



St Clare's Primary School

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 Clare's Primary School Student Protection Contacts

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

Liesl Profke	Principal
Mariana Santos	Assistant Principal Learning & Teaching
Mel Crowden	Assistant Principal Student Wellbeing
Jessica Young	Guidance Counsellor
Nicola Chapman	Guidance Counsellor

If an SPC cannot be accessed in person:

1. Phone an SPC
2. Email two SPCs with the subject heading 'Urgent Student Protection Concern.' Do not name the student in the subject heading. Phone the SPCs to ensure that they have received the email.



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