

Child Safety Support Resource 1



Holy Rosary School internal school process for mandatory reporting

Melbourne Archdiocese Catholic Schools (MACS) schools should develop internal procedures consistent with PROTECT and the Four Critical Actions referenced in the Policy. Schools may document these internal procedures below in a variety of ways, including a flow chart. The internal procedures must be readily available to all members of the school community, including on the public website.

1. Observe/Hear/Be Informed of an incident
2. Report to Principal (Child Safety Officer)
3. In the absence of the Principal, report to Deputy Principal/Learning Diversity Leader/RE Leader/Teacher in charge
4. Refer to Responding to Incidents Chart
5. Report to DFFH and/or Police

*Please note – if the incident involves the Principal, phone the Manager Northern Regional Office MACS 8387 3200