



## 1. Purpose

Launceston Church Grammar School is committed to protecting children and young people to whom it delivers a service. Accordingly, we have developed this policy on how to respond to child abuse reports and allegations as a guide to all our people in meeting their responsibilities in this area.

Our staff are required to identify, report, and respond to any concerns, incidents, allegations or disclosures of, child abuse or neglect towards children or young people to whom we provide services. Our staff are required to respond to abuse or neglect perpetrated by staff within our organisation or by other persons.

Launceston Grammar believes children have the right to be heard, protected and supported. The School will promote equity and respect diversity of the children and young people and their parents who access our services as part of our reporting policy.

We take seriously our responsibility to deliver an educational environment that is caring, nurturing and safe. Our School Board and Leadership is committed to ensuring the safety of all children and young people to whom we provide services or who participate in our programs.

As part of that commitment our School Board, Senior Leadership Team, staff and volunteers will report child abuse and allegations of policy breaches as part of Launceston Grammar's commitment to safeguarding children our and young people from abuse and neglect.

## 2. Scope

All staff within, or engaged by our School are required to meet the requirements of our policy on responding to child abuse reports and allegations.

No one within our organisation is exempt from meeting the standards and requirements set out in this policy.

This policy applies in all our operational environments and without fail wherever children and young people are participating in our organisation's activities, programs, services and / or facilities.

## 3. Guiding Principles

In keeping children and young people safe, the following values are a mechanism for guiding our actions and assisting in decision-making, they are a reference to which staff can refer, to ensure their responsibilities to children and young people are upheld;

- Safeguarding children and young people is a shared responsibility, it is reliant on all individuals within our organisation to keep children and young people safe in our care.
- Any form of abuse or neglect towards children and young people will not be tolerated and immediate action will be taken upon report of any suspected harmful or abusive behaviours
- The best interest of the child will be the primary consideration in all actions and decisions concerning the safety or wellbeing of a child or young person.
- We are accountable to the children and young people we work with by fostering high ethical standards in a culture of openness and transparency.



We empower children by informing them of their rights and responsibilities and support them to speak up about any matters of importance to them, including if something goes wrong. We work to include the participation of children and young people in decision making regarding any services or other matters affecting them.

## 4. Definitions

Refer to Appendix 1.

## 5. Responsibilities

All staff within our organisation have a duty of care, and at times a legal obligation, to ensure that 'reasonable steps' are taken to prevent harm to children and young people. All staff are responsible for supporting a transparent culture, whereby any actions by staff that go against our Staff Professional Code of Conduct however minor, are reported and documented.

### **Consequences of breaching policy**

If our staff fail to report instances, allegations, disclosures or concerns in relation to abuse or neglect of a child or young person – by staff within our organisation or by others – we view such failure as a serious matter that, depending on the circumstances, may result in disciplinary action or be grounds for dismissal. Failure to report incidents of abuse, neglect and harm of child or young person may be classed as a criminal offence under state law. It is an offence under the *Children, Young Persons and Their Families Act (1997)* section 91 and under the *Criminal Code Act (1924)* section 105A if a Mandatory Reporter does not make a report.

The legislated mandatory reporting requirements are listed in section 14 of the *Children, Young Persons and Their Families Act (1997)*.

Our staff are obligated to report any information relating to:

- Incidents, allegations, disclosures or reasonable concerns in relation to abuse or neglect of a child or young person, either by staff within our organisation or by others
- Any breaches or actions of other staff within our organisation that contravene our policies and procedures, such as outlined in our Professional Code of Conduct.

Our policy prohibits all staff from:

- discussing any concerns or allegations with unauthorised staff – within or outside our organisation – such prohibition not being designed to limit, in any way, their rights and responsibilities to report their concerns or allegations, but rather as part of our organisation's commitment to ensuring privacy, confidentiality and natural justice
- making deliberately false, misleading or vexatious allegations.

For more information please refer to the following policies, available on myGrammar:

- Obligation to Protect Children from Harm
- Responsibility to Prevent Abuse or Neglect

### **Prevention and Preparedness**

All of our staff are provided with our Staff Professional Code of Conduct and Safeguarding Children/Child safety policies which clearly detail the behavioural expectations of staff around



children and young people. Staff are advised that any breaches, including minor breaches, to these policies are required to be reported.

