Rationale:
Every child and young person has the right to a full and productive life. It is up to all of us to ensure our children grow up in environments that build confidence, friendship, security and happiness, irrespective of a person’s family circumstances or background. A child protection must be based on the principle of partnership and shared responsibility.

Teachers, principals and teachers in training are mandated by law under section 184 of the Children Youth and Families Act 2005 (CYFA) to make a report to child protection.

Non-mandated school staff under (section 183, CYFA 2005) who form a belief on reasonable grounds around a child’s safety or wellbeing should inform the principal of their concerns.

Purpose:
To protect children and young people from abuse and neglect by ensuring school staff:

- Understand their mandatory reporting responsibilities and duty of care obligations to protect children and young people from child abuse including physical and sexual abuse.
- Know how to make a mandatory report to the Department of Human Services (DHS) Child Protection when they have formed a belief on reasonable grounds that a child or young person is at risk of significant harm.
- Are able to identify and be aware of the indicators of abuse.

Guidelines:
- New staff will be informed of mandatory reporting responsibilities and procedures as part of their induction procedure.
- At the commencement of each school year all Staff will be reminded of mandatory responsibilities.
- The role of investigation around any allegations of child abuse rests solely with Child Protection (DHS) and or Victoria Police.
- All concerns around a child’s safety and wellbeing must be reported immediately to the Principal, or their absence, the Assistant Principal.
- Leadership, Student Wellbeing Coordinator and/or the Principal will contact the Department of Human Services (DHS) by telephone as soon as possible to make an official notification, telephone, 1300 664 977 (Preston office).
- Members of DHS, 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 notes on Mandatory Reporting concerns will 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, and neglect; teachers are encouraged to report incidents of emotional abuse or neglect.
  - All mandated staff are asked to complete the DEECD online (30 minutes) mandatory reporting eLearning module at: www.elearn.com.au/deecd/mandatoryreporting

This policy will be reviewed annually. Last review, April 29 2014

REFERENCES: