

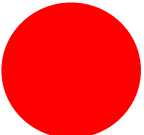

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| Office use only | |
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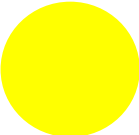
Caring Circle Procedures

The Caring Circle is made up of the Principal, Deputy Principal, Counsellors and Executive Assistant and will follow the appropriate child protection policies and strategies in place.

RED, GREEN and YELLOW - Safety Ripple for Jarjum's

- RED –** Intake for Caring Circle
GREEN - Caring Circle member seeks appropriate person for action
YELLOW - Action is completed by the delegated member

| | ACTION | BY WHOM | TIME FRAME |
|---|--|---|---|
| RED  | <ul style="list-style-type: none"> • Referral is taken by any member of the Caring Circle • This can be verbal or written • It can be about any issues of concern regarding a young person whom attends Hymba Yumba Community Hub | <ul style="list-style-type: none"> • Student • Teacher • Parent / Carer • Family • Other students / friend • Service Provider | Immediately to 1 day |
| GREEN  | <p>At this level it is determined by a member of the Caring Circle if it is to be actioned by the Principal, Deputy Principal, Counsellor or Elder In Residence.</p> <p>It is determined by a member of the Caring Circle that receives a pink referral slip to determine who this pink slip is to action.</p> <p><u>PRINCIPAL / Deputy Principal</u></p> <ul style="list-style-type: none"> - Behaviour - Risk of Harm - remove - Safety - Misconduct - Cultural <p><u>COUNSELLOR</u></p> <ul style="list-style-type: none"> - Grief & Loss - Trauma - Social & Emotional - Peer pressure - Family break down - Personal - Cultural | <ul style="list-style-type: none"> • Any member of the Caring Circle • Any member of the Caring Circle • Counsellors | Immediately to 1 day action to take place |

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|--|--|---|--|
| | <p><u>CARING CIRCLE</u></p> <ul style="list-style-type: none"> - Enrolments - Personal Learning Plans - Support young person in out of home care placements and kinship placements - Monitoring of young person at risk. - Crisis intervention - Support to Principal or Deputy Principal | <ul style="list-style-type: none"> • Any member of the Caring Circle | |
| <p>YELLOW</p>  | <p>This stage is where action is performed by members of the Caring Circle. E.g. Principal, Deputy Principal may suspend regarding behaviour or the Counsellor may work with a family and the Elder in Residence may perform ongoing follow up work with the Deadly & Strong booklet regarding the belong place of a student.</p> <p>All action needs to be completed and processed by all members.</p> <ul style="list-style-type: none"> • Written case notes • Outgoing correspondence • Referrals • Internal documents e.g. suspension letters, behaviour plans, counselling sessions • Ongoing action plans <p>Any follow ups and closures must be tabled at the next Caring Circle meeting.</p> | <ul style="list-style-type: none"> • All Reps of the Caring Circle | <p>2 days written report if required to Principal or notes to be filed and all correspondence to be completed</p> <p>Prior to the next Caring Circle meeting</p> |

EXAMPLES

SCENARIO 1:


Two (2) students are found to be physically fighting in the playground at lunch time. The Principal is in a meeting that does not finish until 1 hour later. What is the process by the Caring Circle?



1. Teacher brings the two (2) students to the front office to the Assistant Executive Administration Officer.
2. Caring Circle member receives all documents or verbal notification from the teacher.





1. Caring Circle member decides if it is a Principal flag, Counsellor flag or Elder in Residence flag, and/or first aid flag.
2. The Caring Circle member will seek out the right person for the appropriate action. (In this case a pink slip is given to the Deputy Principal in the absence of the Principal, regarding the conduct and behaviour of the two (2) students).


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1. Action is taken by the appropriate person. (In this case the Deputy Principal investigates, performs all tasks that are required after their findings e.g. suspension, contacting parents).
 2. Suspension letters are completed and sent home to parents and recorded in the behaviour folder and suspension folder.
 3. The pink slip is completed and given to the Counsellor to work with the students regarding anger management strategies and counselling if required.
 4. A closure notice is given to the teacher, outlining if there is any follow up to take place.
 5. Electronic notes are completed within two (2) days of the event, which allows the Principal to see that all appropriate and efficient channels have been completed effectively.
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SCENARIO 2:

A student discloses to an Indigenous Education Worker (IEW), that her 'Poppy' tried to sleep in her bed last night.

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1. This worker is not to ask any questions of the student, but to listen and let the student disclose what they want to. **DO NOT prompt or ask questions**, just let the student know that this is not appropriate and that you will need to inform someone else about this as it is your job to help them. Reassure the student by telling them that it's going to be ok.
 2. The IEW reports it to the Principal and may report to Child Safety. This can be done verbally and/or with a pink slip. A full written report of the disclosure must take place within 24 hours of first contact. A report can be made directly to a child safety officer if the student is in need of protection. (**Note** that if the disclosure is to a teacher about physical or sexual abuse, then the teacher must report directly to Child Safety).
 3. **Confidentiality is maintained at the highest discretion, IT must NOT be discussed with any other staff member.**
 4. Principal or IEW must immediately follow the process outlined in the Hymba Yumba Community Hub's Child Protection Policy.

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1. The Principal is made aware of the disclosure **IMMEDIATELY, as outlined in the Hub's Child Protection Risk Management Policy**. In the absence of the Principal, the Deputy Principal and Child Safety are to be made aware of the disclosure as outlined in the Policy.

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1. The Principal and IEW take all immediate actions as required in the school's Child Protection Policy.
 2. All appropriate correspondence is completed and electronic notes are updated on this event.
 3. All reports are given to Police and Child Safety as required.
 4. A closure notice is given to the IEW, outlining if there is any follow up or not.
 5. This event is tabled at the next Caring Circle meeting.
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Jarjum

**Intake
Caring Circle**

**Delegated to appropriate
Person / Persons**

**Action, Resolution, Referrals,
Follow ups
And Conclusions**

Safety Ripple for JARJUM's