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## Responding to suspected child abuse: template for All Victorian Early Childhood Services

### when to use this template?

It is strongly recommended that **all\*** early childhood service staff utilise this template to document any suspicion that a child has been, is being, or is at risk of being abused.

*\*Maternal Child Health services should utilise their existing information management systems (e.g. CDIS of expedite) to record appropriate detail about any incidents, disclosures and suspicions of child abuse. Services may opt to ALSO use this form, which aligns with the Four Critical Actions.*

If needed, staff should be supported by management to complete this template, and to ensure that they meet their obligations.

This template should be used in conjunction with following the **Four Critical Actions For Early Childhood Services: Responding to Incidents, Disclosures and Suspicions of Child Abuse.**

Completing this template should not impact on reporting times. If a child is in immediate danger staff should immediately contact Victoria Police on 000.

Whilst you may need to gather the information to make a report, remember it is not the role of staff to investigate abuse, 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.

## Responding to an Incident, Disclosure or Suspicion of Child Abuse

*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*

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| STaff member leading the response |
| Name: |
| Occupation: |
| Location (School address): |
| RElationship to child: |

### critical action 1: immediate response to an incident

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

See action 1 of Four Critical Actions For Early Childhood: Responding to Incidents, Disclosures and Suspicions of Child Abuse.

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| responding to an emergency |
| did the child require first aid? provide details if ‘yes’. |
| Who administered this? (name and title) |
| did the child 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

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| Child’s personal details | |
| name: | gender: |
| Relationshiop to service:  (e.g. 2 day, 3 year old kinder | date of birth: |
| residential address: | |
| parent/carer name/s: | |
| parent/carer contact: | |
| language(s) spoken by child: | |
| disabilities, mental or physical health issues: | |

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| Child’s background |
| cultural status and religious background |
| previous history or indicators of suspected abuse |

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| family background |
| family composition (if known):  *list parenting or care arrangements and sibling names and ages* |
| any other people living with the child (if known): |

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| family background |
| disability, mental or physical health issues in family (if known): |
| likely reaction to a report being made (if known): |

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#### details of the incident, disclosure or suspicion

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| grounds for your belief that a child has been, or is at risk of abuse |
| indicators or instances which led you to believe that a child/children are subject to child abuse, or at risk of abuse:  *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: |

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| details of persons alleged to have committed the abuse (if known) | |
| name: | |
| gender | date of birth: |
| relationship to child:  nothing if they are within the school or within the family and community (this will impact on who you report to) | |
| address: | |
| contact details: | |

### critical action 2: reporting

See Action 2 of Four Critical Actions for Early Childhood Services: Responding to Incidents, Disclosures and Suspicions of Child Abuse

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| 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 of your report | |
| DATE: | tIME: |
| authority: | |
| Name of Person spoken to: | |
| outcomes from the report: | |

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| reporting internally | |
| **PROVIDE DETAILS of your discussion with Licensee or approved provider** | |
| time: | datE: |
| Names: | |
| Discussion outcomes: | |
| Notification to the regulator (licensed and approved services):  *all licensed and approved services must notify the quality assessment and regulation division if thre is an incident at the service and/or the health, safety or wellbeing of a cihld has been compromised whilst attending the service.* | |
| Time: | Date: |
| Names: | |
| Discussion outcomes: | |

### critical action 3: contacting parents/carers

See Action 3 of Four Critical Actions For Early Childhood Services: Responding to Incidents, Disclosures and Suspicions of Child Abuse

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| actions taken (Alleged victim) |
| **provide details of your discussion with parents/carers (if appropriate):**  You must consult with victoria police and/or dhhs child protection to determine if it is appropriate to contact parents, if it is deemed appropriate, parents must be contacted as soon as possible (within 24 hours 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 Early Childhood Services: Responding to Incidents, Disclosures and Suspicions of Child Abuse

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| planned actions |
| include detail on what follow-up actions have occurred to support the student (for example, referral to specialised services): |
| FOLLOW UP ACTIONS |
| SUPPORT: |
| REFERRALS(S): |

## PROCESS OF REVIEW

*COMPLETE THIS SECTION BETWEEN 4-6 WEEKS AFTER AN INCIDENT, SUSPICION OR DISCLOSURE OF ABUSE IN CONJUNCTION WITH YOUR MANAGEMENT/APPROVED PROVIDER. THIS WILL SUPPORT YOU AND YOUR SERVICES TO CONTINUE TO PROTECT CHILDREN IN YOUR CARE AND TO REFLECT ON YOUR PROCESSES AND THE NEED FOR ANY FOLLOW- UP ACTION.*

### SAFETY AND WELLBEING

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| CURRENT SAFETY AND WELLBEING OF THE CHILD |
| IS THE CHILD SAFE FROM ABUSE AND HARM?   * NO * YES   *IF NOT CONSIDER THE NEED TO MAKE A FURTHER REPORT*  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* |

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| CURRENT WELLBEING OF OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE |
| ARE THERE ANY OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE?   * NO * YES   IF SO HAVE THEIR WELLBEING NEEDS BEEN MET   * NO * YES |

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| CURRENT WELLBEING OF impacted staff members |
| Does the staff member who made the report/ witnessed the incident, formed a suspicion or received a disclosure require any support?   * NO * YES   IF SO HAS THIS BEEN RECEIVED?   * NO * YES |

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| rEVIEW OF ACTIONS TAKEN | |
| ***HAVE SCHOOL STAFF FOLLOWED THE FOUR CRITICAL ACTIONS FOR Early childhood Services: RESPONDING TO INCIDENTS, DISCLOSURES OR SUSPICIONS OF CHILD ABUSE?***  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 STAFF 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 SERVICE PROVIDED ADEQUATE ON-GOING SUPPORT FOR THE CHILD?   * NO * YES   HAVE ANY COMPLAINTS BEEN RECEIVED?   * NO * YES   HAVE THE COMPLAINTS BEEN RESOLVED?   * NO * YES |