

THE HUTCHINS SCHOOL

# Safeguarding Children Reporting Policy

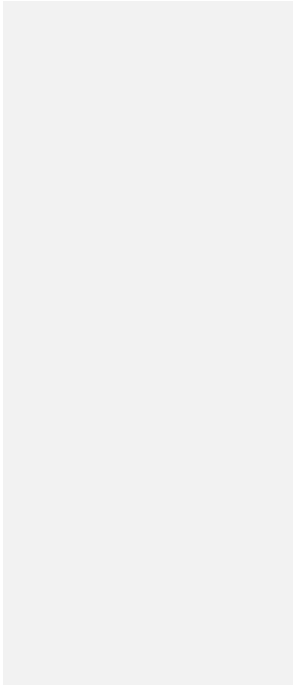




**Emotional or  
psychological abuse**







**Sexual misconduct**

This conduct may overlap with criminal conduct. When performed in a sexual manner or with a sexual intention, sexual misconduct includes:

inappropriate behaviour;

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The School has been advised by Tasmania Police to also make a report to them, either on 1800 333 000 (where no immediate risk of harm or abuse exists) or on 000 (where an immediate threat to health or safety may be reasonably foreseen or is present).

When reporting the harm, abuse or neglect of a child, or recording an incident witnessed or disclosed by anyone within the School community, staff are expressly forbidden to:

- assess the validity of allegations or concerns. Simply report all allegations or concerns as disclosed to the nominated person or persons within the School as described in this policy (the validity of an allegation will then be assessed in the manner described in this policy); or
- consider factors such as the authority or position of the persons involved. Any pre-existing views about the





If an allegation regarding any form of reportable conduct including (but not limited to) abuse, neglect, sexual misconduct or any sexual offense with a child or young person has been made against a staff member at the School, the Principal will:

complete an internal [Mandatory Report Notification Form](#) to ensure all relevant details are documented;  
make notifications to:

**The Independent Regulator, by:**

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- the person against whom the complaint is made by, for example, offering professional counselling either internally or through the Employee Assistance Program; and/or
- other personnel impacted by the allegations.

communicate with School staff as required, sending the clear message that:

the allegation does not mean the person is guilty and that the allegation will be properly investigated and will include the right to 'procedural fairness'; and

staff are not to discuss the matter with any person, except as directed by police, child protection authorities and/or the Principal and only in direct relation to investigation of the allegation.

All instances, allegations, disclosures or reasonable concerns of abuse or neglect of a child or young person arising from an action by school staff will be subjected to full incident review in accordance with the requirements of the

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actions of other people within the School community that contravene our policies, or that may otherwise have the potential to harm a child or young person.

## 7. Supporting/related documents

[Code of Conduct](#)

[Commitment to Kindness](#)

[Complaints and Grievances Policy](#)

[Inappropriate or Reportable Conduct Notification Form](#)

[Practice and Behaviour Standards](#)

Peer-on-peer Abuse Guidelines (not online; available upon request)

[Mandatory Report Notification Form](#)

[Safeguarding Children and Young People Policy](#)

## 8. Record keeping

This policy is to be kept for three (3) years until review unless there is a significant legislative or organisational change requiring earlier review. We retain 'evidence' to document each review undertaken. Such evidence may include minutes of meetings and/or documentation of changes to policies and procedures that result from a review.

External audits conducted by the Australian Childhood Foundation occur at 3 yearly intervals.

The master copy is kept in SharePoint Online in read-only PDF form. All printed copies are uncontrolled.

