

# Clifton Creek Primary School

## MANDATORY REPORTING POLICY



### **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 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.
- New staff will be informed of mandatory reporting responsibilities and procedures.
- All members of the Teaching Service are required to complete on line Mandatory Reporting Training annually. Education Support staff members also have this training available and are encouraged to complete it annually.
- All concerns must be reported immediately to the Principal, or in his/her absence, the person in charge.
- The Principal will keep a record of all discussions about a student with whom there is a concern.
- 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:  
**1800 020202 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 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.
- Failure to report incidents or suspicion of incident could result in staff facing legal action.

This policy was last ratified by School Council on 07/11/2018  
and is to be reviewed on an annual basis.