

PROTECT

Responding to Suspected Student Sexual Offending: Template for all Victorian Schools

When to use this template

School staff should utilise this template to document any incident, disclosure or suspicion that a student is victim to, or has engaged in student sexual offending. This template should be used in conjunction with following the **Four Critical Actions For Schools: Responding to Student Sexual Offending**.

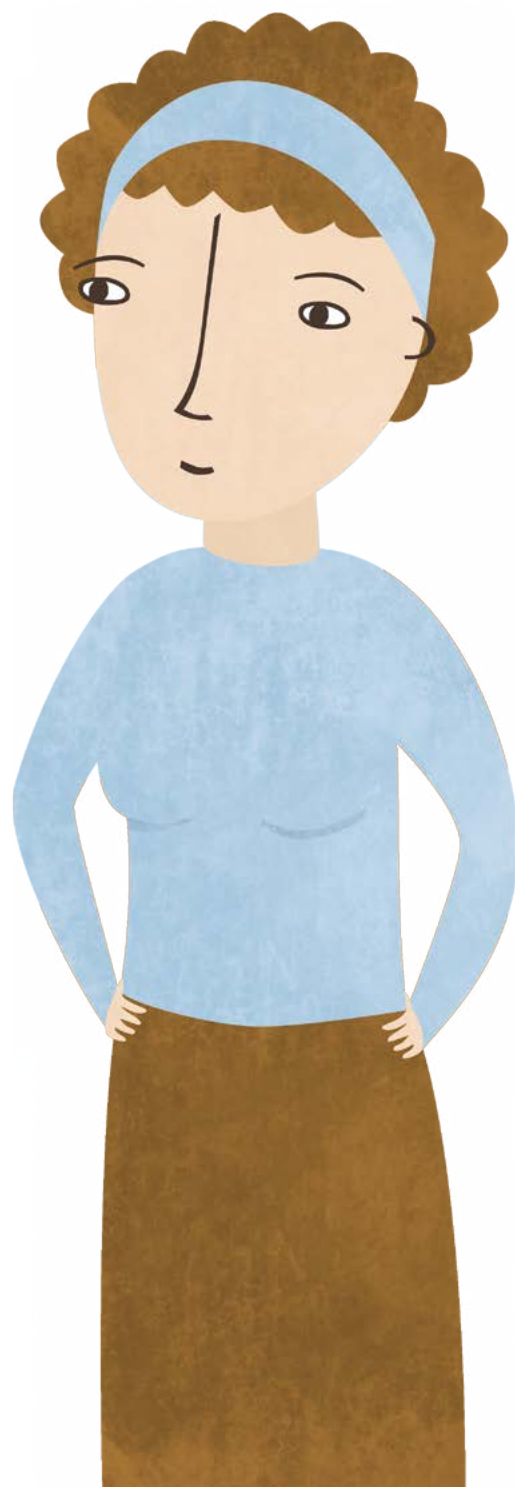
Completing this template should not impact on reporting times. If a student is in immediate danger school staff should report immediately to Victoria Police.

Whilst you may need to gather the information to make a report, remember it is not the role of school staff to investigate student sexual offending. Leave this to Victoria Police and/or DHHS Child Protection.

Why record this information?

When completing this template your aim should be to provide as much information as possible. This information will be critical to any reports and may be sought at a later date if the matter is the subject of Court proceedings. These notes may also later assist you if you are required to provide evidence to support any decisions.

It is a requirement under *Ministerial Order No. 870 - Child Safe Standards - Managing the risk of child abuse in schools* for schools to keep clear and comprehensive notes on all observations, disclosures and other details that led them to suspect the abuse.



RESPONDING TO AN INCIDENT, DISCLOSURE OR SUSPICION OF STUDENT SEXUAL OFFENDING

PLEASE NOTE: IF YOU ARE MAKING A REPORT TO DHHS CHILD PROTECTION OR VICTORIA POLICE YOU MUST SEEK ADVICE BEFORE CONTACTING PARENTS/CARERS SO AS NOT TO COMPROMISE ANY INVESTIGATION OR PLACE A CHILD AT FURTHER RISK.

