



St Kevin's

Mandatory Reporting 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 members of the Teaching Service are mandated by law to report signs of physical and/or sexual abuse, and neglect.
- When responding to incidents, disclosures or suspicions of abuse, staff must act by following the four critical actions of responding to an emergency, reporting to authorities, contacting parents/carers and providing ongoing support.
- Staff are to use the Responding to Suspected Child Abuse proforma to record details prior to making a report.
- Following the report, the name and contact details of the agency or police person dealing with the incident needs to be recorded and a Personal Safety Plan set up for the student.
- Staff are to be supported through the reporting and debriefing process, as per the St Kevin's process when Reporting Child Abuse.
- 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 Principal, or if absent, the Deputy Principal.
- The Principal will keep a record of all discussions about a student with whom there is a concern.
- The teacher and/or the Principal will contact the Department of Health and Human Services by telephone as soon as possible to make an official notification on:
(03) 8765 5444 or 1300 655 795 (Southern Metropolitan region, Dandenong)
- Members of the Department of Health and Human Services, Police 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, Deputy or relevant 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.

Evaluation:

This policy will be reviewed as part of the school’s four year review cycle.

References: Exec Memo 2002/010 – Child Protection
 Circular 298/2005 – Mandatory Reporting
 CEOM Policy 2.19 Mandatory Reporting of Child Physical & Sexual Abuse

Reviewed by SDC: Sep, 2016	Reviewed by Staff: July 2018	Ratified by Ed Board: TBA or July 2018	Next review: July 2022
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