



# MANDATORY REPORTING

## Tatura Primary School 1441

### 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, emotional abuse or neglect.

### Aims:

- To ensure that children's rights to be safe are maintained and each child is protected against physical, sexual and emotional 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.
- 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 Assistant Principal.
- 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 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 Health and Human Services (DHHS) by telephone as soon as possible to make an official notification on:

**Hume Child Protection: 1800 650 227**

**DHHS after hours 131278**

**Child First- Greater Shepparton 1300 854 944**

- Members of the Department of Health and 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:

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

This policy was last ratified by School Council

**2015**



## Mandatory Reporting Form

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher providing information:** \_\_\_\_\_

**Concerns of staff member:**

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### ACTION

**Principal Class officer making report:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**DHHS officer receiving support:** \_\_\_\_\_

**Details of concerns reported to DHHS:** \_\_\_\_\_

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