



Mandatory Report to Child Protection Policy

Purpose - Making a Mandatory Report to Child Protection

To ensure Sydney Road Community School staff are aware of their reporting obligations and the potential consequences of making a mandatory report to Child Protection. Staff recognise that fulfilling the roles and responsibilities contained in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of abuse.

Recognising different types of child abuse

Child abuse can have a significant effect on a child's physical or emotional health, development and wellbeing. There are many indicators of child abuse and neglect. The presence of a single indicator, or even several indicators, does not prove that abuse or neglect has occurred. However, the repeated occurrence of an indicator, or the occurrence of several indicators together, should alert staff to the possibility of child abuse and neglect. Types of child abuse include:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- medical neglect
- family violence
- human trafficking (including forced marriage)
- sexual exploitation (including pornography and prostitution).

Making the report

If you have formed a reasonable belief that a student is at serious risk of physical or psychological harm and we need to make a mandatory report to Child Protection regarding the student you can use the following as a guide.

Guidelines

1. Any staff member with concerns should first speak with the contact teacher of the student. The Contact Teacher will discuss concerns with the Principal or SWC.
2. Unless all concerns are completely laid to rest the Contact Teachers, Principal and SWC will meet to determine the appropriate course of action.
3. Standard practice will be for the SWC to support the member of staff who first raised the concern or received the disclosure to make the required report.



4. The SWC will support the staff member in gather the following information, to be prepared to answer the child protection worker's questions using the [Mandatory Reporting Notification Proforma](#).
 - Student's full name (correct spelling)
 - Student's date of birth
 - Current address
 - List of people living with the student including siblings and their ages, if known
 - Parents/carers contact details
 - Language spoken at home
 - Details of custody arrangements
 - Details of any existing court orders, such as AVO etc.
 - Specific details of events that lead you to make the report, how they impact on the students wellbeing and education
 - Contact details for any services currently working with the student or family
5. The SWC to support the staff member to call Child Protection Preston on 1300 664 977. This process can be extended so be prepared to spend around 30-45 minutes on the phone, try to set aside ample time to complete the process. The call will be answered by a switchboard operator, explain that you wish to make a mandatory report and give them the student's name and date of birth. They will transfer you to a Child Protection intake worker.
6. Once you have been transferred you will more than likely be left on hold. At any time during this time you can press the * key to leave your number for a call back. This will maintain your position in the queue.
7. When you get through to the intake worker they will ask you a series of questions about the student and situation you are reporting on. It is important to make a note of the date of your report and the name of the person you reported to using the Mandatory Reporting Notification proforma available through SID.

Failure to Disclose and Failure to Protect

Reporting child sexual abuse is a community-wide responsibility. Accordingly, a new criminal offence has been created in Victoria that imposes a clear legal duty upon all adults to report information about child sexual abuse to police. The offence commenced on 27 October 2014.

Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to Police is a criminal offence.



Related Policy Documents

[PROTECT: Identifying Signs of Child Abuse](#)

[The Four Critical Actions: Responding to Incidents, Disclosures and Suspicions of Child Abuse.](#)

[Child Safety Code of Conduct](#)

[Child Safety Policy](#)

[Confidentiality Policy](#)

[Failure to Disclose and Failure to Protect](#)

Approval and Review Details

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