Mandatory Reporting – Canterbury Primary School

Protective concerns
You are concerned about a child because you have:
• received a disclosure from a child about abuse or neglect
• observed indicators of abuse or neglect
• been made aware of possible harm via your involvement in the community external to your professional role.

In the event that you are not sure whether to make a report, it is better to err on the side of caution and make a report.

At all times remember to:
• record your observations
• follow appropriate protocols
• consult notes and records
• consult with appropriate colleagues, Principal, Assistant Principal and the Leadership Team
• Act immediately

### Step 1
Have you formed a belief on reasonable grounds that a child is in danger of sexual abuse or physical harm?

- **Further information**
  - Examples of reasonable grounds for forming a belief may include (but are not limited to):
    - a child states they have been abused
    - a child states they know someone who has been, or is being, abused
    - someone who knows the child states that the child has been abused, is being abused, or is at risk of abuse
    - you observe a child’s behaviour, actions or injuries that may place them at risk of harm, or may lead you to suspect that abuse is occurring
    - you are aware of persistent family violence, parental substance misuse, psychiatric illness or disability that is impacting on the child’s safety, stability or development
    - you observe signs or indicators of abuse, including non-accidental, unexplained injury, persistent neglect, poor care or lack of appropriate supervision
    - you become aware of possible harm via your involvement in the community, external to your professional role.
    - Gather enough information to form a belief but do not investigating the allegation any further - Police and DHHS complete all investigations
    - Maintain written records of the evidence that helped you form a reasonable belief

### Step 2
Obtain advice and support from the Principal or Assistant Principal or Leadership Team immediately

2.1 Speak to the Principal, Assistant Principal or member of the Leadership Team immediately.
2.2 If you are teaching call the office and ask to speak to the Principal or Assistant Principal immediately.
2.3 Be ready to talk about whether you have formed a belief or not.
2.4 The school Principal, Assistant Principal and/or leadership team will support you in determining if you need to make a report and making a report.
2.5 **NOTE:** If you form and continue to hold a belief on reasonable grounds, even if other staff members do not agree with you, you should still make a report to the relevant authorities.

### Step 3
Making a report

- If after consulting the Principal, Assistant Principal or Leadership Team you have formed a belief, or still have a belief that a child is at risk, make a report.
- If a child is in immediate danger call triple zero (000) immediately and make a report to police
- If a child is safe at school but you have formed a belief that they have experienced abuse or are at risk of abuse call Department of Humans Services Child protection – Eastern Metropolitan Intake Unit 1300 360 391 - **Do not delay in making this call**
- Have the following details about the child ready
  - Student file with all personal details of the child and family
  - Details on the grounds for forming a belief
- When a report is made in a school the following groups need to know
  - school leadership team
  - DET Security Services Unit on (03) 9589 6266 - Principal to call
  - relevant DET Regional Office - 9265 2400 - Principal to call
  - DET Student Critical Incident and Advisory Unit on (03) 9637 2934 or (03) 9637 2487. - Principal to call