



Mentone Grammar School | EST. 1923 | 63 Venice Street Mentone, Victoria Australia 3194 | ABN 87 616 069 977 | CRICOS Code 00323C

T: +61 3 9584 4211 | E: enquiry@mentonegrammar.net | www.mentonegrammar.net

THE MATTER HAS ALREADY **BEEN REPORTED OR IS BELOW REPORTABLE THRESHOLD**

1. Provide a copy of your notes to the Senior SSO.

2. Keep a copy for yourself, including notes of your conversation with the SSO.

3. Keep all notes secure.

IS THIS A NEW MATTER?

1. Work with the Senior SSO to complete a child safety incident report & assess who to make the

2. Be present or provide information for when the official report is made.

3. Help ensure school records are current.

4. Keep your records up to date and secure.