

HOW TO REPORT A CHILD SAFETY CONCERN

A SIMPLE GUIDE FOR THE MENTONE GRAMMAR COMMUNITY

GET SOME ADVICE

SPEAK TO A STUDENT SAFETY OFFICER (SSO)

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THE MATTER HAS ALREADY BEEN REPORTED OR IS BELOW REPORTABLE THRESHOLD

1. Provide a copy of your notes to the Senior SSO.
2. Keep a copy for yourself, including notes of your conversation with the SSO.
3. Keep all notes secure.

IS THIS A NEW MATTER?

1. Work with the Senior SSO to complete a child safety incident report & assess who to make the report to.
2. Be present or provide information for when the official report is made.
3. Help ensure school records are current.
4. Keep your records up to date and secure.