

MANDATORY REPORTING POLICY

PURPOSE

All children have a right to feel safe and to be safe. As teachers, we have a legal and moral responsibility to respond to serious incidences involving abuse and neglect of the children with whom we have contact, and to report instances that we believe involve any form of abuse including: physical, sexual, emotional or neglect.

The purpose of this policy is to ensure that children's rights to be safe are maintained and each child is protected against physical and sexual abuse and neglect.

GUIDELINES

- All members of the Teaching Service are mandated by law to report signs of physical and/or sexual abuse, and neglect.
- New staff will be informed of mandatory reporting responsibilities and procedures as part of their induction procedure.
- Staff will be reminded of mandatory responsibilities annually.
- All concerns should be reported immediately to the Principal, or in his/her absence, the Assistant Principal.
- The Principal/Assistant Principal will keep a record of all discussions about a student with whom there is a concern.
- If a belief has been formed by a staff member that sexual or physical abuse has taken place a "Mandatory Reporting Information Sheet" available from the office must be completed and filed in the Principal's office.
- The teacher and/or the Principal class officer will contact the Department of Human Services – Child Protection by telephone as soon as possible to make an official notification on:

1300 655 795 or after school hours crisis line 131278

- Members of the Department of Human Services, or associated support or intervention services that visit the school following a notification, will interview staff and children only in the presence of a Principal Class Member or his/her nominee.
- All "Mandatory Reporting Information Sheets" remain filed in the Principal's office.
- All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.
- All incidents to be monitored, and any subsequent signs or indications of abuse are also to be reported.
- Students, who disclose to staff a desire to harm themselves or others, must be reported by staff to the principal.
- Information on Mandatory Reporting and Child Abuse can be found at <http://www.education.vic.gov.au/principals/spag/safety/pages/childprotection>

EVALUATION

All policies will be reviewed as part of the school's cyclic review process. This policy will be reviewed in November 2015.



COUNCIL APPROVED: _____
DATE: _____