



St Francis Xavier College  
Berwick, Officer and Beaconsfield

## College Process:

# Reporting Members of the Public that pose a threat to Child Safety

*St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).*

*All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.*

At times, a student, parent or members of the community report the College behaviour of a member of the public that is considered a threat to Child Safety.

When this report is received the following should occur:

1. Notification to the Deputy Principal Head of Campus and Director of Student Wellbeing

2. Deputy Principal Head of Campus and Director of Student Wellbeing will

i) Ensure there is an appropriate safety plan for the student (in consultation with the student and their parent) – counselling should be offered and a note kept on the SIMON Student Notes

ii) Ensure a report is made to police (if in doubt, make contact with the local police station)

iii) Complete an incident report <https://cevn.cecv.catholic.edu.au/Sale/School-Improvement/Emergency-Management>. This form needs to be submitted to Bernadette Myers the Diocesan Emergency Management Officer for CEO Sale. [bmyors@ceosale.catholic.edu.au](mailto:bmyors@ceosale.catholic.edu.au)

iv) When the form is submitted please cc:

- The Principal
- Deputy Principal: Compliance
- Assistant Principal: Wellbeing
- School Leadership Consultant: Secondary - Oronzo Farina  
[ofarina@ceosale.catholic.edu.au](mailto:ofarina@ceosale.catholic.edu.au)

v) Notify campus staff as appropriate

vi) Notify students and parents as appropriate

**Note:** The Head of Campus or Director of Students may delegate this task to the Head of House Team leader or another member of the Campus Leadership Team.