All staff are responsible to identify and assess potential risks in ongoing programs and one-off activities. Staff should consider the online, physical or psychological risks associated with activities, and develop and implement risk mitigation strategies to address those risks, in line with our Risk Management Policy.

Our staff use strategies to support and encourage children and young people to practice safe behaviours amongst staff and their peers, and speak up if they feel unsafe.

## 6. Key Steps

There are four critical steps that everyone in our organisation must follow regarding all incidents, allegations, disclosures or reasonable concerns of abuse or neglect, or breaches of policy where appropriate:

- Responding
- Reporting
- Sharing of Information
- Supporting

### Responding

#### **Responding to a child safety incident**

Immediate responses include the care, support and communication actions that take place immediately following an incident to mitigate further harm and ensure the safety of children and young people / other service users, families and staff.

- 1. Reduce the harm and risk of harm to those impacted by the incident including by:**
  - making the surroundings safe to prevent immediate recurrence of the incident, for example
    - removing potentially harmful person(s)
    - increase supervision of children and young people
    - move uninvolved children and young people away from incident
  - moving to a safe place
  - alerting others to risks that extend beyond the local environment, for example, other areas within the school
  - Calling Emergency Services if required 000 as required
- 2. Provide immediate care and support** to child or young person / members of the School community, families, staff and others involved in the incident including addressing:
  - physical well-being e.g. providing first aid or arranging medical treatment if a person suffers any harm or injury as a result of the incident; and
  - emotional well-being (including psychological) e.g. contacting the Teaching and Learning Office to arrange for coverage of duties and supervision facilitating access to counselling, debriefing and support for others involved in the incident.
- 3. Where possible, preserve evidence in situations where allegations or suspicions of abuse and neglect has occurred. This can include;**



- ensuring that clothes worn by the person who may have perpetrated the abuse and the child or young person who has been subject to the abuse remain in their clothing, or the clothing is not washed and is sealed securely in a bag
- not cleaning or disturbing the area in which the abuse has occurred
- protecting any physical items such as weapons from being touched or removed.

### **Responding to a disclosure/allegation**

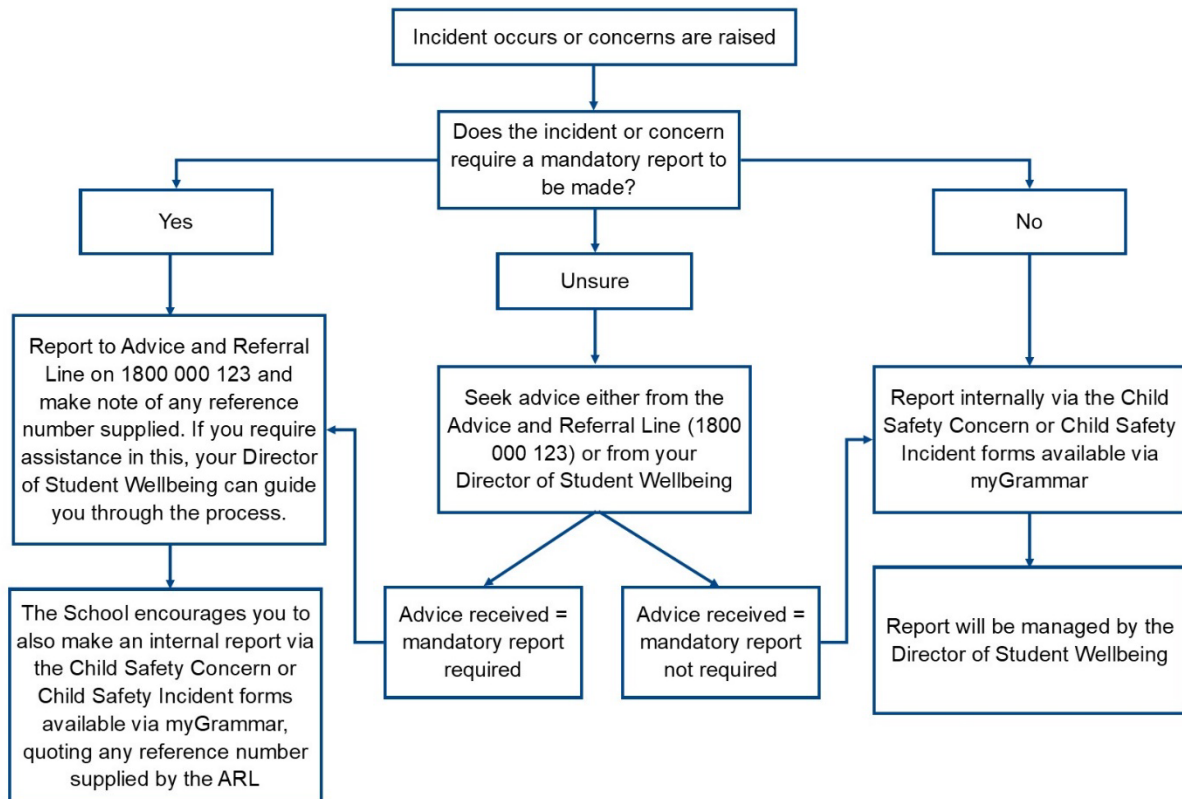
When responding to a disclosure or allegation by a child or young person, staff should respond by;

