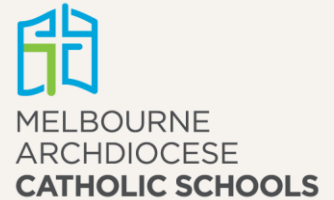




# Emmaus College Internal School Processes for Mandatory Reporting



## Resource 1 Internal School Processes for Mandatory Reporting

### Keeping Our Children Safe

As a Catholic school, we have a mission-driven, moral, and legal responsibility to provide a safe and secure environment for children and young people and to protect them from all forms of abuse and neglect. We are steadfast in our resolve to honour this responsibility and promote the safety, wellbeing and inclusion of all children and young people.

The College has formalised a policy to respond to the new Ministerial Standard. The College Child Safe Policy and other related policies are found below.

### Child Safety Officers

Emmaus College has appointed the people listed below as the College's Child Safety Officers. Each Child Safety Officer is available to answer any questions that you may have with respect to our Child Protection and Safety Policy and the Child Protection Program.

**Child Safety Officers are selected based on several considerations, namely:**

- their personal attitudes, experiences, and beliefs, for example, a person who is non-judgmental, calm, resilient and demonstrates a high degree of integrity and respect for confidentiality.
- their role within the College, for example, a person who has seniority and experience working with complex student and family issues at the College and someone who is readily accessible and available to all members of the College community; and
- their personal profile within the College, for example, a person who is approachable, who students and staff trust and who is willing and able to respond to issues personally and sensitively.

### Consulting a Child Safety Officer

- **Please be aware that consulting with a Child Safety Officer does not change any obligation you have under legislation to report to an external authority. The welfare and best interests of the child is paramount.**
- The College's Child Safety Officers can be your first point of contact for reporting child protection issues within the College. They receive special training that allows them to deal with child protection concerns both sensitively and effectively.
- If you have any concern that a child may be experiencing any form of abuse, whether or not you have formed a belief on reasonable grounds that the abuse has occurred, you can raise your concerns with one of our Child Safety Officers; **however, if you have formed a belief on reasonable grounds that the abuse has occurred, it is mandatory that you make a report to the external authority,**

**Whenever there are concerns that a child is in immediate danger the Police should be called on 000.**

### References

[Spotting the Warning Signs of Abuse – for school staff](#)

[Identifying and Responding to All Forms of Abuse in Victorian Schools](#)

[Four Critical Actions – Responding to Incidents, Disclosure and Suspicions of Child Abuse](#)

[Recording Your Actions – Responding to Suspected Child Abuse Template for Victorian Schools](#)

## Our Child Safety Officers

The following staff are the Child Safety Officers for Emmaus College in 2021

<b>Name</b>	<b>Role</b>	<b>Telephone</b>	<b>Email Address</b>
Mr Steve Bourbon	Assistant Principal - Students	98453381	<a href="mailto:stephen.bourbon@emmaus.vic.edu.au">stephen.bourbon@emmaus.vic.edu.au</a>
Mrs Trish McGrath	Director of Students	98453322	<a href="mailto:trish.mcgrath@emmaus.vic.edu.au">trish.mcgrath@emmaus.vic.edu.au</a>
Ms Hayley Fraser	Director Y9@E	98314402	<a href="mailto:hayley.fraser@emmaus.vic.edu.au">hayley.fraser@emmaus.vic.edu.au</a>
Ms Anna Owens	Psychology and Counselling Service (PCS) Leader	98453351	<a href="mailto:anna.owens@emmaus.vic.edu.au">anna.owens@emmaus.vic.edu.au</a>
Mrs Sheila Slattery	College Nurse	98453317	<a href="mailto:sheila.slattery@emmaus.vic.edu.au">sheila.slattery@emmaus.vic.edu.au</a>