

STUDENT PROTECTION PROCEDURES FOR REPORTING HARM (STUDENTS AND PARENTS)

A single matter may involve Harm as well as a Child Sexual Offence and/or Inappropriate Behaviour of a Staff member. You should follow each applicable process.
Refer to the *Student Protection and Reporting Policy* for definitions and more information.

ALWAYS REPORT PROMPTLY AND TAKE ANY NECESSARY ACTION TO PROTECT A STUDENT FROM IMMEDIATE HARM.

1. Harm or suspected Harm

(within or outside the School – not just Harm caused by School Staff)

You are a student or parent and you are aware or reasonably suspect that a student has suffered, is suffering, or is at unacceptable risk of suffering Harm.

Harm means any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing, irrespective of cause.

Causes of Harm may include, but are not limited to: Physical Abuse, Psychological or Emotional Abuse or Neglect; or Sexual Abuse or exploitation. Harm may be caused by a single act, omission or circumstance, or by a series or combination of acts, omissions or circumstances.

Report the Harm or suspected Harm to **any Staff member of the School as soon as possible**.

You can report in writing or by speaking with the Staff member.

2. Child Sexual Offences

(within or outside the School – not just Harm caused by School Staff)

You are a student aged 18 years or over or a parent and you believe on reasonable grounds that a Child Sexual Offence is being or has been committed against a Child by another Adult at a time when the Child is or was under 16 years or a person with an impairment of the mind.

Child Sexual Offences are offences of a sexual nature committed in relation to a child and include, but are not limited to, offences relating to child exploitation material, rape and sexual assault.

Disclose the information to the Police **as soon as possible**.
OR

Disclose the information to the HM **as soon as possible** who will immediately give your report to Police and then immediately confirm to you in writing that your report has been given to Police.
If you do not receive this information within 24 hours, provide your report directly to Police **as soon as possible**.

3. Inappropriate Behaviour by a Staff member of the School

(within the School – not inappropriate behaviour of someone outside the School)

You are a student or parent and you wish to report Inappropriate Behaviour by a Staff member.

Inappropriate Behaviour means behaviour of a Staff member that a student or parent considers inappropriate, or any behaviour of a Staff member that is otherwise inconsistent with the *Student Protection and Reporting Policy*, the *Code of Conduct (Staff)* or any other School policies or procedures.

Report the behaviour to a **Head of Year, a Deputy Headmaster (including the Senior Deputy Headmaster), Head of Senior School, or Head of Middle School as soon as possible**.

You can report in writing or by speaking with the Head of Year, a Deputy Headmaster, Head of Senior School or Head of Middle School.