- listening to the allegation or disclosure supportively, without dispute
- clarifying the basic details, without seeking detailed information or asking suggestive or leading questions
- providing reassurance that the child or young person has done the right thing in telling you, are believed and our School will take immediate action in response to the disclosure / allegation.
- explaining to the child or young person that other people may need to be told, in order to stop what is happening. Do not promise to keep any information a secret.
- recording notes as early as possible to ensure information is captured before making any required reports (see below).

In your responses you will need to consider the specific needs of the child or young person. It is important that throughout the entire complaints handling process, procedural fairness is accorded to the complainant and the person/s who are the subject of the complaint.



## 7. Mandatory reporting requirements



Once the immediate response to the situation is completed, it is important to fulfill reporting requirements.

Launceston Grammar staff and volunteers are required to report any reasonable concerns or instances of abuse or neglect (cases in which a child or young person has suffered, or is likely to suffer, significant harm from abuse or neglect) by any person immediately, or if that is not possible, no later than before the end of the business day or the end of that person's shift / session of work, in line with the School's Mandatory Reporting Policy

Staff are also required to formally report any concerns regarding breaches to our organisation's policies and procedures by other staff within our organisation.

It is not the role of staff or volunteers to identify or investigate an allegation / concern, however staff or volunteers must report each new instance of suspicion of harm and / or breach of policy as they become aware, and to seek advice from the ARL or their manager when they are unsure as per the flow chart above. The priority is to ensure any required mandatory reports are made.

After making a mandatory report, staff and volunteers are encouraged to also complete the School's *Child Safety Concern or Child Protection Incident Form* available via myGrammar.



Launceston Grammar's Child Protection Officers (the Head of Junior Campus and the Director of Student Wellbeing), and the Principal are notified of submissions.

Note: The Director of Student Wellbeing also holds the position of Safeguarding Coordinator. All reports must be documented fully and written factually and objectively. Clear and accurate reporting can assist to support any internal or external investigation which may be required after an incident.

## 8. Other External Reporting Requirements

In addition to mandatory reporting, Launceston Grammar has external reporting requirements to fulfil, including legal reporting obligations. This includes reporting to the Police, child protection authorities, other relevant government bodies including any professional bodies and / or accrediting/regulatory bodies.

### **National**

There is some national consistency in the requirements for reporting WH&S incidents and critical incidents children's services covered by the National Quality Framework. This is achieved through complementary legislation in each jurisdiction.

### **Children's Services**

The National Quality Framework (NQF) operates through Australian State and Territory Acts and regulations applied in each jurisdiction. The NQF applies to most long day care, family day care, outside school hours care and preschools/kindergartens in Australia. The requirements are the same in all jurisdictions.

The Early Learning Centre Manager must notify the regulatory authority as soon as possible after becoming aware of a serious incident being:

- Of the death of a child while being cared for or educated by the children's service; or
- Of any incident involving an accident or injury or trauma to a child while being cared for or educated by the service requiring the attention of a registered medical practitioner or admission to a hospital; or
- Any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis; or
- If a child appears to be missing or otherwise cannot be accounted for or appears to have been taken or removed from the service.

