



Mandatory Reporting

Last ratified by School Council: 17th June, 2014

VISION

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

ACTION

- a) All members of the DEECD are mandated by law to report signs and reasonable indications of physical, emotional, verbal and sexual abuse, neglect and social emotional disturbances.
- b) New staff will be informed of mandatory reporting responsibilities and procedures.
- c) Staff will be reminded of mandatory responsibilities regularly.
- d) All concerns must be reported immediately to the Principal, or in his/her absence, or delegate.
- e) The Principal and reporting staff member will keep a confidential record of all discussions about a student with whom there is a concern.
- f) If a belief has been formed by a staff member that sexual or physical abuse or neglect has taken place a "[Mandatory Reporting Information Sheet](#)" available from the Principal must be completed and filed in the Principal's office.
- g) The teacher and/or the Principal class officer will contact the Department of Human Services as per the DEECD guidelines of Mandatory Reporting within 48 hours, by telephone: **1300 664 977 or after school hours 131278**
- h) 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.
- i) All "Mandatory Reporting Information Sheets" remain filed in the Principal's office.
- j) All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.
- k) All incidents to be monitored, and any subsequent signs or indications of abuse are also to be reported and discussed in confidence.
- l) Students, who disclose to staff a desire to harm themselves or others, must be reported by staff to the Principal and Emergency Management.

REVIEW

The *Mandatory Policy* will be reviewed regularly, as part of the school's policy review process.