If further information is required, please refer to the DEECD 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 DEECD 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, or a delegate.

2.5 The Principal and reporting staff member will keep a confidential record of all discussions about a student with 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 a “Mandatory Reporting Information Sheet” available from the Principal must be completed and filed in the Principal’s office.

2.7 The Teacher and/or the Principal Class Officer will contact the Department of Human Services as per the DEECD 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 class member or his/her nominee.

2.9 All “Mandatory Reporting Information Sheets” remain 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 All incidents to be monitored, and any subsequent signs or indications of abuse are also to be reported and discussed in confidence.

2.12 Students, who disclose to staff a desire to harm themselves or others, must be reported by staff to the Principal and Emergency Management.

3. **REVIEW**

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