STAFF MEMBER LEADING THE RESPONSE

NAME:

OCCUPATION:

LOCATION (SCHOOL ADDRESS):

CRITICAL ACTION 1: IMMEDIATE RESPONSE TO AN INCIDENT

If anyone is in immediate danger school staff should report immediately to Victoria Police on 000.

See Action 1 of [Four Critical Actions For Schools: Responding to Student Sexual Offending](#)

RESPONDING TO AN EMERGENCY

DID ANY STUDENTS REQUIRE FIRST AID? PROVIDE DETAILS IF 'YES'.

WHO ADMINISTERED THIS? (NAME AND TITLE)

DID ANY CHILDREN REQUIRE FURTHER IMMEDIATE MEDICAL ASSISTANCE?

CURRENT LOCATION AND SAFETY STATUS:

E.G. ARE ALL IMPACTED STUDENTS SAFE AND NOT IN ANY IMMEDIATE DANGER?

IF A CHILD IS IN IMMEDIATE DANGER SCHOOL STAFF SHOULD REPORT IMMEDIATELY TO VICTORIA POLICE ON 000.

INFORMATION OF THE ALLEGED VICTIM

CHILD'S PERSONAL DETAILS

NAME:	GENDER:
YEAR LEVEL/CLASS:	DATE OF BIRTH:
RESIDENTIAL ADDRESS:	
PARENT/CARER NAME/S:	
PARENT/CARER CONTACT:	
LANGUAGE(S) SPOKEN BY CHILD:	
DISABILITIES, MENTAL OR PHYSICAL HEALTH ISSUES:	

CHILD'S BACKGROUND (ALLEGED VICTIM)

CULTURAL STATUS AND RELIGIOUS BACKGROUND

IF THE CHILD IS OF ABORIGINAL OR TORRES STRAIT ISLANDER BACKGROUND, GOVERNMENT SCHOOLS MUST CONTACT THEIR KOORIE ENGAGEMENT SUPPORT OFFICER, AND CATHOLIC SCHOOLS MUST CONTACT THE DIOCESAN EDUCATION OFFICE TO ARRANGE CULTURALLY APPROPRIATE SUPPORT. IF THE CHILD IS AN INTERNATIONAL STUDENT YOU MUST NOTIFY THE INTERNATIONAL EDUCATION DIVISION ON (03) 9637 2990.

PREVIOUS HISTORY OR INDICATORS OF BEING VICTIM TO SEXUAL OFFENCE OR ANY UNDERLYING PROTECTIVE CONCERNS:

FAMILY BACKGROUND (ALLEGED VICTIM)

FAMILY COMPOSITION (IF KNOWN):

LIST PARENTING OR CARE ARRANGEMENTS AND SIBLING NAMES AND AGES

ANY OTHER PEOPLE LIVING WITH THE CHILD (IF KNOWN):

FAMILY BACKGROUND (ALLEGED VICTIM)

DISABILITY, MENTAL OR PHYSICAL HEALTH ISSUES IN FAMILY (IF KNOWN):

LIKELY REACTION TO A REPORT BEING MADE (IF KNOWN):

*IF THERE IS MORE THAN ONE CHILD ALLEGED TO HAVE ENGAGED IN STUDENT SEXUAL OFFENDING,
OR MORE THAN ONE CHILD WHO IS THE VICTIM OF STUDENT SEXUAL OFFENDING,
PLEASE FILL OUT AN **ADDITIONAL STUDENT DETAILS FORM** FOR EACH CHILD.
THE FORM CAN BE FOUND AT WWW.EDUCATION.VIC.GOV.AU/PROTECT.*

