



Kurunjang SC Incident/Disclosure Principal Checklist

All incident reports must be stored securely.

Incident details

Name of person disclosing	
Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

PRINCIPALS CHECKLIST

Fulfilling your role when an incident, disclosure or suspicion of child abuse comes to your attention.

If there is an incident, disclosure or suspicion of child abuse concerning a student or staff member at your school, as a Principal, you are responsible for:

Reporting and Recording

- Ensuring that [the Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#) have been followed
- Ensuring that your staff complete the **Incident / Disclosure Template**
- Undertaking the review process included within the template between 4-6 weeks after a report is made

Ongoing Communication

Ongoing liaison/communication with:

- DHHS Child Protection and Victoria Police
- Regional Office and SIRU if engaged (Government schools)
- Diocese education office (Catholic schools)
- School Board (Independent schools)
- Parents/carers of all impacted students (where appropriate, following advice from authorities)

If an international student is impacted:

- Liaison with International Education Division (Government schools)
- Liaison with VRQA (Catholic and Independent schools in some instances)

If an Aboriginal or Torres Strait Islander Student is impacted:

- Liaison with Koorie Engagement Support Officer (Government schools)
- Liaison with Diocese education office (Catholic schools)

If a staff member is implicated:

- Liaison with Victoria Police
- Ongoing communication and action as set out by the Employee Conduct Branch (Government schools)
- Ongoing communication and action as set out by Diocesan education office (Catholic schools)
- Ongoing communication with the School Board (Independent schools).

Provision of Ongoing Support

Overseeing the development of a short- term action plan for all children impacted by suspected abuse in consultation with:

- The Region and the SIRU (Government schools)
- Diocese education office (Catholic schools)

Ensuring ongoing education and support services are provided for all children involved via:

- Formation of a Student Support Group
- Developing, implementing and reviewing a *Student Support Plan* in partnership with children and their parents/carers, allied health workers and external support agencies where appropriate (this plan should list appropriate school-level and non-school based supports and should assist students in returning to school)
- Addressing concerns as they arise

Provision of school based wellbeing services:

- Continued monitoring of the situation and the health and wellbeing of impacted children and staff members
- Ensuring the provision of ongoing support for the children, families and staff members involved.