



SCOTCH COLLEGE SAFEGUARDING INCIDENT REPORTING CATEGORIES

The effective reporting of safeguarding incidents is a critical component of the Scotch College Safeguarding Program. All staff of the College are encouraged to remain vigilant and alert to the possibility of incidents that potentially expose boys to risk. Observing or personally contributing to an incident that represents risk either real or potential, warrants the submission of a report. Accurate and timely reports enable appropriate actions to proceed to ensure the safety of boys. Records of incident reports over time can reveal trends and help to identify areas where further action is required to minimise risk factors. Monthly reports prepared by the CPO will be submitted to the Scotch College Council through the Risk Committee.

Safeguarding incidents as described below should be reported on the Scotch College Safeguarding and Code of Conduct Related Incident Reporting form available online. Incidents can also be reported directly to the Child Protection Officer or senior staff member who will submit a report on your behalf if required.

INCIDENT TYPES:

SEXUAL

Any act by a person connected to the school (employee, contractor, volunteer, parent, student) that exposes a child to, or involves the child in, sexual processes beyond his or her understanding or contrary to accepted community standards.

PHYSICAL

Any unwelcome, uninvited, physical act inflicted upon a child by a person connected to the school (employee, contractor, volunteer, parent, student).

EMOTIONAL/PSYCHOLOGICAL

Any act by a person connected to the school (employee, contractor, volunteer, parent, student) that results in the child suffering any kind of significant emotional deprivation or trauma. Children affected by exposure to family violence would also be included in this category.

NEGLECT

Any serious act or omission by a person connected to the school (employee, contractor, volunteer, parent) having the care of a child that, within the bounds of cultural tradition, constitutes a failure to provide conditions that are essential for the healthy physical and emotional development of a child.

CODE OF CONDUCT BREACH

An action that contravenes the Child Safety Code of Conduct.
Includes deliberate, inadvertent and unavoidable actions either witnessed or taken personally.

Action following reception of an incident report...

An incident report is received by the Incident Reception Group: Child Protection Officer (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 Laserfiche
- If victim's safety at risk - report made to Child Protection services (DHHS)
- Counselling support provided
- Child Protection Committee convened.
- Council Chair informed.
- Reported to Police.
- 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 Safeguarding 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.

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 Safeguarding 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/boy in excess of the \$200 limit
- Single incident of driving boy alone 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
- 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 Safeguarding Code of Conduct.

OR

Actions of alleged perpetrator(s) deemed to be an inadvertent breach of the Safeguarding 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 Safeguarding Code of Conduct.

OR

Claim shown to be unfounded or vexatious in nature

- Outcomes recorded on Safeguarding Incident System.