The regulatory authority must also be notified after a complaint is made if the complaint alleged that:

- There may have been a contravention of the Act or these Regulations (within 24 hours); or
- The health, safety or wellbeing of any child within the children's service may have been compromised (within 7 days)



## Workplace health and safety

Workplace health and safety legislation is enacted in all jurisdictions and is relatively consistent in its reporting requirements.

- Under the *Work Health and Safety Act 2012* the employer must notify WorkSafe immediately after they become aware of a serious incident at a workplace. Notification to WorkSafe is required where any person (not just an employee) is involved in a serious incident at a workplace. Under the Act, all Tasmanian employers are required to have a register of injuries as specified by WorkSafe Tasmania. This register must be readily accessible in all workplaces. Refer to WorkSafe for more information.

## Reporting to Working With Children Check (or equivalent) Authorities

Should there be reasonable concern that an individual has acted in a way and or / been charged with or convicted of an offence which makes it inappropriate for them to engage in child-related work, WWCC authorities may need to be notified.

## 9. Internal Reporting

The School's *Child Safety Concern or Child Protection Incident Form* is available to all staff via myGrammar. All staff are trained in the Reporting requirements, location and completion of this form; including notification requirements and support available.

If a concern or incident occurs but does not require a mandatory report, these internal incident reports should be used to record the details and inform the Director of Student Wellbeing, who will manage the report.

Where a staff member is unsure if a mandatory report is required, they can seek advice from the Director of Student Wellbeing, as per the above flow chart.

Where appropriate, details of the incident will also be recorded in the child / young person's file.

- a) For any report entered into the internal reporting system, the Child Protection Officer / Safeguarding Coordinator in conjunction with the Principal is responsible for:
  - ensuring the immediate response was sufficient and take any further action needed
  - assessing and categorising the incident / breach of policy as Minor, Moderate or Critical. Definitions to be found in Appendix 3.
  - ensuring a *Child Safety Concern or Child Protection Incident Form* is completed fully and therefore automatically logged on the Child Protection Incident Register;
  - notifying School Board where required
  - providing confirmation to the reporter that all required steps have been completed to manage the incident as necessary. Where appropriate, the reporter should continue to be updated as the incident is further managed, until closed off, whilst maintaining privacy and confidentiality obligations.
- b) Moderate incidents and critical incidents must be reported to the Principal immediately. In the case of critical incidents, the Principal may establish a Critical Incident Response Team. The Critical Incident Response Team's role is to ensure that immediate responses are coordinated and effective and to deploy resources to support this end. The Critical



Incident Response Team is a central point for supporting responses to incidents and in managing and collecting information on incidents.

## 10. Sharing of Information

### **Confidentiality and Privacy**

Our organisation maintains the confidentiality and privacy of all concerned (including the alleged perpetrator), except if doing so would compromise the safety or wellbeing of the child or young person and/or investigation of the allegation.

Where staff are involved in breaches of the Professional Code of Conduct or child safe policies, the People and Culture department will advise on internal communications regarding action taken, if appropriate.

## 11. Records and Documentation

All lodged *Child Safety Concern* or *Child Protection Incident Forms* will be recorded on the Child Protection Incident Register and are regularly reviewed senior management to ensure the effectiveness of actions taken and to identify areas for improvement.

Our Senior Leadership Team will oversee the administration of completed *Child Safety Concern* or *Child Protection Incident Forms* and any other documentation relating to the allegation and subsequent action.

To prevent access by unauthorised persons, our organisation stores any documentation associated with an allegation of abuse or neglect of a child or young person and breaches of policy by having:

- hard-copy documentation stored in a locked filing cabinet (or similar)
- electronic documentation is password-protected

We maintain and regularly monitor records of Child Safety Concern or Child Protection Incident Reports as part of our Child Protection Incident Management processes to ensure that they are responded to effectively in accordance with this policy and that requirements for reporting to external authorities are complied with. These records will inform reviews of the policy.

## 12. Communication and Training

We communicate our Safeguarding Children Reporting Policy and its requirements to children, young people and their families and our staff.

Launceston Grammar ensures all new staff are informed and supported to understand our School's safeguarding children and young people policies and procedures, paying particular attention to the practices detailed in this policy.

Copies of this policy and our School's Safeguarding Children and Young People Policy and Staff Professional Code of Conduct are provided directly to staff, they are also accessible via myGrammar.



