



St Francis of Assisi  
PARISH PRIMARY SCHOOL

## MANDATORY REPORTING POLICY

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### 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 as part of their induction procedure.
- Staff will be reminded of mandatory responsibilities annually.
- All concerns must be reported immediately to the Principal, or in his/her absence, the Deputy 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 has taken place it is recommended that they have a discussion with the Principal who will keep a record of the discussion and it will be filed in the Principal's Office.
- The teacher and/or the Principal will contact the Department of Human Services by telephone as soon as possible to make an official notification on:

**(03) 9479 6222 or after school hours crisis line 131278**

- 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 the Principal or his/her nominee.
- All Mandatory Reporting Information remains filed in the Principal's office and is recorded in the Daily Diary kept in the Principal's Office.

- All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.
- All incidents 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 or neglect. Staff are encouraged to discuss matters with the Pastoral Care Team and especially the Religious Education Coordinator. These discussions are kept confidential.
- St. Francis of Assisi hires Centacare for student support once a week. Meetings with the psychologist and the principal may on occasion cover issues relating mandatory reporting.