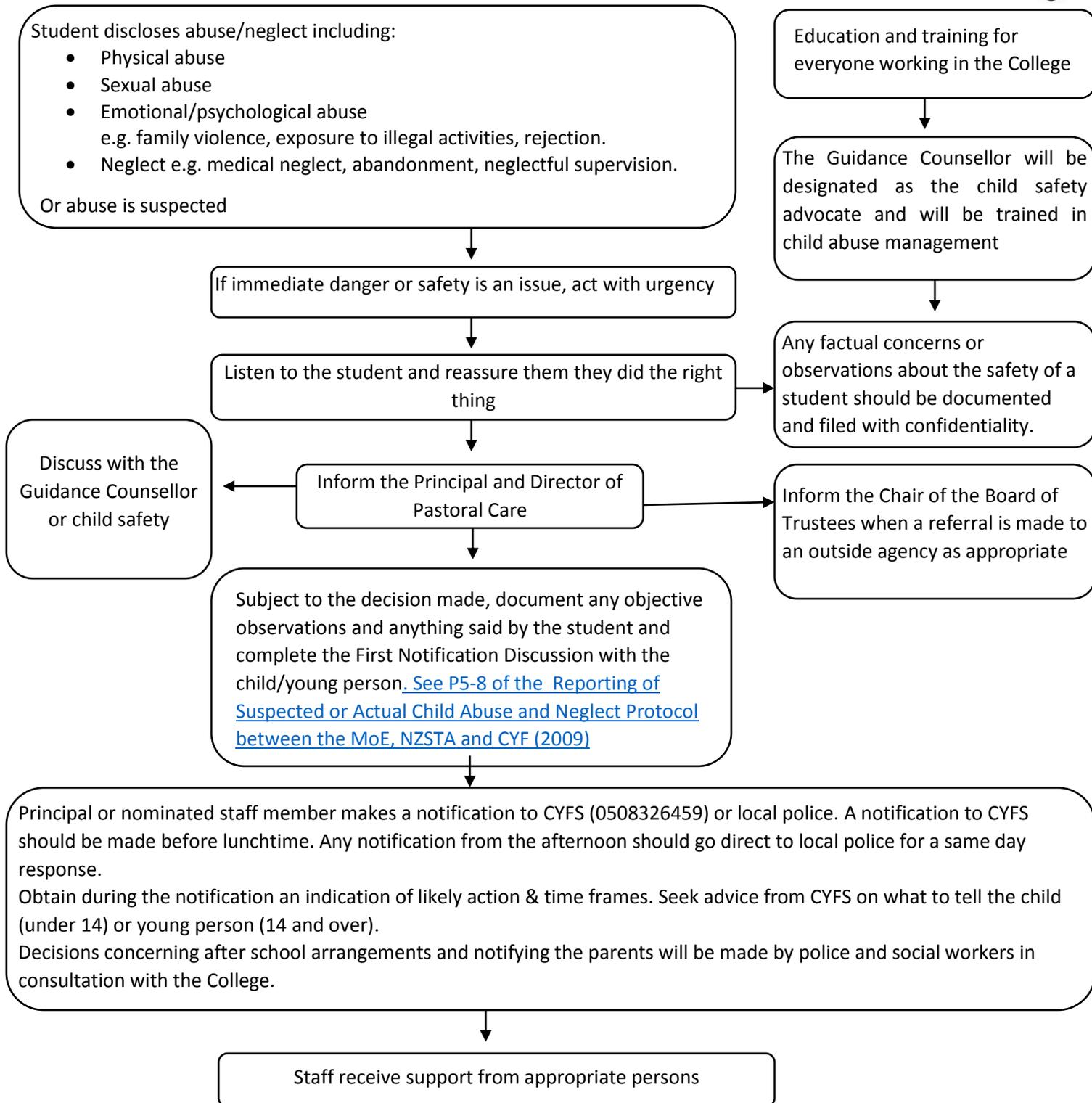




## Flow Chart of Action (Policy 5.12 Child Protection)



### Points to note:

- Documentation may subsequently be used in court as evidence for either side.
- Avoid making judgments; simply record facts.
- Interviewing of suspected abuse victims is a specialized procedure best left to those who are trained in such techniques

## **Specific actions when reporting child abuse/neglect**

- If the child or young person is in danger or unsafe, act immediately to secure their safety.
- Listen to the child or young person and reassure them they did the right thing in disclosing.
- Write down what the child says, check that comments and events surrounding the concern are also recorded.
- Do not formally interview the child or young person. Obtain only necessary relevant facts for when clarification is needed.
- If the child or young person is not in immediate danger and is not upset re-involve the student in usual school activities
- If the child or young person is visibly upset provide appropriate activity for them under supervision with someone familiar (i.e. teacher) until they are able to re-join classroom activities.
- Hold immediate discussion with Guidance Counsellor, Principal and DPC.
- Inform the Guidance Counsellor, DPC and Deputy Principal if the allegation concerns the Principal.
- Notify CYFS Contact Centre or the Police.