Launceston Grammar provides training and guidance relating to an individual's safeguarding responsibilities and offers opportunities to seek clarity in relation to the commitments and behavioural expectations set out in our safeguarding policies.

We provide regular ongoing training of our staff in relation to how keeping children and young people safe will be fulfilled, including training regarding children and young people's rights, voices and participation, cultural safety and humility.

### 13. Monitoring and Review

This document will be reviewed every three years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the School Board and / or Senior Leadership Team. Records are retained to document each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

### 14. Related Policies

- Safeguarding Children Incident Management Policy
- Mandatory Reporting Policy
- Peer on Peer Abuse Guidelines

### 15. Related Frameworks and Legislation

Our Policy complies with relevant legislation and frameworks.

- Children, Young Persons and their Families Act 1997
- Child and Youth Safe Organisations Act 2023
- Adoption Act 1988
- Child Care Act 2001
- Child Protection (International Measures) Act 2003
- Children, Young Persons and their Families Amendment Act 2009
- Commissioner for Children and Young People Act 2016
- Community Protection (Offender Reporting) Bill 2016
- Education Act 1994
- Family Violence Act 2004
- Criminal Code Act 1924
- Registration to Work with Vulnerable People Act 2013
- Youth Justice Act 1997
- Justice Legislation Amendment (Organisational Liability for Child Abuse) Act 2019
- United Nations Convention on the Rights of the Child
- Australian Human Rights Commission National Principles for Child Safe Organisations



## 16. Roles and Responsibilities


The responsibilities of each role in relation to the development, implementation and compliance of Launceston Grammar's Safeguarding Children Reporting Policy are detailed below;

Position	Responsibility
Board	<ul style="list-style-type: none"> <li>• Provide oversight and endorsement of this policy</li> <li>• Receiving incident reports for specified categories of incidents, provide support and advice as appropriate, and utilise data to inform organisation incident and risk management strategies</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Implement policies and procedures across the organisation</li> <li>• Ensure staff have access to and understand this policy and related procedures</li> <li>• Ensure all managers/supervisors have access to support, advice and resource to understand and implement this policy and related procedures</li> <li>• Reportable Conduct responsibility</li> <li>• Establish a Critical Incident Response Team in response to Moderate and Critical Incidents</li> <li>• Initiates external reporting</li> </ul>
HR	<ul style="list-style-type: none"> <li>• Review and update this document and supporting resources in consultation with relevant stakeholders</li> <li>• Provide training and advice in the application of policy and procedures</li> <li>• Assist with messaging across organisation if required</li> </ul>
Safeguarding Coordinator/ Child Protection Officers	<ul style="list-style-type: none"> <li>• Ensure this policy and related procedure is followed and implemented</li> <li>• Receive and manage incident reports</li> <li>• Assess each situation reported and notify appropriate staff of the incident as indicated on this policy</li> <li>• Responsible for the response and recovery coordination of an incident</li> <li>• Report to the Critical Incident Response Team where required</li> <li>• Provide support and advice in the application of this policy</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Awareness of and compliance with this policy and related procedure.</li> </ul>



Position	Responsibility
	<ul style="list-style-type: none"> <li>Immediately control the situation including liaising with key stakeholders, obtaining and documenting details of the incident</li> <li>Complete incident report form and escalate to Safeguarding Coordinator/Manager</li> </ul>
Critical Incident Response Team	<ul style="list-style-type: none"> <li>Coordinate the response and recovery of an incident, including coordination of Emergency Evacuation Procedures (if required)</li> <li>Notifying relevant emergency contacts for staff or clients/service users involved in the incident and provide appropriate support</li> <li>Coordinate appropriate counselling and support services</li> <li>Manage internal and external communications include liaising with external authorities</li> </ul>

## DOCUMENT CONTROL

Author	Director of Student Wellbeing	Approval Date	27 February 2024
Status	Approved	Last Review Date	6 September 2024
Version	2	Next Review Date	1 September 2027
Location: All School Policies can be found on the Policies and Procedures page on myGrammar			
Notes on Versions: Version 1 – original Version 2 – changes made on recommendation of OER to make process of mandatory and internal reports clearer.			
Signature of Approver: 			
Position of Signatory: Board Chair			



