



## **MANDATORY REPORTING POLICY**

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### **Rationale/Beliefs:**

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.

### **Aims:**

To ensure that children's rights to be safe are maintained and each child is protected against physical and 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.
- All staff will be informed/reminded annually of mandatory reporting responsibilities and procedures either through the school or by an arranged training session by the Department of Human Services or other relevant organisations.
- 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 teacher and/or the Principal /Assistant Principal will contact the Department of Human Services by telephone as soon as possible to make an official notification.
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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/Assistant Principal or his/her nominee.

- All reports 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.

**Initiated:** December 2008

**Previous Reviews:**

**Last Ratified: April 2015**

**Reviewed:** 2 yearly

**Next Review: 2017 Responsibility: Principal**