

Bundoora Primary School Policy Manual	MANAGEMENT POLICY Mandatory Reporting	Last ratified by School Council in: 16th September 2015
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If further information is required, please refer to the DET Guidelines.

1. VISION

To ensure that children's rights to be safe are maintained and each child is protected against physical, emotional and sexual abuse and neglect.

2. ACTION

- 2.1 All members of the DET are mandated by law to report signs and reasonable indications of physical, emotional, verbal and sexual abuse, neglect and social emotional disturbances.
- 2.2 New staff will be informed of mandatory reporting responsibilities and procedures.
- 2.3 Staff will be reminded of Mandatory Reporting responsibilities regularly.
- 2.4 All concerns must be reported immediately to the Principal or, in his/her absence, a delegate.
- 2.5 The Principal and reporting staff member will keep a confidential record of all discussions about a student about whom there is a concern.
- 2.6 If a belief has been formed by a staff member that sexual or physical abuse or neglect has taken place then an appropriate report must be completed and filed in the Principal's office.
- 2.7 The Teacher and/or the Principal or his/her delegate will contact the Department of Human Services, as per the DET guidelines of Mandatory Reporting within 48 hours by telephone: **1300 664 977 or after school hours 131278**
- 2.8 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 or his/her delegate.
- 2.9 All Mandatory Reports must be filed in the Principal's office.
- 2.10 All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.
- 2.11 Any subsequent signs or indications of these are also to be reported
- 2.12 Students, who disclose to staff a desire to harm themselves or others, or present a risk of harming themselves or others must be reported by staff to the Principal and DET Emergency Management.

3. REVIEW

The *Mandatory Reporting Policy* will be reviewed regularly, as part of the school's policy review process.