## Appendix 1 – Definitions

<b>Staff</b>	<ul style="list-style-type: none"> <li>• All persons with responsibility for delivering services to students or children;</li> <li>• Anyone involved in dealing with reports or allegations of child abuse or with access to children’s or young people’s records;</li> <li>• All Board Members, the Principal, Senior Management Staff and staff including those whom we employ directly, those we employ indirectly through other groups or organisations, and all those who are involved as volunteers.</li> </ul>
<b>Bullying</b>	<p>Bullying is repeated, unreasonable behaviour directed towards a child that creates a risk to health and safety. Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include:</p> <ul style="list-style-type: none"> <li>• Verbal (name calling, put downs, threats);</li> <li>• Physical (hitting, punching, kicking, scratching, tripping, spitting);</li> <li>• Social (ignoring, excluding, ostracising, alienating); and/or</li> <li>• Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).</li> </ul>
<b>Child</b>	A person under the age of eighteen years.
<b>Staff Professional Code of Conduct</b>	Launceston Grammar’s Staff Professional Code of Conduct aims to identify and prevent behaviour that may be harmful to the students and children in the Launceston Church Grammar School Community. The Code of Conduct outlines what is, and what is not acceptable behaviour or practice when working with or engaging with students and children.
<b>Direct role in providing activities, programs and services to students and children</b>	A direct role is considered one that has contact with students and children that is not incidental, but normally part of providing a service, program or activity for students and children. This direct delivery may require regular physical contact and forms of ongoing communication. For example, coaching, bus drivers.
<b>Emotional or psychological abuse</b>	Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviours continue to an extent that results in



	significant damage to the child’s physical, intellectual or emotional wellbeing and development.
<b>Family Violence</b>	<p>Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person’s life.</p> <p>Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Exposure to family violence places students and children at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.</p>
<b>Grooming</b>	<p>Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by other technological channels. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all.</p> <p>Grooming behaviour can also be a sexual offence under the Criminal Code Act 1924. If you are unsure if an allegation of grooming behaviour is a criminal offence, you should contact Tasmania Police.</p>
<b>Harm</b>	<p>Harm to a child is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:</p> <ul style="list-style-type: none"> <li>• physical, psychological or emotional abuse or neglect;</li> <li>• sexual abuse or exploitation;</li> <li>• a single act, omission or circumstance; and</li> <li>• a series or combination of acts, omissions or circumstances.</li> </ul>
<b>Neglect</b>	<p>Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the child’s health and development is, or is likely to be, significantly harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect.</p> <p>The issue of neglect must be considered within the context of resources reasonably available.</p>
<b>Physical abuse</b>	Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or



	<p>inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, excessive and physically harmful over training, and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child at risk of being hurt.</p>
<b>Sexual abuse</b>	<p>Sexual abuse occurs when an adult or a person of authority (e.g. older) involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse.</p>
<b>Sexual exploitation</b>	<p>Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution.</p>

## Appendix 2 – Child Safety Incident Form



**Launceston  
Grammar**  
EST. 1846

### Report a Child Protection Incident

#### Instructions

*This form can be used to report any child protection incidents to Launceston Grammar.*

**If a child/young person is in immediate danger, contact Emergency Services immediately by dialling 000.**

*Launceston Grammar's Child Protection Officers (the Head of Junior Campus and the Director of Student Wellbeing) and the Principal are notified of submissions. If you have a concern relating to one of the above persons, please report your concern directly to one of the Child Protection Officers, as appropriate ([lpadgett@lcs.tas.edu.au](mailto:lpadgett@lcs.tas.edu.au) or [mausten@lcs.tas.edu.au](mailto:mausten@lcs.tas.edu.au)).*

*The School will respond to all allegations of child abuse, neglect or grooming in an appropriate manner. Our Child Protection Officers will be able to assist you in clarifying your concerns and managing the next steps.*

*Launceston Grammar's Child Protection policies and procedures are available [here](#).*

**PLEASE NOTE: This form does not replace the obligations of a mandatory reporter. Mandatory reporters must also report their concerns directly to the Strong Families, Safe Kids Advice & Referral Line on 1800 000 123 or visit [www.strongfamiliesafekids.tas.gov.au](http://www.strongfamiliesafekids.tas.gov.au).**

