

# SACRED HEART PARISH 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 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.
- Bundoora Secondary College has a co-ordinated team response strategy to any issues that may arise. Concerns should be reported immediately to the Principal or the Principal's nominee.
- 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.
- 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 welfare team should be completed and filed in the Principal's office.
- The Principal will keep a record of any discussions that are about a student with whom there is a concern.
- The teacher should contact the Department of Human Services by telephone as soon as possible to make an official notification on: **1300 664 977 or after school hours crisis line 131 278**
- 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 "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; teachers are also encouraged to report incidents of emotional abuse or neglect.
- If there is any uncertainty about whether to report or not then the Department of Human Services should be contacted and concerns discussed.

## Evaluation:

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

This policy was last ratified by the staff and leadership team in....

**November 2016**

**MANDATORY REPORTING INFORMATION SHEET**

**DEPARTMENT OF HUMAN SERVICES ON 1300 664 977 or after hours 131 278**

Department of Human Services will ask for the following information when you are making a report.

**YOUNG PERSONS NAME:**

**AGE:**

**ADDRESS:**

**HARM INDICATORS (The reason for believing that the injury or behaviour is a result of abuse or neglect):**

**REASON FOR REPORTING ( The reason the call is being made at this point in time):**

**SAFETY ASSESSMENT:**

**NOT SAFE  
SAFE**

**SAFE WHILE AT SCHOOL**

**DESCRIPTION (Description of the injury or behaviour observed)**

**CHILD'S WHEREABOUTS:**

**OTHER SERVICES CURRENTLY INVOLVED WITH THE CHILD:**

**FAMILY INFORMATION:**

**CULTURAL CHARACTERISTICS (Anything specific that may help the child interpreter needs or disability needs):**

**A NOTIFICATION SHOULD BE MADE EVEN IF YOU DO NOT HAVE ALL THE ABOVE INFORMATION.**