

SAFEGUARDING INCIDENT MANAGEMENT

ACTION FOLLOWING RECEPTION OF AN INCIDENT REPORT

An incident report is received by the Incident Reception Group comprising the CPO, Vice Principal, Head of Junior School, Senior Psychologist, Human Resource Manager, Risk Manager.

Based on the indicators present, the CPO proceeds to categorise the incident in discussion with relevant stakeholders if necessary. Determination is made regarding the type and severity of the incident. The incident category is confirmed as either CRITICAL, HIGH, MEDIUM or LOW. Action proceeds appropriate to the category as indicated below.

CRITICAL

Indicators:

Victim(s) suffered significant harm under one or more of the abuse types requiring immediate protection and possibly medical and/or psychological attention.

Actions of perpetrator criminal in nature as defined by Victoria Police Reporting Guidelines.

Examples:

Sexual abuse

Sexualised touching and/or language

Grooming behaviour

Physical assault (persistent bullying, punching/kicking)

Psychological assault (persistent cyber bullying, verbal threats, derogatory comments including racial slurs)

Actions:

Incident file created on secure system

If victim's safety at risk - report made to Child Protection services (Department of Families, Fairness and Housing)

Reported to Police

Child Protection Committee convened.

Council Chair informed.

Counselling support provided

No internal investigation unless clearance obtained from police.

Reported to CCYP (under Reportable Conduct Policy if alleged perpetrator engaged by school)

CCYP kept informed in line with Reportable Conduct Scheme Policy.

Reported to ACF (if incident involves a member of Scotch staff).

HIGH

Indicators:

Victim(s) suffered some harm (or potential harm) under one or more of the abuse types. No immediate protection necessary, medical attention may be required.

Actions of perpetrator represent a significant breach of the Child Safety Code of Conduct or school rules but not considered criminal as defined by Victoria Police Reporting Guidelines.

Examples:

Taking and keeping photographs of boys on a personal device

Consuming alcohol while on active duty

Ad hoc or random act of child-child bullying behaviour of a physical or psychological nature

Actions:

Counselling support provided if required.

Relevant members of Child Protection Committee consulted regarding appropriate action.

Incident investigated internally.

Incident description and any action taken, reported to School Executive as soon as possible.

Outcomes/Actions recorded on Safeguarding Incident System.

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MEDIUM

Indicators:

- Victim(s) suffered insignificant or no harm under one or more of the abuse types.
- No protection or medical attention required.
- Actions of perpetrator represent a minor breach of Child Safety Code of Conduct.

Examples:

- Isolated incident of child - child minor inappropriate behaviour such as slap, pushing with intent to harm.
- Accepting a gift from parent/child or young person in excess of the \$200 limit
- Single incident of driving a child or young person alone (other than one's own child) in vehicle with/without parental permission

Actions:

- Counselling support provided if required.
- Incident investigated internally where appropriate by VP (SS), Deputy Head (JS), Child Protection Officer, Psychologist, Head of House, Head of School (Junior School, Middle School, Upper School)
- Outcomes/Actions recorded on Safeguarding Incident system.

LOW

Incident investigated internally by VP (SS), Deputy Head (JS), Child Protection Officer, Psychologist concluding;

- No identifiable victim(s) OR
- Alleged victim(s) suffered no harm under the abuse types. Actions of alleged perpetrator(s) deemed not to be a breach of the Child Safety Code of Conduct. OR
- Actions of alleged perpetrator(s) deemed to be an inadvertent breach of the Child Safety Code of Conduct. OR
- Actions of alleged perpetrator(s) were taken in the interests of ensuring the safety of a child and therefore deemed to be an acceptable breach of the Child Safety Code of Conduct. OR
- Claim shown to be unfounded or vexatious in nature
- Outcomes and summary of actions taken recorded on Safeguarding Incident System.

REPORTING TO ACF

As an **ACF accredited** School, reports of incidents **classified as critical** must be made to ACF by completing the Child Abuse Incident - ACF Report Form as follows:

- i. All critical incidents to be verbally reported to ACF within 24 hours; and
- ii. Any allegations of child abuse or neglect to be reported to ACF via the Child Abuse Incident - ACF Report Form.

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- impact to children and young people
- action taken by personnel to report
- causes and influencing factors in the lead up to the incident
- procedure followed and actions made by personnel
- support provided to individuals impacted by the incident
- follow up actions to be completed
- corrective actions to be taken by the School which informs continuous improvement
- report to School Council through the Risk Committee of high and critical incidents

When the School lacks the specific skills or impartiality to complete a fair investigation, an incident may be contracted out to an external investigator. The Principal may also initiate an external review. If the Principal is the subject of the allegation, the investigation will be managed by the Chairperson of School Council.

Key Consideration for all Investigations

Careful planning is key to conducting an accurate and procedurally fair investigation. All investigations should consider:

- fairness- ensuring the most appropriate investigator is engaged to complete a fair and unbiased analysis. Investigations should be clear in their purpose, scope and plan. Each reportable allegation should be investigated. Investigations may still need to be completed regardless of if there has already been a police investigation
- sensitivity- The rights of all parties involved should be upheld. Consideration for when, how and with whom interviews are conducted,

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Where an allegation involves personnel within our School, the School Executive will consider if such conduct contravenes the School's Child Safety Code of Conduct. The School will act in accordance with legal requirements under the Reportable Conduct Scheme.

The internal investigation or incident review may continue separately to the misconduct processes unless advised by the School Executive to cease the review because of issues relating to procedural fairness and transparency.

INCIDENT REVIEW

The management of incidents categorised as high or critical that impact significantly on the persons directly concerned and more broadly on the safe delivery of services and programs will be independently reviewed. An independent internal or external review of the management of the incident may be initiated by the School Executive.

Incident Reviews and investigations are required for incidents where:

- children and young people or personnel are seriously injured, or their health and well-being is compromised
- external authorities / emergency services are involved
- insurance claims arise
- the reputation of the School may be brought into disrepute
- Work Health and Safety systems and procedures fail.

A root cause analysis of the incident forms part of this review.

A member of the School Executive will be assigned as the Incident Review Coordinator. Incident Reviews must be completed by the Incident Review Coordinator in conjunction with relevant personnel who may include external consultants. These personnel will form an Incident Review Team. To support the objectivity of incident review processes the Incident Review Coordinator and Team should not have been involved in the management of the incident or have a relationship with any of the involved parties, including family, intimate, enmity or friendship.

A review should be completed within 21 days of the initiating date with a further 21 days for completion of any follow-up actions.

Follow-up actions may be identified throughout the process of an Incident Review. These actions will be assigned to a responsible person and a timeframe for completion be established. Follow-up actions arising will be added to the Risk Register to ensure that effective mitigation activities are implemented. The School Executive is responsible for ensuring that actions on the Risk Register are completed within required timeframes.

If there is a risk, then immediate controls will be put in place to control the hazard. This control may be temporary in nature whilst longer term solutions are determined.

The Incident Review Report must be provided to the School Executive. Where follow-up action is required of service / program areas the Incident Review Coordinator will advise the appropriate Manager of the actions to be taken and the timeframes for completion of the actions.

All Incident Review Reports are to be stored on a central database and the (es)-6()rent).69)-101(f1 0 0 C

POLICY

