

## Key Information Fact Sheet for Staff, Volunteers and Contractors

The School will take appropriate, prompt action in response to all child safety incidents or concerns, including suspicions, allegations or disclosures of abuse or other harm, that are reported internally by staff, volunteers or contractors. Where appropriate, all matters that meet the required thresholds will be reported externally to the DCJ, the Office of the Children's Guardian, and/or the Police, depending on the information contained in the report.

The welfare and best interests of the student are paramount. Whenever there are concerns that a child or young person is in immediate danger, call the Police on 000.

If danger is not imminent, the **Principal** should be contacted immediately to report any child safety incidents or concerns.

If the Principal is not available, her delegates should be contacted:

- **in the Senior School - Deputy Principal/Director of Wellbeing**
- **in the Junior School - Head of Junior School/Deputy Head of Junior School**

The Principal or her delegates will then follow the procedures below depending on the facts presented to them:

- the procedures for managing safety incidents or concerns involving the school;  
or
- the procedures for handling allegations of staff misconduct and reportable conduct
- the procedures for managing child disclosures by students or former students
- staff and student professional boundaries