

Mornington 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.

Purpose:

- 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. Any staff member who believes on reasonable grounds that a child or young person is in need of protection, must report their concerns to the Department of Health and Human Services Child Protection.
- 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 and mandated staff will be required to complete online modules as supplied by DET on an annual basis. This module includes information on "Duty of Care" "Forming a Reasonable Belief" "Types of abuse and indicators of Harm" "When to report" and "Making a report"
- Staff must print their Mandatory Reporting Certificate and provide a copy to the office when complete. The MPS office will keep a record of Mandatory Reporting module completion and will follow up with staff who have not handed in their certificates.
- All concerns must be reported immediately to the Principal or an Assistant Principal.
- The Principal or 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 has taken place a "Mandatory Reporting Information Sheet" available from the Principal or Assistant Principal must be completed and filed in the 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.
- All "Mandatory Reporting Information Sheets" remain filed in the Principal's or Assistant Principals 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.
- The Child Protection Guidelines available on <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotection.aspx> will be referred to when dealing with issues involving student safety and wellbeing.

Evaluation:

This policy was reviewed in 2016 and will be reviewed as part of the school's three-year review cycle.