

Procedures for children who report abuse at Healesville Primary School

From time-to-time children will approach an adult to report abuse they have suffered or witnessed in their homes. The following procedures are guidelines that the trusted adult should put in place for the child who is reporting.

There are 3 steps involved in taking appropriate action. These are known as the 3 R's, and each is essential:

- **Responding to the disclosure / suspicion and / or allegation**
- **Recording the relevant information**
- **Reporting the relevant information**

Steps for the trusted adult to take

1. Make sure the child is feeling comfortable to speak with the adult they have chosen to confide in. Please be aware this does not have to be leadership or the classroom teacher, it will be a trusted adult for the child.
2. Take the child to a quiet place and listen to their concerns, make detailed notes and ask clarifying questions – Be careful not to prompt the conversation in any way.
3. Offer support to the child through chaplaincy, or last years teacher or another trusted adult - so they can calm down and relax once their reporting is done.
4. If you have formed a belief that the child is in danger if they return to their home, you should report the incident to Child Protection.

[Department of Health and Human Services can be contacted on 9843 6000.](#)

The 4 types of abuse that would peak your concern would be if you hear anything about, physical abuse, sexual abuse, emotional or psychological abuse and neglect.

At Healesville PS we take these matters seriously and wish to work with all stakeholders to ensure our children are safe.