INFORMATION OF THE CHILD ALLEGEDLY ENGAGED IN STUDENT SEXUAL OFFENDING

CHILD'S PERSONAL DETAILS

NAME:	GENDER:
YEAR LEVEL/CLASS:	DATE OF BIRTH:
RESIDENTIAL ADDRESS:	
PARENT/CARER NAME/S:	
PARENT/CARER CONTACT:	
LANGUAGE(S) SPOKEN BY CHILD:	
DISABILITIES, MENTAL OR PHYSICAL HEALTH ISSUES:	

CHILD'S BACKGROUND (ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

CULTURAL STATUS AND RELIGIOUS BACKGROUND

IF THE CHILD IS OF ABORIGINAL OR TORRES STRAIT ISLANDER BACKGROUND, GOVERNMENT SCHOOLS MUST CONTACT THEIR KOORIE ENGAGEMENT SUPPORT OFFICER, AND CATHOLIC SCHOOLS MUST CONTACT THE DIOCESAN EDUCATION OFFICE TO ARRANGE CULTURALLY APPROPRIATE SUPPORT. IF THE CHILD IS AN INTERNATIONAL STUDENT YOU MUST NOTIFY THE INTERNATIONAL EDUCATION DIVISION ON (03) 9637 2990.

PREVIOUS HISTORY OR INDICATORS OF SEXUAL OFFENCE OR ANY UNDERLYING PROTECTIVE CONCERNS:

FAMILY BACKGROUND (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

FAMILY COMPOSITION (IF KNOWN):

LIST PARENTING OR CARE ARRANGEMENTS AND SIBLING NAMES AND AGES

ANY OTHER PEOPLE LIVING WITH THE CHILD (IF KNOWN):

FAMILY BACKGROUND (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

DISABILITY, MENTAL OR PHYSICAL HEALTH ISSUES IN FAMILY (IF KNOWN):

LIKELY REACTION TO A REPORT BEING MADE (IF KNOWN):

IF THERE IS MORE THAN ONE CHILD ALLEGED TO HAVE ENGAGED IN STUDENT SEXUAL OFFENDING, OR MORE THAN ONE CHILD WHO IS THE VICTIM OF STUDENT SEXUAL OFFENDING, PLEASE FILL OUT AN ADDITIONAL STUDENT DETAILS FORM FOR EACH CHILD. THE FORM CAN BE FOUND AT WWW.EDUCATION.VIC.GOV.AU/PROTECT.

DETAILS OF THE INCIDENT, DISCLOSURE OR SUSPICION

GROUNDS FOR YOUR BELIEF THAT A STUDENT IS A VICTIM OF STUDENT SEXUAL OFFENDING

LIST INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THE STUDENT IS SUBJECT TO STUDENT SEXUAL OFFENDING, OR AT RISK OF STUDENT SEXUAL OFFENDING:

DETAIL ANY DISCLOSURES OR INCIDENTS OR SUSPICIONS (INCLUDING NAMES, TIMES AND DATES DOCUMENTING A CHILD'S EXACT WORDS AS FAR AS POSSIBLE). INCLUDE SPECIFIC DETAIL HERE ON WHAT LED YOU TO FORM A REASONABLE BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF BEING ABUSED

ANY PHYSICAL INDICATORS OF ABUSE:

ANY BEHAVIOURAL INDICATORS OF ABUSE:

ANY PATTERNS OF BEHAVIOUR OR PRIOR CONCERNS LEADING UP TO AN INCIDENT,
DISCLOSURE OR SUSPICION.

GROUNDS FOR YOUR BELIEF THAT A STUDENT HAS COMMITTED STUDENT SEXUAL OFFENDING:

LIST INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THE STUDENT HAS ENGAGED IN STUDENT SEXUAL OFFENDING:

DETAIL ANY DISCLOSURES OR INCIDENTS OR SUSPICIONS (INCLUDING NAMES, TIMES AND DATES DOCUMENTING A CHILD'S EXACT WORDS AS FAR AS POSSIBLE).

