

St Michael's College, Merrimac

If any staff member sees or hears 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.

Talk to a Student Protection Contact (preferably in person):

Veronica Wasiak (Principal), Daniel Hughes (DP), Josh Laidler (HoSWE), Mandy Walsh (GC), Jeff Kemp (GC).

If unavailable in person, call Jane ext: 4008 to advise you have a student protection matter and need to speak with a SPC

Please follow up with a detailed email, and send to at least two (2) SPCs. • Email subject: Urgent Student Protection Matter • Mark the email as Important (!) • Call SPC to alert to the email to ensure immediate receipt. • Do not put the student's name in the subject field. • Always CC the College Principal

Next break you are free follow up with the SPC to ensure they are aware of the matter- if it is AT RISK or Likely Sexual Assault you need to advise immediately- DO NOT EMAIL advise Jane it is urgent and can't wait



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 Engage – Student Protection.
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
3. Staff self-care and wellbeing. BCE's EAP provider is Converge. For support call 1300 687 327.
4. 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 Advisor can assist with this discussion if required (Student Protection Team - Ph: 3033 7409).