



Kennington Primary School

Mandatory Reporting Policy

2017

Rationale:

All students 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 students with whom we have contact and to report instances that we believe involve physical abuse, sexual abuse or neglect.

Aims:

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 Health and Human Services (DHHS) Child Protection. Staff should make a report to **Department of Health and Human Services (DHHS) Child Protection** when there is a reasonable belief that a student is in need of protection from harm. Staff in consultation with principal class should make a referral to **Child First** when there is a significant concern for a student's wellbeing but there is no belief the student needs protection.

Implementation:

☒☒ New staff will be informed of mandatory reporting responsibilities and procedures as part of the induction process

- Staff will be reminded of mandatory responsibilities annually and will complete all departmental Mandatory Reporting modules

☒☒ If a belief is formed that a student is in need of protection, the teacher/Principal class officer will contact the Department of Health and Human Services as soon as possible to make an official notification on: **DHHS Number: 1300664977 / 5434 5555**

☒☒ Proof is **not** required to form a belief. It is not the responsibility of teachers or educational personnel to determine if child abuse or neglect exists: that is the responsibility of DHHS or the police

☒☒ Mandated staff who fail to report a disclosable incident are liable by law and may face legal ramifications

☒☒ If teachers are unsure whether or not to make a report they should discuss their concerns with the Principal or ring DHHS for advice

☒☒ If a belief has been formed by a staff member that abuse has taken place a record of notification to DHHS must be made on Sentral.

☒☒ If members of the Department of Health and Human Services, or associated support or intervention services visit the school following a notification, they will interview staff and student/s only in the presence of a Principal class member or his/her nominee

☒☒ Teachers must respect confidentiality when dealing with a case of child abuse and neglect and must only discuss identity and case details with those with bona fide involvement in the management of the situation

☒☒ Teachers should seek parental/caregiver consent before sharing information where this is possible and where this does not place the student at risk

Teachers should only share information as authorised by the Children Youth and Families Act 2005 where a student is subject to Child Protection Investigation, Child Protection Intervention or a Children’s Court Protection Order. In other cases they should abide by the Information Privacy Act 2000

Staff should monitor all incidents. Any subsequent signs or indications of abuse must also be reported

While only mandated by law to report incidents of neglect and physical and sexual abuse; teachers are also encouraged to report incidents of emotional abuse or neglect

The Principal/teacher should keep a record of all discussions about a student with whom there is a concern. This record should be on Sentral.

Where a disclosure of an alleged sexual assault is made to a staff member, the staff member must inform the Principal as soon as possible on the same day. Principals should follow the required Departmental procedures for responding to allegations of student sexual assault.

Evaluation:

This policy will be reviewed annually as part of the school’s annual review cycle.

References:

- DET Mandatory Reporting Policy
- <http://www.education.vic.gov.au/school/teachers/health/Pages/default.aspx>
- Department of Health and Human Services (DHHS) Child Protection
- <https://dhhs.vic.gov.au/>
- Child First
- <https://familylife.com.au/community-services-overview/for-children/child-first/>
- DET Child Protection Protocol
- <http://www.education.vic.gov.au/childhood/providers/regulation/Pages/protectionprotocol.aspx>
- Protecting the safety of children and young people Mandatory Reporting Professional Learning module
- <http://www.education.vic.gov.au/about/news/archive/Pages/mandreport.aspx>

Appendix

- A Step-By Step Guide to making a report to Child Protection or Child First – Flow Chart

This policy was last ratified by School Council in

September 2017

Review Date: February 2018 (and yearly thereafter unless regulations change.)

Appendix
Sample only

A step-by-step guide to making a report to Child Protection or Child FIRST

Protective concerns
You are concerned about a child because you have:

- received a disclosure from a child about abuse or neglect
- observed indicators of abuse or neglect
- been made aware of possible harm via your involvement in the community external to your professional role.

At all times remember to:

- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

STEP 1	STEP 2	STEP 3	STEP 4
RESPONDING TO CONCERNS	FORMING A BELIEF ON REASONABLE GROUNDS	MAKING A REFERRAL TO Child FIRST	MAKE A REPORT TO CHILD PROTECTION
<p>1. If your concerns relate to a child in need of immediate protection, or you have formed a belief that a child is at significant risk of harm* Go to Step 4</p> <p>2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. Go to Step 3</p> <p>3. In all other situations Go to Step 2.</p> <p><small>* Refer to Appendix 2: Definitions of child abuse and indicators of harm in the Protocol – Protecting the safety and wellbeing of children and young people</small></p>	<p>1. Consider the level of immediate danger to the child. Ask yourself:</p> <p>a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm? YES / NO and</p> <p>b) Am I in doubt about the child's safety and the parent's ability to protect the child? YES / NO</p> <p>2. If you answered yes to a) or b) Go to Step 4</p> <p>3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. Go to Step 3</p>	<p>Child Wellbeing Referral</p> <p>1. Contact your local Child FIRST provider:</p> <ul style="list-style-type: none"> See over for contact list for local Child FIRST phone numbers. <p>2. Have notes ready with your observations and child and family details.</p>	<p>Mandatory/Protective Report*</p> <p>1. Contact your local Child Protection Intake provider immediately.</p> <ul style="list-style-type: none"> See over for contact list for local Child Protection phone numbers. For After Hours Child Protection Emergency Services, call 131 278. <p>2. Have notes ready with your observations and child and family details.</p> <p><small>* Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection</small></p>

