

Thomastown West Child Safety Reporting Process 2024 - 2026



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
Assistant Principal	James Crotti	Ext. 204
Leading Teacher	Margot Sheean	Ext. 151
Mental Health & Wellbeing Strategies	Joshua Fielding	Ext. 115
Disability & Inclusion	Violeta Colakovski	Ext. 207

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



Sandi Young
Principal



James Crotti
Assistant Principal



Margot Sheean
Leading Teacher



Josh Fielding
Mental Health &
Wellbeing Strategies



Violeta Colakovski
Disability
Inclusion

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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.