

# **CHILD SAFE REPORTING OBLIGATIONS POLICY (INCLUDING MANDATORY REPORTING)**

**KATANDRA SCHOOL**

**NOVEMBER 2020**

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## **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.

## **AIM**

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 and DET 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 as part of their induction procedure.

Staff will be reminded of mandatory responsibilities annually.

All concerns must be reported immediately to the Leading Teacher of Student Management and Wellbeing, or in his/her absence, the Principal or person acting in the leadership role.

The Principal will keep a record of all discussions about a student with whom there is a concern, and this will be recorded on Sentral under confidential in the wellbeing component.

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 Assistant Principal, must be completed and filed in the Principal's office.

The teacher and/or Principal class will contact the Department of Human Services by telephone as soon as possible to make an official notification on: 1300 555 526 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 "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, and neglect; teachers are also encouraged to report incidents of emotional abuse or neglect.

## REVIEW CYCLE

*This Code of Conduct or Policy was endorsed/approved by the Katandra School Council in November 2020 for review if legislative or other changes require in the interim or no later than November 2022.*

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| <b>Date Implemented</b>                              | November 2020  |
| <b>Author</b>  | Rhett Watts  |
| <b>Approved By</b>                                   | School Council   |
| <b>Approval Authority<br/>(Signature &amp; Date)</b> | School Council President: Kellie Easton<br>Signature<br>Date |
| <b>Date to be Reviewed</b>                           | November 2022  |
| <b>Responsible for Review</b>                        | Rhett Watts, Thomas Cazaly                                   |
| <b>References</b>                                    | Victorian Government Schools Reference Guide                 |