, School Council and escalation responsibilities.	Juniper College School Council	August 2027