



CHILD SAFETY
RESPONDING AND REPORTING PROCEDURES
AT THOMASTOWN WEST PRIMARY SCHOOL

I have the right to learn and feel safe at school

**If I feel WORRIED or CONCERNED about my SAFETY,
or another child's SAFETY...**

WHO CAN I TALK TO?

Mrs Young
or Miss T

Mrs Sheean

Mrs Peterson
or Miss G

My classroom
teacher

**What
happens
next?**

*The staff member you have spoken to
will take further steps to make sure that
you and other students are safe*



Sandi Young
Principal



Vanesa Trpceviski
Acting Assistant
Principal



Margot Sheean
Leading Teacher



Gita Peterson
Mental Health &
Wellbeing
Coordinator



Gurleen Gogia
Primary Welfare
Officer



THOMASTOWN WEST PRIMARY SCHOOL CHILD SAFETY REPORTING PROCESS

CALL 000 IF A CHILD IS IN IMMEDIATE DANGER

FOR HELP OR SUPPORT CONTACT

Principal	Sandi Young	Ext. 203	Mob. 0408 355 885
Acting Assistant Principal	Vanesa Trpcevski	Ext. 204	Mob. 0412 954 412
Leading Teacher	Margot Sheean	Ext. 151	Mob. 0400 188 200
Mental Health & Wellbeing Coordinator	Gita Peterson	Ext. 208	Mob. 0490 449 385
Student Welfare Officer	Gurleen Gogia	Ext. 207	Mob. 0468 421 201

Who must make a report if they believe a child is at risk?

All TWPS staff

CRTs, psychologists
Mentors, Counselors

Hub staff and
volunteers

What to report?

You are obligated to report if you believe a child has suffered, or is likely to suffer significant harm as a result of:

- Physical injury
- Sexual abuse
- Emotional or psychological harm
- Neglect



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Principal



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Acting Assistant
Principal



Margot Sheean
Leading Teacher



Gita Peterson
Mental Health &
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Gurleen Gogia
Primary Welfare
Officer



How?

1. If you form a belief of suspicion that a child is at risk
2. Seek immediate consultation with the **Principal, Assistant Principal, Student Wellbeing Officer, Mental Health and Wellbeing Coordinator or Leading Teacher.**
3. Depending on the nature of the disclosure or risk communicate with the following agencies:

DHHS (Northern Division)	1300 664 977
VIC Police (Mill Park)	03 9407 3333
DET Incident Support	1300 126 126
Employee Conduct Branch	03 9637 2595

In order to keep the child safe, seek recommendations from the above agencies about arrangements for after school hours.

Who can support me?

At Thomastown West Primary School at least one of the following staff members is to be consulted when a student has been identified as at risk: Primary Wellbeing Officer, Mental Health and Wellbeing Coordinator, Assistant Principal, Principal, Leading Teacher.

What happens next?

The Principal, Assistant Principal, Primary Welfare being Officer, Mental Health and Wellbeing Coordinator or Leading Teacher will:

- offer to support to the child.
- decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.
- offer support to and engage with the family (where and when appropriate).
- offer support to you. (The Employee Assistance Program (EAP) can be accessed 24 hours, 7 days a week. To access the service, call **1300 361 008** to make an appointment.)
- contact DET Security Services **1800 126 126** (and Principal, Assistant Principal, Primary Welfare Officer, Mental Health and Wellbeing Coordinator or Leading Teacher and/or other relevant agency) to notify them of a report.
- complete necessary confidential documentation on Compass.

Outcome

Report made to DFFH. It is recommended that the staff member who raised concerns completes the phone call with the Principal, Assistant Principal, Primary Wellbeing Officer, Mental Health and Wellbeing Coordinator or Leading Teacher.

Follow up

Follow up will be directed by DFFH (Department of Families, Fairness and Housing) intake. Refer to FLOW CHART for more specific follow up procedure.

Note: Follow up comments on Compass.