

## Internal school process for mandatory reporting

If you receive a disclosure from a current student	Witnessing an incident	Receiving a disclosure (former student)	Form a suspicion / reasonable belief
<p>If a child discloses that they have been, are being, or are in danger of being abused, you must treat the disclosure seriously and take immediate action by following the four critical actions. If another child or adult, discloses that they believe another child has been, is being, or is at risk of being abused, you must also treat these disclosures seriously and take immediate action by following the Four Critical Actions.</p>	<p>If you witness an incident where you believe a child has been subject to or may be at risk of abuse, including exposure to family violence, you must take immediate action to protect the safety of children involved.</p> <p>Is there an immediate risk to health and safety?</p> <ul style="list-style-type: none"> <li>● Yes - go straight to: Action 1: Responding to an emergency</li> <li>● No - go straight to: Action 2: Reporting to authorities</li> </ul>	<p>If you receive a disclosure from a former student of your school about historical abuse you must act. If the former student is currently of school age and attending a Victorian school you must follow the Four Critical Actions.</p> <p>If the former student is no longer of school age or attending a Victorian school you must still act.</p>	<p>All suspicions that a child has been, or may be in danger of being abused must be taken seriously. This includes abuse that is suspected to have occurred outside of school grounds and hours. If you form a reasonable belief that a child has been, or may be at risk of being abused, you must act, even if you have not directly witnessed.</p>

### DOCUMENTING ACTIONS

School staff members must keep clear and comprehensive notes relating to incidents, disclosures and allegations of child abuse.