



## Child Safeguarding Program

### Managing Your Initial Response to a Child Safety Incident or Concern

Ministerial Order 1359 requires CESL Board to have a clear procedure or set of procedures for responding to complaints or concerns relating to child abuse, as defined in the Order.

The Department of Education, Catholic Education Commission of Victoria and Independent Schools Victoria's Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse sets out the four actions that Staff must take to respond to child abuse, as defined in the CWS Act. The school's policies and procedures for responding to child abuse and other harm must align with the Four Critical Actions.

This section of the Child Safeguarding Program aligns with Action One of the Four Critical Actions and outlines, in the subsections below, the school's policies regarding, and the procedures that Staff, Volunteers and Contractors (together referred to as "Staff" or "staff members" for the purposes of this section of the Child Safeguarding Program) should follow immediately after witnessing or being told about, a child safety incident or concern.

The following subsections explain the ways that Staff may become aware that a student may be experiencing abuse or other harm and strategies, guidelines and requirements for responding to these situations and for assisting the students involved.

- Responding to an Emergency
- Preserving Evidence

- [Documenting Your Observations and Actions](#)
- [Witnessing a Child Safety Incident](#)
- [Observing Abuse and Other Harm Indicators](#)
- [Private Disclosure by a Student](#)
- [Public Disclosure by a Student](#)
- [Third Party Disclosure](#)
- [Disclosure by a Former Student](#)
- [Support Following Child Safety Incident or Disclosure](#)

Fulfilling the roles and responsibilities in this section of the Child Safeguarding Program does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse or other harm.

## Pages in this Section

- [Responding to an Emergency](#)
- [Preserving Evidence](#)
- [Documenting Your Observations and Actions](#)
- [Witnessing a Child Safety Incident](#)
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