



# 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 to the Department of Human Services (DHS) Child Protection.
- New staff will be informed of mandatory reporting responsibilities and procedures.
- All staff will complete an annual on-line training module.
- Staff will be reminded of mandatory responsibilities regularly.
- All concerns must be reported immediately to the Principal, or in his/her absence, the Teacher in Charge.
- The Principal/Teacher in Charge will keep a record of all discussions about a student with whom there is a concern.
- A Mandatory Information Sheet must be completed by the reporter.
- The teacher and/or Principal/Teacher in Charge will contact the Department of Human Services by telephone as soon as possible to make an official notification by ringing:

**54345555 (Bendigo office)**

**1300 369 536**

**131278 After school hours crisis line**

**(Weekends and after hours for concerns about immediate safety)**

- 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 "Mandatory Reporting Information Sheets" remain filed in the Principal's office.
- 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.

**Evaluation:**

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

This policy was last ratified by School Council

**Oct 2014**