#### Privacy Disclaimer:

*Launceston Church Grammar School acknowledges and respects the privacy of all its staff, volunteers, contractors and patrons. The information being collected is for the purposes of obtaining details of and assessing the incident in question. Information disclosed on this form may be passed on to the appropriate authorities, as required. By signing this form, you have consented to this information being collected, used and disclosed for the purposes it intended. You have the right to access and alter personal information concerning yourself in accordance with the Commonwealth Privacy Act (amended 2001) and Launceston Grammar's Privacy Policy.*



Your Email Address \*

## Your Details

Your Name \*

Your Position \*

- Staff Member
- Student
- Volunteer
- Visitor
- Contractor
- Other, Please Specify

Your Phone Number \*

## Incident - When and Where

Date Occurred \*

Time Occurred \*

Date identified (if different from date of incident)

*Please advise the date you identified this child safety concern / child protection incident.*

On which Campus did the incident occur? \*

*Please Select the most appropriate campus that the incident relates to. I.e. if a Junior Campus Student or visitor to the Junior Campus is involved in an incident off-campus, please select the 'Junior Campus'.*

- Junior Campus (including Early Learning Centre)
- Senior Campus (including Boarding House)



**Location Incident Occurred \***

*Where did the incident occur?*

- Administration area (including Reception)
- Boarding House (including Dining Hall)
- Broadland Park
- Chapel
- Classroom (including Art, Music, Poimena, Science, Technology or a named classroom)
- Early Learning Centre
- Faulkner Park
- Gym / Oval / Courts / Swimming Pool / Rowing Shed
- Off-Campus Location (including excursions, camps, Outdoor Ed)
- Playground or on School Grounds
- Other, Please Specify

**Additional Location Information \***

*Please provide any specific information on where the incident occurred. e.g. Brock Room, 3/4 Classroom etc*

**Incident - Who is/may be involved**

**Name of student / child involved \***

**Student Type \***

*Please indicate if the student is a Day Student or a Boarder.*

- Day Student
- Boarding Student

**Student's Grade \***

- |   |                                |
|---|--------------------------------|
| <input type="radio"/> Early Learning / Kindergarten | <input type="radio"/> Prep     |
| <input type="radio"/> Grade 1                       | <input type="radio"/> Grade 2  |
| <input type="radio"/> Grade 3                       | <input type="radio"/> Grade 4  |
| <input type="radio"/> Grade 5                       | <input type="radio"/> Grade 6  |
| <input type="radio"/> Grade 7                       | <input type="radio"/> Grade 8  |
| <input type="radio"/> Grade 9                       | <input type="radio"/> Grade 10 |
| <input type="radio"/> Grade 11                      | <input type="radio"/> Grade 12 |
| <input type="radio"/> I don't know                  |                                |

**Name of person involved \***

*Please provide the name of the staff member, volunteer or community member who may have/has acted inappropriately*

**What's the involved person's connection with the child? (e.g. teacher, coach, unknown etc)**

**Were there any witnesses?**

*If yes, please provide the witness/es names and their contact details*

- Yes
- No



## Incident Details

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**Please categorise the child safety / child protection concern \***

*Please select if appropriate*

- Physical abuse
- Neglect
- Sexual abuse
- Emotional / psychological abuse
- Grooming
- Breach of School's Child Protection Program

**Please describe the incident \***

*E.g. Please describe the incident including alleged perpetrator/s behavior, sighted injury or other indicators of abuse, conversations with the child. What were the circumstances? What did you see/hear?*