ANY PHYSICAL INDICATORS:

ANY BEHAVIOURAL INDICATORS:

ANY PATTERNS OF BEHAVIOUR OR PRIOR CONCERNS LEADING UP TO AN INCIDENT,
DISCLOSURE OR SUSPICION:

ANY OTHER GROUNDS FOR BELIEF THAT:

- THE STUDENT MAY BE SUBJECT TO ANOTHER FORM OF ABUSE THEMSELVES
- THE STUDENT'S PARENT/S ARE UNABLE TO PROTECT THE CHILD
- THE STUDENT IS AGED OVER 10 YEARS AND UNDER 15 YEARS, IS EXHIBITING SEXUALLY ABUSIVE BEHAVIOURS, AND MAY BE IN NEED OF THERAPEUTIC TREATMENT TO ADDRESS THESE BEHAVIOURS.

CRITICAL ACTION 2: REPORTING

See Action 2 of [Four Critical Actions For Schools: Responding to Student Sexual Offending](#)

REPORTING TO AUTHORITIES

TICK THE AUTHORITIES YOU HAVE REPORTED TO:

- VICTORIA POLICE
- DHHS CHILD PROTECTION
- CHILD FIRST
- DECISION NOT TO REPORT

IF YOU'VE DECIDED NOT TO REPORT, LIST YOUR REASONS HERE. ALSO INCLUDE ANY FOLLOW-UP ACTIONS UNDERTAKEN BY YOU BELOW:

PROVIDE DETAILS OF YOUR REPORT:

DATE:

TIME:

AUTHORITY:

NAME OF PERSON SPOKEN TO:

OUTCOMES FROM THE REPORT:

REPORTING INTERNALLY

PROVIDE DETAILS OF YOUR DISCUSSION WITH SCHOOL LEADERSHIP:

TIME:

DATE:

NAMES:

DISCUSSION OUTCOMES:

PROVIDE DETAILS OF YOUR INTERNAL DISCUSSIONS TO EITHER OF THE FOLLOWING:

GOVERNMENT SCHOOL STAFF MUST REPORT TO SECURITY SERVICES UNIT AND ALSO TO THE EMPLOYEE CONDUCT BRANCH IF THE INCIDENT, DISCLOSURE OR SUSPICION INVOLVES A STAFF MEMBER, CONTRACTOR OR VOLUNTEER

CATHOLIC SCHOOL STAFF MUST REPORT TO THEIR CATHOLIC DIOCESAN EDUCATION OFFICE

TIME:

DATE:

NAMES:

DISCUSSION OUTCOMES:

CRITICAL ACTION 3: CONTACTING PARENTS/CARERS

See Action 3 of [Four Critical Actions For Schools: Responding to Student Sexual Offending](#)

ACTIONS TAKEN (ALLEGED VICTIM)

PROVIDE DETAILS OF YOUR DISCUSSION WITH PARENTS/CARERS (IF APPROPRIATE):

SCHOOL STAFF MUST CONSULT WITH VICTORIA POLICE AND/OR DHHS CHILD PROTECTION TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS. IF IT IS, PARENTS MUST BE CONTACTED AS SOON AS POSSIBLE (PREFERABLY ON THE SAME DAY OF THE INCIDENT, DISCLOSURE OR SUSPICION).

HAVE YOU SOUGHT ADVICE FROM DHHS CHILD PROTECTION OR VICTORIA POLICE?

- NO
 YES

IS IT APPROPRIATE TO CONTACT PARENT/CARER?

