

MANDATORY REPORTING POLICY

PURPOSE

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.

SCOPE

This policy applies to students and community members of St Albans Primary School.

POLICY

Aims:

To ensure that children's rights to be safe are maintained and each child is protected against physical, emotional, sexual 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 as part of their induction procedure.
- Staff will be reminded of mandatory responsibilities annually.
- 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.
- The Principal Class officer and/or the teacher will contact the Department of Health and Human Services as soon as possible to make an official notification.
- 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 reports and subsequent discussions and information are to be recorded and remain strictly confidential.
- All incidents are to be monitored and any subsequent signs or indications of abuse are also to be reported.
- Non-teaching staff, although not mandated, should report any concerns of suspected abuse or disclosure to relevant staff.

FURTHER INFORMATION AND RESOURCES

[Child Safety Reporting Policy & Procedures](#)

REVIEW CYCLE

This policy will be reviewed as part of the school's four year review cycle

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	June, 2019	June, 2023