

GOOD SAMARITAN CATHOLIC COLLEGE

If a staff member sees or hears about a student protection concern the staff member must:

Take immediate protective action if the student is at immediate risk of harm from themselves or others; for example, administer first aid or contact emergency services if required [police or ambulance].



Contact one of the school's Student Protection Contacts (SPC) and explain what has been seen and/or heard and what actions have been taken so far. Be mindful of confidentiality and respecting the privacy of the student and others.

Immediately contact one of the College Student Protection Officers (SPO). These are Greg Myers, Lee Elvy, Louise Mills, Deborah Holmes, Bridgit Hoyle and Michelle Dolan. Wherever possible, do this in person.

If contact in person is not possible, an email should be sent, marked as urgent, to at least two SPOs. The email should have the title "Urgent Student Protection Matter" but should not contain the student's name. A follow up phone call should be made to the person and/or the College administration to alert them to the email.



Follow the guidance of the SPC on what to do next. This may include:

1. writing detailed notes about what you know
2. discussing the concerns with another SPC/school leadership team member/BCE Student Protection Officer (SPO)
3. gathering additional information
4. completing a Record of Concern in the Student Protection Case Management System (SPCMS)
5. discussing reporting obligations



Speak with the SPC/Guidance Counsellor/school leadership team member/pastoral or year coordinator about:

1. pastoral care and support for the student and family
2. immediate and/or longer-term safety and support planning

As a mandatory reporter staff have an obligation to report harm to a student. If the Principal/Delegate decides the concern does not meet a threshold for reporting to a state authority, and you disagree with this decision, please discuss your concerns with your Principal/Delegate immediately. Your school's BCE Student Protection Officer can assist with this discussion if required (Student Protection Team - Ph: 3033 7409). Self care and support may be accessed through the Employee Assistance Program by telephoning 1800 808 374