- NO
 YES

LIST REASONS IF IT IS NOT APPROPRIATE TO CONTACT PARENT/CARER:

IF CONTACTING PARENT/CARER, PROVIDE THE FOLLOWING DETAILS:

NAME OF STAFF MEMBER MAKING THE CALL:

NAME OF PARENT/CARER RECEIVING THE CALL:

DISCUSSION OUTCOMES:

ACTIONS TAKEN (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

PROVIDE DETAILS OF YOUR DISCUSSION WITH PARENTS/CARERS (IF APPROPRIATE):

SCHOOL STAFF **MUST** CONSULT WITH VICTORIA POLICE AND/OR DHHS CHILD PROTECTION TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS. IF IT IS, PARENTS MUST BE CONTACTED AS SOON AS POSSIBLE (PREFERABLY ON THE SAME DAY OF THE INCIDENT, DISCLOSURE OR SUSPICION).

HAVE YOU SOUGHT ADVICE FROM DHHS CHILD PROTECTION OR VICTORIA POLICE?

NO

YES

IS IT APPROPRIATE TO CONTACT PARENT/CARER?

NO

YES

LIST REASONS IF IT IS NOT APPROPRIATE TO CONTACT PARENT/CARER:

IF CONTACTING PARENT/CARER, PROVIDE THE FOLLOWING DETAILS:

NAME OF STAFF MEMBER MAKING THE CALL:

NAME OF PARENT/CARER RECEIVING THE CALL:

DISCUSSION OUTCOMES:

CRITICAL ACTION 4: PROVIDING ONGOING SUPPORT

See Action 4 of [Four Critical Actions For Schools: Responding to Student Sexual Offending](#)

PLANNED ACTIONS (ALLEGED VICTIM)

INCLUDE DETAIL ON WHAT FOLLOW-UP ACTIONS HAVE OCCURRED TO SUPPORT THE STUDENT (FOR EXAMPLE REFERRAL TO WELLBEING PROFESSIONALS AND OTHER SPECIALISED SERVICES, THE CONVENING OF A STUDENT SUPPORT GROUP AND DEVELOPMENT OF SUPPORT PLANS):

FOLLOW-UP ACTIONS:

SUPPORT:

REFERRAL(S):

PLANNED ACTIONS (CHILD ALLEGED TO HAVE ENGAGED IN THE OFFENCE)

INCLUDE DETAIL ON WHAT FOLLOW-UP ACTIONS HAVE OCCURRED TO SUPPORT THE STUDENT (FOR EXAMPLE REFERRAL TO WELLBEING PROFESSIONALS AND OTHER SPECIALISED SERVICES, THE CONVENING OF A STUDENT SUPPORT GROUP AND DEVELOPMENT OF SUPPORT PLANS):

FOLLOW-UP ACTIONS:

SUPPORT:

REFERRAL(S):

PROCESS OF REVIEW

COMPLETE THIS SECTION BETWEEN 4- 6 WEEKS AFTER AN INCIDENT, SUSPICION OR DISCLOSURE OF ABUSE IN CONJUNCTION WITH YOUR SCHOOL LEADERSHIP TEAM. THIS WILL SUPPORT YOU AND YOUR SCHOOL TO CONTINUE TO PROTECT CHILDREN IN YOUR CARE AND TO REFLECT ON YOUR PROCESSES AND THE NEED FOR ANY FOLLOW-UP ACTIONS.

SAFETY AND WELLBEING

CURRENT SAFETY AND WELLBEING OF THE VICTIM

IS THE CHILD SAFE FROM ABUSE AND HARM?

- NO (IF NOT CONSIDER THE NEED TO MAKE A FURTHER REPORT)
- YES

DOES THE CHILD HAVE ANY WELLBEING ISSUES THAT ARE NOT CURRENTLY BEING ADDRESSED?

- NO
- YES

IF SO, CONSIDER HOW THESE CAN BE ADDRESSED AND CAPTURED WITHIN A STUDENT SUPPORT PLAN.

HAS THE STUDENT SUPPORT PLAN BEEN EFFECTIVELY IMPLEMENTED?

- NO
- YES

WHY OR WHY NOT?

FOLLOW UP ACTIONS:

HAS THERE BEEN ONGOING COMMUNICATION WITH THE CHILD?

- NO
- YES

WHY OR WHY NOT?

