



ALBANY RISE PRIMARY SCHOOL

Mandatory Reporting POLICY

RATIFIED BY SCHOOL COUNCIL: 20th September 2017

REVIEW DATE: 2019

ARPS POLICY

PURPOSE:

- 1.1 To ensure school staff are aware of their roles and responsibilities in protecting the safety and wellbeing of children and young people and are able to:
- understand their various legal obligations to report and take other reasonable steps to discharge the duty of care that may be owed to the child or young person
 - identify indicators that a child or young person has been, is being, or is at risk of being abused
 - make a report about a child or young person who has been, is being, or is at risk of being abused.

GUIDELINES:

Reporting obligations

The following table summarises the mandatory and other reporting obligations where there is a concern that a child or young person has been, is being, or is at risk of being abused:

Type of reporting	Obligation
<p>Mandatory reporting</p> <p>Note: the following professionals are considered mandatory reporters</p> <ul style="list-style-type: none"> • Teachers registered to teach or who have permission to teach pursuant to the <i>Education and Training Reform Act 2006 (Vic)</i> • Principals of government and non-government schools • Registered medical practitioners, nurses and all members of the police force 	<p>Mandatory reporters must make a report to the Department of Health and Human Services (DHHS) (Child Protection) as soon as practicable if, in the course of practising their profession or carrying out their duties, they form reasonable belief that a child or young person is in need of protection, as a result of physical injury or sexual abuse, and the child's parents are unable or unwilling to protect the child from that abuse.</p> <p>A mandatory reporter who fails to comply with these reporting obligations may be committing a criminal offence.</p>

- 2.1 All members of DET school staff are mandated by law to report signs and disclosures of physical and/or sexual abuse, and neglect.
- 2.2 School staff have a duty of care to protect the safety, health and wellbeing of children in their care. If a staff member has concerns about the safety, health and wellbeing of children in their care they should take immediate action.



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- 2.3 Where staff member has formed a belief on reasonable grounds, that a child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse, and the child's parents have not protected, or are unlikely to protect, the child from harm of that type, a mandatory report must be made.
- 2.4 New staff will be informed of mandatory reporting responsibilities and procedures as part of the induction process.
- 2.5 All staff will be provided with a copy of ARPS Child Protection Reporting policy as part of the induction process.
- 2.6 Staff will be reminded of mandatory responsibilities annually through online training and via staff meeting agendas.
- 2.7 All concerns must be reported immediately to the Principal, or in their absence, the Assistant Principal or Student Wellbeing Officer
- 2.8 The Principal will keep a record of all discussions about a student with whom there is a concern.
- 2.9 If a belief has been formed by a staff member that sexual or physical abuse or neglect has taken place, school documentation must be completed, saved on the administration server, shared confidentially with appropriate staff (eg SSSO, Student Wellbeing Officer, SECASA) and filed in the office.
- 2.10 The teacher and/or Principal/Assistant Principal will contact the Department of Health & Human Services (Child Protection) by telephone as soon as possible to make an official notification. Contact numbers for DHHS will be clearly displayed in Administration offices.
- 2.11 Where the procedure listed at 2.9 is not able to be followed, the school will manage an alternative procedure including the staff member who has formed the belief, making direct contact with DHHS and police if appropriate. Fulfilling the roles and responsibilities contained in the usual procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.
- 2.12 Members of the Department of Health & 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/Assistant Principal or his/her nominee.
- 2.13 All Incident Reports relating to Mandatory Reporting remain filed securely in the office and on the Administration server.
- 2.14 All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.
- 2.15 All incidents are to be monitored, and any subsequent signs or indications of abuse are also to be reported.



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- 2.16 Students, who disclose to staff a desire to harm themselves or others must be reported by staff to the Principal. All such reports of potential self-harm will be acted upon.
- 2.17 All ARPS students will engage in Protective Behaviours sessions. This will include developing support networks e.g. 5 fingers/ 5 names of those at school and home who will listen and help when in need.

Further information and reference materials:

- Refer to **ARPS Child Protection Reporting Policy** for detailed steps in relation to Mandatory Reporting

School Policy & Advisory Guide –

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

Reporting of Child Abuse and Neglect

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

Principal: _____

School Council President: _____

Date ratified by School Council: __20th September 2017__

To be reviewed: __2019__

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