



GEELONG GRAMMAR SCHOOL
An Anglican School for girls and boys.

Mandatory Reporting of Child Abuse GGS Policy

Step 1

Individual teachers should make observations and keep detailed notes of dates and the concerns that exist which have led them to form the belief that a report may be necessary. It may assist teachers to think in terms of reporting a behaviour or a series of behaviours and concerns rather than reporting an individual family.

Step 2

These concerns should be discussed, in the first instance, with the Head of Campus. The purpose of this contact is for the Head of Campus to listen to the teacher's concerns and provide personal support in what could be a traumatic situation for the staff member concerned.

Step 3

After such internal discussions as may be appropriate, it is usual that the teacher who formed the belief would report to Child Protection Services. However, it is possible that, as a result of discussion with others in the school, it becomes clear that several teachers share the same belief. It is then possible and legal, that one nominated person may report to Child Protection Services on behalf of those teachers. This process would need to be well documented in school records to protect the individual teachers not making the report.

Step 4

If a report is made to Child Protection Victoria, the reporting teacher should formally inform the Head of Campus. Heads of Campus will inform the Principal.

Step 5

The Head of Campus then decides who else, if anyone, should be informed. For example if the alleged abuser is outside family, it may be appropriate to notify the family. The need for confidentiality should be remembered at all times in the interests of the child and family. The matter should be discussed with anyone else (eg. Community Policing Squad), only in the best interests of the child in question.

Step 6

If, following a report, a family approaches the School, it is recommended that any interview be conducted with a minimum of two School staff members present (eg. the Head of Campus and one other, not necessarily including the reporting staff member/s) to provide support in what could be a difficult situation. The focus of such a meeting should be the welfare of the child, not on justifying the actions of the teacher/s involved.

Step 7

Support for reporting teacher/s and the student that is the cause for concern and anyone else affected should be arranged. Schools should be aware that a wide range of people may be affected.

J.E.L.
 10.8.94

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