* Refer to Appendix 2: Definitions of child abuse and indicators of harm in the Protocol – Protecting the safety and wellbeing of children and young people – A joint protocol of the Department of Human Services Child Protection, Victorian Government, Licensed Children's Services and Victorian Schools

Contact Numbers

Department of Education and Early Childhood Development	Department of Human Services Child Protection	CHILD FIRST
METROPOLITAN REGIONS Eastern (03) 9265 2400 Northern (03) 9488 9488 Western (03) 9291 6500 Southern (03) 9794 3555 RURAL REGIONS Barwon South Western 5225 1000 Gippsland 5127 0400 Grampians 5337 8444 Hume 5761 2100 Loddon Mallee 5440 3111	METROPOLITAN REGIONS Intake Unit Eastern 1300 360 391 North and West 1300 664 977 Southern 1300 655 795 RURAL REGIONS Intake Unit Barwon South Western 1800 075 599 Gippsland 1800 020 202 Grampians 1800 000 551 Hume 1800 650 227 Loddon Mallee 1800 675 598 After hours Child Protection Emergency Services (AHCPESES) Statewide number for all emergency child protection matters outside of normal business hours (24 hours, 7 days a week): 131 278 Victoria Police 000 Catholic Education Offices Catholic Education Office, Melbourne (03) 9267 0228 Catholic Education Office, Ballarat Diocese 5337 7135 Catholic Education Office, Sale Diocese 5622 6600 Catholic Education Office, Sandhurst Diocese 5443 2377 Independent Schools Victoria (03) 9825 7200 Other Victorian Aboriginal Education Association, Inc. (03) 9481 0800 Victoria Police Sexual Offences and Child Abuse Unit (03) 9247 6666 Centre Against Sexual Assault 1800 806 292 Gatehouse Centre, Royal Children's Hospital (03) 9345 6391 (for specialist counselling and medical assistance) Child Safety Commissioner (03) 8601 5884 Victorian Aboriginal Child Care Agency (03) 8388 1855	Local Catchment Area Barwon South Western Greater Geelong, Queenscliff, Surf Coast 1300 551 948 Colac – Otway, Corangamite 5232 5500 Warrnambool, Moyne, Glenelg, Southern Grampians 1300 889 713 Gippsland East Gippsland 5152 0052 Wellington 5144 7777 La Trobe, Baw Baw 1800 339 100 South Gippsland, Bass Coast 5662 5150 Grampians Northern Grampians, West Wimmera, Hindmarsh, Yarrambat, Horsham 1800 195 111 Ararat, Pyrenees, Hepburn, Ballarat, Golden Plains, Moorabool 1300 783 34 Hume Wodonga, Towong, Indigo 1800 705 21 Alpine, Benalla, Mansfield, Wangaratta 1800 705 21 Greater Shepparton, Strathbogie, Moira 1300 854 94 Mitchell, Murrindindi 1800 663 10 Loddon Mallee Greater Bendigo, Campaspe, Central Goldfields, Loddon, Macedon Ranges, Mount Alexander 1800 260 33 Buloke, Goonawarra, Swan Hill, Mildura 1800 625 53 Eastern Metropolitan Yarra Ranges, Knox, Maroondah 1300 369 14 Monash, Whitehorse, Manningham, Boroondarra 1300 762 12 North and West Metropolitan Nillumbik, Whittlesea, Banyule, Yarra and Darebin (03) 9450 09 Brimbank, Melton 1300 138 18 Hume, Moreland 1300 786 43 Hobson's Bay, Maribyrnong, Melbourne, Moonee Valley and Wyndham 1300 786 43 Southern Metropolitan Casey, Cardinia, Greater Dandenong (03) 9705 39 Aboriginal children and families (Casey, Cardinia and Great Dandenong) (03) 9794 59 Frankston, Mornington Peninsula 1300 721 38 Kingston, Bayside, Glen Eira, Stonington, Port Phillip 1300 367 44
Office for Children and Licensed Children's Services: METROPOLITAN REGIONS Eastern (03) 9265 2400 Northern (03) 9412 5333 Western (03) 9275 7000 Southern (03) 9096 9555 RURAL REGIONS Barwon South Western 5225 1000 Gippsland 5127 0400 Grampians 5337 8444 Hume 5761 2100 Loddon Mallee 5440 3111		
Important information for government schools Principals of Victorian Government schools must report all incidents to the Emergency and Security Management Unit on 03 9589 6266 . Victorian Government schools should contact the Student Critical Incident Advisory Unit (SCIAU), Student Wellbeing Division, for advice and support when responding to allegations of student sexual assault or inappropriate sexual behaviours. The SCIAU can be contacted on 03 9637 2934 or 03 9637 2487 . Victorian Government School Principals should refer to the flowchart – Responding to Allegations of Student Sexual Assault Compulsory Actions for Principals at: http://www.education.vic.gov.au/healthwellbeing/safety/childprotection/childprotection.htm		