CURRENT SAFETY AND WELLBEING OF STUDENT WHO ENGAGED IN THE STUDENT SEXUAL OFFENDING

IS THE CHILD SAFE FROM ABUSE AND HARM?

- NO (IF NOT CONSIDER THE NEED TO MAKE A FURTHER REPORT.)
- YES

DOES THE CHILD HAVE ANY WELLBEING ISSUES THAT ARE NOT CURRENTLY BEING ADDRESSED?

- NO
- YES

IF SO, CONSIDER HOW THESE CAN BE ADDRESSED AND CAPTURED WITHIN A STUDENT SUPPORT PLAN.

HAS THE STUDENT SUPPORT PLAN BEEN EFFECTIVELY IMPLEMENTED?

- NO
- YES

WHY OR WHY NOT?

FOLLOW UP ACTIONS:

HAS THERE BEEN ONGOING COMMUNICATION WITH THE CHILD?

- NO
- YES

WHY OR WHY NOT?

CURRENT WELLBEING OF STUDENTS WHO MAY HAVE BEEN IMPACTED BY A STUDENT SEXUAL OFFENDING

ARE THERE ANY OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE?

- NO
- YES

IF SO HAVE THEIR WELLBEING NEEDS BEEN MET?

- NO
- YES

HAS THERE BEEN ONGOING COMMUNICATION WITH THE CHILD?

- NO
- YES

WHY OR WHY NOT?

CURRENT WELLBEING OF IMPACTED STAFF MEMBERS

DOES THE STAFF MEMBER WHO MADE THE REPORT/WITNESSED AN INCIDENT, FORMED A SUSPICION OR RECEIVED A DISCLOSURE REQUIRE ANY SUPPORT?

- NO
- YES

IF SO HAS THIS BEEN RECEIVED?

- NO
- YES

REVIEW OF ACTIONS TAKEN

HAVE SCHOOL STAFF FOLLOWED THE FOUR CRITICAL ACTIONS FOR SCHOOLS: RESPONDING TO STUDENT SEXUAL OFFENDING?

WAS AN APPROPRIATE DECISION MADE
IN RELATION TO WHEN TO ACT?

- NO
 YES

COULD THE SUSPECTED ABUSE HAVE BEEN
DETECTED EARLIER?

- NO
 YES

ACTION 1

DID THE SCHOOL TAKE APPROPRIATE ACTION
IN AN EMERGENCY?

- NO
 YES

ACTION 2

WAS A REPORT MADE TO THE APPROPRIATE
AUTHORITIES AND INTERNALLY?

- NO
 YES

WERE SUBSEQUENT REPORTS MADE IF
NECESSARY?

- NO
 YES

ACTION 3

DID THE SCHOOL CONTACT THE
PARENTS/CARERS ASAP?

- NO
 YES

HAVE THE PARENTS CONTINUED TO BE
ENGAGED IF APPROPRIATE?

- NO
 YES

ACTION 4

HAS THE SCHOOL PROVIDED ADEQUATE
SUPPORT FOR THE STUDENTS?

- NO
 YES

HAVE STUDENT SUPPORT PLANS BEEN
ESTABLISHED, IMPLEMENTED & REVIEWED?

- NO
 YES

HAS A STUDENT SUPPORT GROUP
BEEN ESTABLISHED?

- NO
 YES

WERE THE STUDENTS APPROPRIATELY
SUPPORTED IN ANY INTERVIEWS?

- NO
 YES

HAVE ANY COMPLAINTS BEEN RECEIVED?

- NO
 YES

HAVE THE COMPLAINTS BEEN RESOLVED?

- NO
 YES

CONTINUOUS IMPROVEMENT

CONSIDER AND LIST ACTIONS THAT CAN BE TAKEN TO BUILD YOUR SCHOOLS CAPACITY TO IDENTIFY AND RESPOND TO STUDENT SEXUAL OFFENDING IN THE FUTURE: