

**Holy Family Primary School
GOWRIE**



**MANDATORY
REPORTING**

Policy



Mandatory Reporting Policy

Related Policies

CE Child Protection – Mandatory Reporting ACT
CE Guidelines for Professional Conduct in the Protection of Children and Young People
CE Child Protection (ACT): Responding to Complaints Made Against School Employees.
CE Complaints Intake and Management Policy
CE Complaints Policy

Purpose

To provide direction to the School Principal, Teachers and other Mandated Reporters working in schools about making a report to ACT Childcare and Protection Services, regarding concerns for the safety, welfare or well-being of a Child or Young Person. The focus of this Mandatory Reporting Policy is both to prevent harm and to be responsive to the needs of the children in the care of Holy Family while meeting our legislative obligations to report.

All staff at Holy Family are considered to be mandated persons and therefore are required to report to the Principal any suspicions on reasonable grounds that a child is being abused.

Reasonable grounds include:

- A disclosure by a child;
- A disclosure by another person; and
- Personal observation of the child's physical condition or behaviour leads to a belief that the child has been abused.

Abuse includes:

- Non accidental injuries;
- Neglect resulting in impairment of health;
- Emotional abuse; and
- Sexual abuse and exploitation.

Policy

At Holy Family, a Child Protection report to ACT Care and Protection Services will usually be made through the Principal. If the Principal is unable to make the report or is unwilling to make the report the mandated reporter must make the report personally.

Procedures

Holy Family adopts the Catholic Education Office policy on how mandatory reports are made.

Reports by Mandated Persons are made to Care and Protection Services on 1300 556 728 or by email on childprotection@act.gov.au. Clear records are to be kept as to the process taken prior to reporting, including:

- The time and date of the report;
- how the abuse was discovered by the school;
- The teacher's records as to the incident;
- an on-going risk management file.

When making the report, the Mandated Person is to have available all relevant information about the child's situation and family structure. This includes:

- His or her full name;
- Age and date of birth;
- Parents' names;
- Parents' address and contact details;
- Names of known siblings.

If there is a life threatening situation, the staff member is to ring 000 immediately. As soon as possible after ringing, the staff member is to contact Human Resource Services at the CEO.

Step 1: Peer Discussion (discretionary)

A staff member who has concerns about a particular child may wish to discuss those concerns in confidence with ONE colleague in a private space. The child's name is not to be discussed and the conversation is of a consultative nature. A report of this conversation may be emailed to the Principal.

Step 2: Discussion With Principal [essential]

The staff member will discuss his/her concerns with the Principal. The Principal records the relevant details and makes the Child Protection Report to ACT Care and Protection Services.

If the Principal does not report the incident and the staff member (Mandated Reporter) is not satisfied that the matter has been reported by the Principal, he/she may report the matter to ACT Care and Protection.

Step 3: Outside Contact

The Principal notifies Intake Worker at ACT Care and Protection Services of the concern. The Principal completes the school Mandatory Reporting Form and advises the Catholic Education Office that a notification has been made.

Step 4: Debriefing

After the report is made the Principal will usually advise the staff member whether the Child Concern Report will be appraised or not. Confidentiality must be respected. Opportunities for the mandated reporter to receive a debrief with the Principal will be provided.

Step 5: Support

Ongoing pastoral support will be offered to the child and family members who are the subject of the report.

References

Children and Young People Act 2008 (ACT)

<http://www.legislation.act.gov.au/a/2008-19/current/pdf/2008-19.pdf>

The Office for Children, Youth and Family Support, keeping Children and Young People Safe

<http://www.dhcs.act.gov.au/>

Forms

Form of Notification of Mandatory Report to Care and Protection Services

Child Protection Code of Professional Standards for Catholic School and System Staffs,
The Guidelines for professional Conduct Declaration.

Approved by:	Holy Family School Board
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School Contact Officer:	Anne-Marie Marek