This document is a simplified summary of procedures that may assist Complainants of sexual abuse while attending the School. The complete document titled “Policy for Dealing With Complaints Received by Adult Survivors of Sexual Abuse Whilst Attending the School” is also immediately available by contacting the School on 03 6221 4200 or via http://www.hutchins.tas.edu.au/assets/HutchinsPolicyDealingwithSexualAbuseComplaints2.pdf

Complaint received against a current school employee, former school employee or deceased school employee:

- When the School receive a complaint either verbal or written, the Headmaster appoints a support person. The support person encourages the Complainant to report matter to police.
- The support person assists the Complainant in lodging a written complaint to the school.
- The Headmaster offers professional counselling until completion of these processes and then if applicable the Pastoral Support and Assistance Scheme. The Headmaster seeks a report from the counsellor as to the need of ongoing support required for the Complainant.
- The Director of Professional Standards of the Diocese will provide assistance to the Headmaster in arranging such counselling.
- When the Headmaster receives the complaint, he will determine if it is against a current employee of the School, a church worker that was a former employee, a deceased employee.
- If against a current employee, it is dealt with under schools disciplinary and misconduct procedures (rules).
- If a former employee of the School, then the School investigates as per the “Procedure to Investigate”.
- If against a deceased employee, the School deals with as per “Procedure to Investigate”.
- The School adopts the scheme of “Pastoral Support and Assistance” (process of making and assessing an application).
- If after investigation the complaint is substantiated, the Complainant is invited to submit an application to the “Pastoral Support and Assistance Scheme”.
- The Complainant will be referred to the Headmaster or Director of Professional Standards of the Diocese who will offer assistance with completion of the application and process of the “Pastoral Support and Assistance Scheme”.
• The application will be assessed by an independent assessor who make a recommendation to the School Board. The assessor’s recommendations are binding on the Board.
• The maximum payment of Pastoral Support and Assistance for any complaint which also includes any payments of counselling provided by the School is $60,000.

Complaint received against a current Diocese employee, former Diocese employee or deceased Diocese employee:

• When the School receive a complaint either verbal or written, the Headmaster appoints a support person. The support person encourages the Complainant to report matter to police.
• The support person assists the Complainant in lodging a written complaint to the School.
• The Headmaster offers professional counselling until completion of these processes and then if applicable the Pastoral Support and Assistance Scheme. The Headmaster seeks a report from the counsellor as to the need of ongoing support required for the Complainant.
• The Director of Professional Standards of the Diocese will provide assistance to the Headmaster in arranging such counselling.
• When the Headmaster receives the complaint, he will determine if it is against a current employee of the School, a church worker that was a former employee, a former employee, a deceased employee.
• If against a licenced employee from the Bishop’s employ then the Headmaster will notify the Bishop as soon as possible.
• If against a former diocese employee (deceased or alive), then the Headmaster refers the complaint to the Director of Professional Standards at the Diocese and if appropriate offers the “Pastoral Support and Assistance Scheme”.
• The School adopts the scheme of “Pastoral Support and Assistance” (process of making and assessing an application).
• If after investigation the complaint is substantiated, the Complainant is invited to submit an application to the “Pastoral Support and Assistance Scheme”.
• The Complainant will be referred to the Headmaster or Director of Professional Standards of the Diocese who will offer assistance with completion of the application and process of the “Pastoral Support and Assistance Scheme”.
• The application will be assessed by an independent assessor who make a recommendation to the School Board. The assessor’s recommendations are binding on the Board.
- The maximum payment of Pastoral Support and Assistance for any complaint which also includes any payments of counselling provided by the School is $60,000.