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**Action undertaken**

*Please describe the action undertaken*

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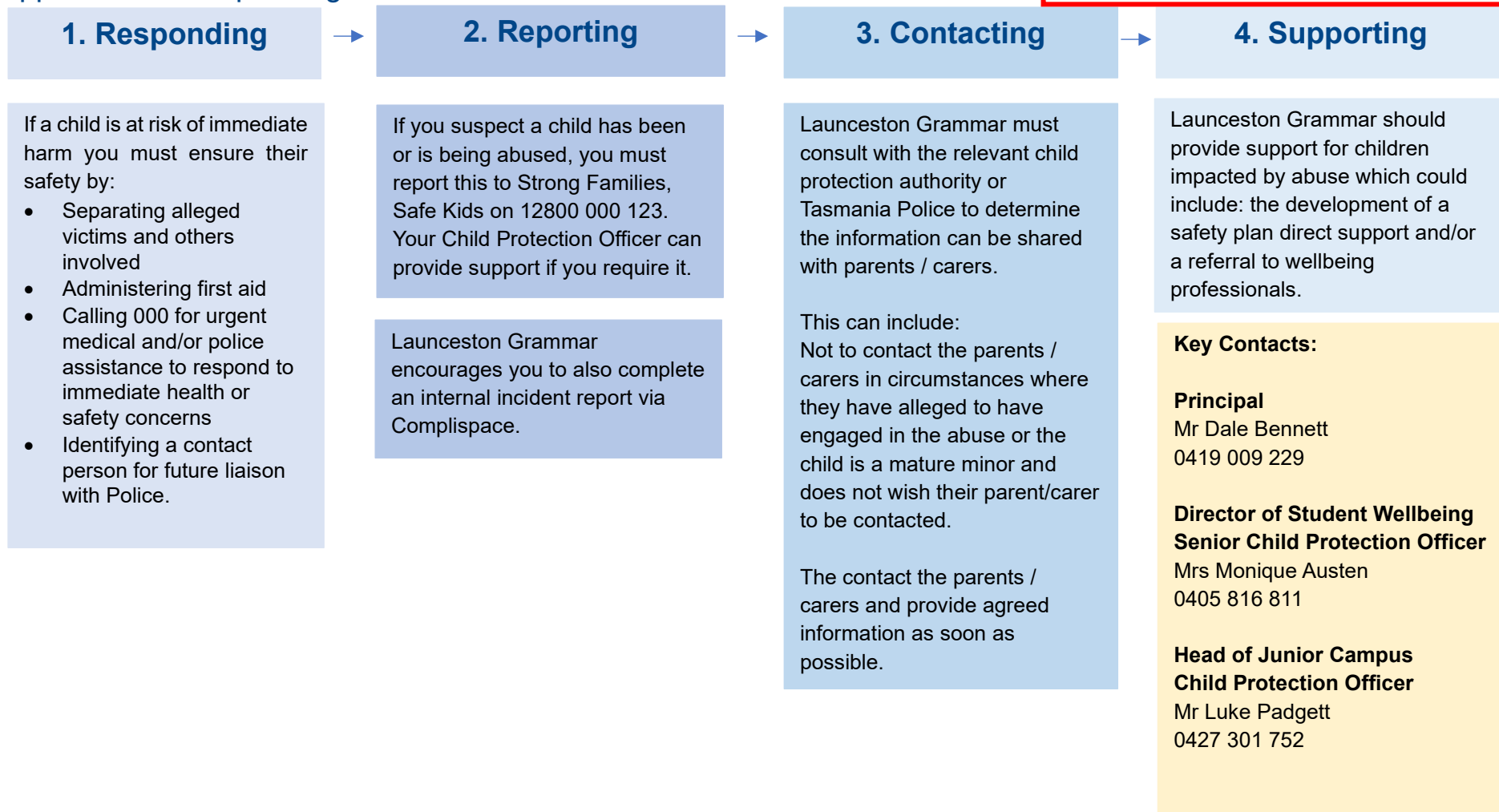


## Appendix 3 – Categories of Child Safety Incidents

Incident Type	Description
Minor Incident	<p>Events which cause or may cause minor physical stress and or emotional stress to personnel or members of Launceston Grammar community.</p> <p>Near misses and minor breaches of professional standards or Staff Professional Code of Conduct that do not compromise the health and safety of Launceston Grammar’s students, including children and young people and personnel.</p>
Moderate Incident	<p>Events which cause or are likely to cause physical stress or emotional distress to personnel or members of Launceston Grammar community.</p> <p>Near misses and criminal behaviour or breaches of professional standards or agency policy (for example the Code of Conduct) by personnel that may compromise the health and safety of clients / service users, including children and young people and personnel.</p>
Critical Incident	<p>Criminal behaviour, breaches of professional standards or organisational policy (for example Code of Conduct) by personnel that cause harm to or significantly compromise the health and safety of including client / service users, including children and young people and personnel.</p>

**You Must Take Action**  
As a volunteer/staff member at Launceston Grammar you play a critical role

## Appendix 4 – Responding to Incidents – Four Critical Actions



## Appendix 5 - Incident Reporting Actions for Managers and Executives

