

## Mandatory Reporting Policy

Status: Reviewed March 2014  
Education Sub-Committee

### 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.
- To define the roles and responsibilities of school staff in protecting the safety and wellbeing of children and young people.
- To enable staff to identify the indicators of a child or young person who may be in need of protection.
- To enable staff to make a report of a child or young person who may be in need of protection.

### Guidelines:

Legal obligations under the Education Training and Reform Act 2006 (Vic) require all teachers and principals (mandatory reporters) who have formed a belief that a child is at risk of harm are required to report to DHS Child Protection. Any person who believes, on reasonable grounds, that a child is in need of protection can make a report to DHS Child Protection or to Victoria Police.

### Implementation:

- All members of the Teaching Service are mandated by law to report signs or risks of harm, disclosures of abuse or neglect, or a reasonable belief a student is subjected to sexual abuse or physical harm.
- 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.
- Teaching staff are required to complete the DEECD eLearning module annually and they receive email reminders when these are due.
- All concerns must be reported immediately to the Principal, or in his/her absence, 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 a mandatory report must be made, 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 Eastern by telephone as soon as possible to make an official notification on:  
**1 300 360 391 or after school hours crisis line 131 278**
- The police must be contacted when allegations of physical assault, sexual assault or sexual harassment occur.
- Members of 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.
- Students, who disclose to staff a desire to harm themselves or others, must be reported by staff to the principal.

### Evaluation:

The Mandatory reporting Policy shall be reviewed annually with a major review undertaken every 3 years by the Education Sub-Committee of School Council.

### References:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotection.aspx>

**Supporting Documents:** [Protecting the safety and wellbeing of Children and Young People](#)  
[RHPS Mandatory Reporting Information Sheet](#)