



Student Protection Procedure

Condition of Entry

Introduction

For most children, childhood is a positive time in their lives. They grow up in loving families that care for and nurture them and help them develop into healthy young adults. However, for a small proportion of children, this is not their lived experience. These children grow up in families that face one or more significant social, emotional or financial issues that impact negatively on their ability to care for and protect their children. The Department of Education and Training is committed to providing safe, supportive and disciplined learning environments, preventing reasonably foreseeable harm to students and responding when an employee reasonably suspects harm or risk of harm to students.

What are my reporting responsibilities?

All employees and visitors to a state school have a responsibility to respond when they suspect a student, or an unborn child, has been harmed or is at risk of harm. Some employees also have a responsibility to comply with legislative reporting obligations.

Obligations under the Student Protection procedure

All employees and visitors to state schools must discuss any suspicions of harm or risk of harm to a student, or risk of harm to an unborn child, with the principal. When the suspicions relate to the principal, discuss the concerns with the Regional Director.

What is harm?

Harm is any detrimental effect of a **significant nature** on a student's physical, psychological or emotional wellbeing. Harm can be caused by physical abuse, psychological or emotional abuse, neglect or sexual abuse or exploitation. Any behaviour that harms a student or places a student or unborn child at significant risk of harm is not acceptable. The Department will not condone behaviours (eg; a student witnessing domestic or family violence) or cultural customs that fall into the definition of harm.

When do I discuss student protection concerns with the Principal?

You should discuss **all** student protection concerns with the Principal irrespective of whether you suspect the harm or risk is caused by ...

- someone working at the educational institution
- another student
- someone from the student's family, a friend or a stranger
- the student self-harming.

What do I do if I suspect a student has been harmed or may be at risk of harm?

If you suspect a student has been harmed or may be at risk of harm you should ...

- remain calm and don't overreact
- talk with the student in a way that's appropriate to their age and understanding
- respond in a caring and sensitive manner
- provide support as required, including considering whether medical assessment/intervention is necessary
- listen to what the student wants to tell you and use open ended questions if you need to seek further information – remember, you aren't responsible for investigating the concerns or conducting a formal interview. However, you can make enquiries to clarify information for the purposes of determining an appropriate course of action
- tell the student that you must advise the Principal
- inform the Principal of the situation
- document relevant conversations and circumstances, including dates/times.

What if my concerns relate to the Principal?

If you suspect the Principal is responsible for causing harm to a student, report this to the Regional Director at the local regional office and the Ethical Standards Unit.

What do I need to remember in relation to my own behaviour?

- **NEVER** harm a student, either physically, psychologically or emotionally
- **NEVER** make fun of, put down or unlawfully discriminate against a student
- **NEVER** touch a student in a sexual way, or engage in any other inappropriate sexual activity (for example: sending a suggestive text message, showing a student inappropriate images, engaging in overfamiliar and unprofessional conduct with a student without sound educational reason)
- **NEVER** do or say anything that would make people think you are doing or intending to do something sexual to a student.