



Policy E33 Child Safety Responding and Mandatory Reporting Policy – Student Version

Purpose:

This policy explains how Murray ACE handles concerns about child abuse and what everyone in our community needs to know about reporting it.

Who It Applies To:

This policy covers anyone connected to Murray ACE, including students, staff, contractors, and visitors, if they have concerns about child abuse.

What is Child Abuse?

Child abuse can involve:

- Physical violence against a child
- Sexual offenses against a child
- Grooming (preparing a child for sexual activity)
- Family violence in front of a child
- Serious emotional harm or neglect of a child

It can also include incidents between students.

Key Terms:

- **Grooming:**
This is when an adult tries to build a relationship with a child to prepare them for sexual activity. It's illegal and includes communication that aims to establish a connection.
- **RTO Staff Member:**
This includes anyone working for Murray ACE or contracted to do child-related work.

Policy Overview:

Murray ACE is dedicated to protecting children from abuse and has many policies in place to prevent it.

For Students:

- **Speak Up:**
Students should feel safe talking to any staff member if they have concerns about their safety or anyone else's.
- **Who to Talk To:**
If unsure about who to approach, students should start with their trainer or the manager.

Recognising Child Abuse:

To respond effectively, staff and trainers need to:

- Know how to spot signs of child abuse and understand what perpetrators might do.
- Be aware of their legal responsibilities for reporting child abuse.
- Follow the procedures for reporting concerns.



Steps to Take if Abuse is Suspected:

1. Immediate Action:

- If someone sees or suspects child abuse, they should call 000 for emergency help if needed.
- Notify the Manager as soon as possible. If the Manager isn't available, Administration will take charge.

2. Reporting:

- After ensuring immediate safety, staff must report any incidents or suspicions of child abuse quickly.
- If you're worried about a child's wellbeing but not sure it's abuse, you still need to take action—this might mean contacting support services like Child FIRST or The Orange Door.

3. Contacting Parents:

- The Administration team will inform parents or guardians unless advised not to by authorities.

4. Ongoing Support:

- Steps will be taken to protect the child and others from further abuse, in consultation with relevant agencies like Child Protection or the police.

5. Recordkeeping:

- The Centre Manager will ensure that detailed notes about the incident and any actions taken are kept secure and private.

Communication of This Policy:

This policy will be shared with the Murray ACE community in several ways:

- It's available on the Murray ACE website.
- It's included in staff training for new employees.
- It will be discussed during annual staff meetings.
- Hard copies can be requested from Administration.

Related Resources:

For more information, check out the Child Safe Standards on the Victorian government website.

Review Date:

The policy was last reviewed and updated on June 17, 2024.

<https://macesh.sharepoint.com/sites/staffgroup/Shared Documents/General/Admin/Policies and Procedures/Child Safe Policies/Policy E33 Child Safety Responding and Mandatory Reporting - Student Version.docx>