

NATIONAL REFERRAL PROTOCOL: HOW DO I REFER A REPORT OF VIOLENCE?

STEP 1

Provide a caring and supportive response

- ✓ Tell the child it's not their fault, that you believe them, and you can help.
- ✓ Check with the child that they are OK for you to contact the Principal and School Safety Committee (SSC) for guidance.
- ✓ Assure the child you will not contact the perpetrator or anyone connected to them.
- ✓ Do not ask questions about how the incident occurred.

STEP 2

Contact a trusted adult

- ✓ Ask the child who they would like you to contact for support (e.g. parent or caregiver).
- ✓ Explain to the child and accompanying adult that services will support them and keep them safe.
- ✓ Ensure the child and accompanying adult understand that all services will maintain confidentiality.
- ✓ Get permission from the child to contact services. If permission is not given, referrals must be anonymous.

STEP 3

Explain the next steps

- ✓ Clearly explain the steps below and services to the child and accompanying adult. Ensure they understand.
- ✓ Contact necessary services, as advised by the SSC or Principal: hospital, One Stop Centre, Rainbo Centre, case worker, Family Support Unit, police.
- ✓ Ensure the child is taken to a medical facility if they are in pain or have survived a sexual assault (within 72 hours of the incident).
- ✓ Report any cases of sexual violence to the police (only information the child gives you permission to share).
- ✓ Consider additional needs the child has (e.g. a hearing impaired child may require a sign language interpreter).
- ✓ Explain that a case worker and legal professional will support them throughout.
- ✓ Explain additional support from specialist services (e.g. psychosocial support, legal advice).
- ✓ Report the case to the Teaching Services Commission if the perpetrator works at the school or in education.

STEP 4

Maintain confidentiality

- ✓ If you feel worried or upset after dealing with a report, only seek support from people involved in the referral (e.g. the Principal or SSC.)
- ✓ Do not discuss the incident with anyone other than the relevant services who need to know about it.

OUR LOCAL SERVICES

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