



Yea High School Policy & Procedures

TITLE	Mandatory Reporting Policy
MANAGEMENT AREA:	
PERSON RESPONSIBLE:	Principal/Assistant Principal
LOCATION OF POLICY:	Website
DATE OF PREPARATION:	June 2013 Reviewed June 2017
ENDORSED BY SCHOOL COUNCIL:	June 2017
REVIEW DATE:	2020

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.

AIMS

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 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.
- Staff will be reminded of mandatory responsibilities regularly.
- All concerns must be reported immediately to the Principal, or in his/her absence, the Assistant Principal.
- The Principal will keep a record of all discussions about a student with whom there is a concern.
- If a belief has been formed by a staff member that sexual or physical abuse or neglect has taken place the Principal/Assistant Principal should be notified. The staff member should keep an appropriate record of their belief.
- The teacher and/or the Principal class officer will contact the Department of Human Services by telephone as soon as possible to make an official notification on:

1300 650 172 or after school hours crisis line 131278

1800 650 227 Murrindindi Shire



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- 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 officer or his/her nominee.
- All Mandatory Report notes should be lodged and 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 are 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 and neglect.
- 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 as part of the school's three-year review cycle.

RELATED DOCUMENTS

School Policy & Advisory Guide -

<http://www.education.vic.gov.au/management/governance/spag/safety/protection/childprotection.htm>

Protecting Children Booklet -

<http://www.eduweb.vic.gov.au/edulibrary/public/stuman/wellbeing/ProtectingChildrenProtocol.pdf>

DEFINITIONS

Policy History

Version Approval Date	Summary of Changes
2013	Date of Preparation
June 2017	Review
June 2017	Endorsed by School Council