



## MANDATORY REPORTING (Child Protection) POLICY

### **Rationale:**

- 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 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 adults are required to disclose to the Victorian Police if they know or reasonably believe that a sexual offence has been committed by an adult against a child under the age of 16.
- New staff will be informed of their mandatory reporting responsibilities to report all signs of physical and/or sexual abuse and neglect.
- Staff will be reminded of mandatory responsibilities and procedures regularly.
- All concerns must be reported immediately to the Principal, or the Assistant Principal.
- The 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 or neglect has taken place a "Mandatory Reporting Information Sheet" available from the Principal 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 by telephone as soon as possible.
- 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 reports and subsequent discussions and information are to be recorded and kept in the Principal's office.
- 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.

### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

August 19<sup>th</sup> 2015