



MANDATORY REPORTING POLICY

Basic Beliefs

At Berwick Lodge Primary School we believe that 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.

Goals

To ensure that children's rights to be safe are maintained and each child is protected against physical and sexual abuse, and neglect.

Guidelines

- All members of the Teaching Service who believe, on reasonable grounds, that a child or young person is in need of protection from physical injury and/or sexual abuse, must report their concerns to Department of Human Services (DHS) Child Protection.
- All other school staff who believe on reasonable grounds that a child or young person is in need of protection are encouraged to report their concerns to DHS Child Protection or Victoria Police.
- If staff have significant concerns for the wellbeing of a child or young person they are encouraged to report their concerns to DHS Child Protection or Child First.
- New staff will be informed of mandatory reporting responsibilities and procedures.
- Staff will be reminded of mandatory responsibilities regularly.
- All members of the Teaching Service are required to complete the Mandatory Reporting eLearning Module annually.
- All concerns must be reported immediately to a Principal Class member, or his/her nominee.
- The Principal/Assistant 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 sexual or physical abuse or neglect has taken place a "Mandatory Reporting Record Sheet" available from the Principal/Assistant Principal must be completed and filed in the confidential file in the Assistant Principal's office.
- The teacher and/or the Principal class officer will contact the Department of Human Services by telephone as soon as possible to make an official notification on: (03) 8765 5444 or after school hours crisis line 131278
- 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 Record Sheets" remain filed in the confidential file.

- 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.
- When students disclose to staff a desire to harm themselves or others, the matter must be reported by staff to a Principal Class member, or his/her nominee.

Responsibility for Implementation

The Principal will be responsible for the implementation and continuous monitoring of the policy.

Date Passed by School Council

The Mandatory Reporting Policy was passed by School Council on 21st May 2018.

Proposed Date of Review

The School Wellbeing Sub-Committee of School Council will be responsible for co-ordinating and planning the review of the Mandatory Reporting Policy under the auspices of School Council. The review period will be 3 years from the policy being passed by School Council.