

Mandatory Reporting Policy

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>



Policy Name	Mandatory Reporting	Approved	Wednesday, 12 th Sep 2018
Responsibility	Principal/Child Safe Leader	Date last updated	Wednesday, 12 th Sep 2018

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

- Cranbourne South Primary School has a zero tolerance for child abuse which includes sexual offences, grooming, physical violence, serious emotional or psychological harm and serious neglect of a child.
- All staff members of the school are mandated by law to report signs of physical and/or sexual abuse, sexual offences, grooming, physical violence, serious emotional or psychological harm and serious neglect of a child. 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 must be reported immediately to the The Child Safe Leader and/or the Principal, or in his/her absence, the Assistant Principal.
- The Principal/Child Safe Leader will keep a record of all discussions about a student with whom there is a concern.
- If a staff member receives any information that sexual or physical abuse has taken place please refer to "A step-by-step guide to making a report to Child Protection or Child FIRST".
- The Child Safe Leader or Principal class officer **MUST** contact the Department of Human Services by telephone as soon as possible to make an official notification.
- 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, Child Safe Leader or his/her nominee.
- All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.
- All "Mandatory Reporting Information Sheets" remain filed in the Principal or Child Safe Leader's office.
- All incidents to be monitored, and any subsequent signs or indications of abuse are also to be reported.

Resources

- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotectobligation.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotectreporting.aspx>

Evaluation

This policy will be reviewed as part of the school's three year review cycle and/or per local school agreement.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on Wednesday, 12th Sep 2018.

Signed.....

School Council President

Signed.....

Principal