ALBANY RISE PRIMARY SCHOOL

Mandatory Reporting POLICY

RATIFIED BY SCHOOL COUNCIL: 7th September 2016  REVIEW DATE: 2019

PURPOSE:

1.1 All children have a right to feel safe and to be safe. Teachers have a legal and moral responsibility to respond to any serious incident involving abuse and neglect of the children with whom they have contact, and to report instances that they believe involve physical abuse, sexual abuse or neglect.

GUIDELINES:

This policy reflects the protocols and practise outlined in our whole school Child Safe Standards policy.

2.1 All members of DET school staff are mandated by law to report signs and disclosures of physical and/or sexual abuse, and neglect.

2.2 School staff have a duty of care to protect the safety, health and wellbeing of children in their care. If a staff member has concerns about the safety, health and wellbeing of children in their care they should take immediate action.

2.3 Where staff member has formed a belief on reasonable grounds, that a child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse, and the child’s parents have not protected, or are unlikely to protect, the child from harm of that type, a mandatory report must be made.

2.4 New staff will be informed of mandatory reporting responsibilities and procedures as part of the induction process.

2.5 Staff will be reminded of mandatory responsibilities annually through online training and via staff meeting agendas.

2.6 All concerns must be reported immediately to the Principal, or in their absence, the Assistant Principal or Student Wellbeing Officer.

2.7 The Principal will keep a record of all discussions about a student with whom there is a concern.

2.8 If a belief has been formed by a staff member that sexual or physical abuse or neglect has taken place, school documentation must be completed, saved on the administration server, shared confidentially with appropriate staff (eg SSSO, Student Wellbeing Officer) and filed in the office.

2.9 The teacher and/or Principal/Assistant Principal will contact the Department of Health & Human Services (Child Protection) by telephone as soon as possible to
make an official notification. Contact numbers for DHHS will be clearly displayed in Administration offices.

2.10 Members of the Department of Health & 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/Assistant Principal or his/her nominee.

2.11 All Incident Reports relating to Mandatory Reporting remain filed securely in the office.

2.12 All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.

2.13 All incidents are to be monitored, and any subsequent signs or indications of abuse are also to be reported.

2.14 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.

2.15 Students, who disclose to staff a desire to harm themselves or others must be reported by staff to the Principal.

2.16 All ARPS students will engage in Protective Behaviours sessions. This will include developing support networks e.g. 5 fingers/ 5 names of those at school and home who will listen and help when in need.

Further information and reference materials:


Principal: __________________________

School Council President: __________________________

Date ratified by School Council: __7th September 2016____

To be reviewed: ___2019______________