



### Emmaus College Jimboomba

#### 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.

#### Emmaus College Student Protection Contacts

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

Jane Egan	Principal
Liesl Profke	Head 7-12
Helen-Jayne Shipman	Assistant Principal Student Wellbeing P-6
Adelaide Kibby	Assistant Principal Student Wellbeing 7-12
Megan Duvenage	Guidance Counsellor
Hannah Kwaszenko	Guidance Counsellor
Hope Mae	Guidance Counsellor
Rachel Martin	P-12 Teacher



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**