



# MANDATORY REPORTING POLICY

CRESWICK PRIMARY SCHOOL

## Rationale:

- All children have a right to feel safe and to be safe. As teachers/staff, 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 physical abuse, sexual abuse or neglect.

## Aims:

- To ensure that children's rights to be safe are maintained and each child is protected against physical and sexual abuse, and neglect.

## Implementation:

- All members of the Teaching Service are mandated by law to report signs or risks of harm, disclosures of abuse or neglect, or have formed a reasonable belief a student is subjected to sexual abuse or physical harm. If a staff member forms the belief, on reasonable grounds that a child is in need of protection, the staff member must make a report to Child Protection.
- New staff will be informed of mandatory reporting responsibilities and procedures and Child Safe Standards as part of their induction procedure.
- Staff will be reminded of mandatory responsibilities annually.
- All concerns must be reported immediately to the Principal, or in his/her absence, the next person in charge.
- The Principal will keep a record of all discussions about a student with whom there is a concern.
- If one staff member has a different view from another staff member about making a report and continues to hold the belief that a child is in need of protection, that person is obliged to make a report to Child Protection.
- The teacher and/or the Principal class officer will contact the Department of Human Services by telephone as soon as possible to make an official notification on:  
**(03) 9479 6222 or after school hours crisis line 131278**
- The police must be contacted when allegations of physical assault, sexual assault or sexual harassment occur.
- Members of 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 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.
- While only mandated by law to report incidents of physical and sexual abuse, and neglect; teachers are also encouraged to report incidents of emotional abuse or neglect.
- Students, who disclose to staff a desire to harm themselves or others, must be reported by staff to the principal.

## **Policy Evaluation and Review**

This policy will be reviewed every two years and/or following significant incidents if they occur..

For further information on child safe standards go to [childsafestandards@dhhs.vic.gov.au](mailto:childsafestandards@dhhs.vic.gov.au)

This policy was approved by School Council on 8<sup>th</sup> August 2018

and is scheduled for review in **August 2019**

References: Exec Memo 2002/010 – Child Protection

Vic Govt Schools Reference Guide - [http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4\\_6.htm](http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_6.htm)  
Protecting Children Booklet - <http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/ProtectingChildrenProtocol.pdf>

Circular 298/2005 – Mandatory Reporting