

# MAKING A CHILD PROTECTION REPORT THE PROCESS

**1** Disclosure/Witness Incident

**2** If an Emergency call (000) or Child is at Immediate Risk

**3** Contact Principal and/or Director of Well-being

**4** Make Report

Make Report to VIC Police/DHHS (Supported & guided by Principal or Director of Well-being)  
**All reports relating to sexual abuse must be reported to VIC Police and Principal must action Reportable Conduct Scheme Requirements if involving an employee**

**5** Complete Incident Report Form

Located in Teacher Kiosk – Links – Child Protection Program  
**A) DO NOT SAVE to your Desktop/PC**  
**B) Once completed, print and keep secure until given to the Principal or Director of Well-being**

**If this report involves an employee a copy of completed report to must go to the Principal**

**If the report involves the Principal a copy of completed report must go to the College Chair**

**6** Give completed Incident Report Form to Director of Well-being

**7** Follow up by Director of Well-being

Director of Well-being to complete any follow up from Incident Report Form (Office use section)

**Principal to action Reportable Conduct Scheme via CCYP within 3 days**

**If the report involves the Principal, College Chair needs to action**

**8** Secure Records

Director of Well-being to give Incident Report Form to Principal to store with Child Protection Incident Report Register in lockable location (Principal Access Only)

**9** Child Protection Incident Report Register

Director of Well-being to meet fortnightly with Principal to review Child Protection Incident Report Register