



- x Making findings and determining outcomes/actions
- x Taking action.

In addition, further risk assessments are conducted during the internal investigation and at the end of that investigation.

Record Keeping About Investigations

Records are kept at each step of the investigation process including:

- x records received or created during investigations (such as notes of interviews and documents received)
- x records of findings
- x records of actions proposed and taken.

These are kept in a safe and secure location.

Reviews of Investigation Procedures and Outcomes

Internal Reviews

Staff members, students and parents/carers of students who are involved in the matter and who are not satisfied with an internal investigation or its outcome may request an internal review of:

- x the procedures undertaken
- x findings made
- x disciplinary actions proposed or taken and/or
- x other outcomes (including a decision not to make a finding or to take disciplinary or other action).

Requests for internal reviews should be made to the Principal email: act.6 (t)a-1.3 ()1D 39 soq sa(d)1.5eiiis

Information that may identify the victim of the incident or concern or complaint will not be shared with the wider College community without the consent of the victim and/or their parent/carer.

Where to Find More Information

For more information about our policies and procedures relating to the College's management of child safety incidents or concern occurring at or involving the College or its staff members, child safety related complaints, or complaints handling generally, please contact The Complaints Manager email: complaints@stmartins.sa.edu.au