Responding to Allegations of Student Sexual Assault

Compulsory Actions for Principals

This flowchart must be read in conjunction with Responding to Allegations of Student Sexual Assault – Procedures for Victorian Government Schools.

The flowchart must be followed step by step in dealing with allegations of student sexual assault. This is Departmental policy and a mandatory requirement of all Principals.

- Provide a safe environment for the alleged victim.
- Separate the alleged victim and others involved, and provide staff support for each individual.
- Address duty of care issues for all students involved.

- Inform the student of your obligation to report the incident to the Department of Education, Victoria Police and, if appropriate, DHS Child Protection.

- In the case of an emergency, call for medical assistance/police.
  
  Phone 000

- Report the incident to the Emergency and Security Management Unit (ESM)
  
  Phone 9589 6266
  
  ESM will then contact the Student Critical Incident Advisory Unit and the Regional Office.

- Report the incident to the Victoria Police Sexual Offences and Child Abuse (SOCA) Unit.
  
  Phone 000

- If appropriate, report the incident to DHS Child Protection.
  
  (Refer to section 3.2.5 of Responding to Allegations of Student Sexual Assault for further information.)
  
  Phone 131 278

- Contact the parents/carers of the alleged victim unless circumstances indicate this should not occur.
  
  (Refer to section 3.2.6 of Responding to Allegations of Student Sexual Assault for further information.)

- Document the disclosure and ensure that staff have documented their actions.

- Other than ensuring the safety of all involved, there should be no detailed communication with alleged perpetrators, their parents/carers and any other students involved until after approval from the Victoria Police SOCA Unit.

- Allegations of sexual assault must be managed in partnership with the Student Critical Incident Advisory Unit and the Regional Office, who will provide ongoing advice and support to schools.

Police are the investigating body.

It is the responsibility of the Principal to develop a partnership with the Manager, Student Critical Incident Advisory Unit and the Regional Director.