



St Michael's College

Responding to a Student Protection Concern

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.

St Michael's College Student Protection Contacts

Talk in person to any of the following SPCs about the concern:

Veronica Wasiak: Principal

Daniel Hughes: Deputy Principal

Joshua Lailder: Head of Students, Wellbeing & Engagement

Jeff Kemp: Counsellor

Mandy Walsh: Counsellor



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/College 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/College Leadership Team member/Pastoral or Year Coordinator about:

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



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 (Converge) by telephoning 1300 687 327