

# Foster 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, emotional, verbal abuse, sexual abuse or neglect.

## Aims:

- To ensure that children's rights to be safe are maintained and each child is protected against any form of abuse or neglect.

## Implementation:

- All members of the Teaching Service 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 through the induction process at the beginning of the year or as employed.
- All members of the Teaching Service are required to complete on line Mandatory Reporting Training annually. Education Support staff members also have this training available and are encouraged to complete it annually.
- All concerns must be reported immediately to the Principal, or in his/her absence, the Officer in Charge.
- The Principal will keep a record of all discussions about a student with whom there is a concern.
- The teacher and/or the Principal class officer will contact the Department of Health & Human Services by telephone as soon as possible to make an official notification on:  
**1300 655 795**
- Members of the Department of Human Services, or associated support or intervention services that visit the school following a notification, will interview children only in the presence of a Principal Class Member or his/her nominee.
- 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.
- Students, who disclose to staff a desire to harm themselves or others, must be reported by staff to the principal.

## Evaluation:

- This policy will be reviewed annually or following an incident.

*Fulfilling the roles & responsibilities contained in responding to allegations of suspected child abuse does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.*

This policy was last ratified by School Council in

**September 2017**