

Mandatory Reporting – Canterbury Primary School

Protective concerns

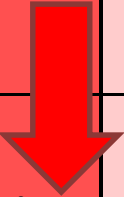
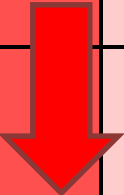
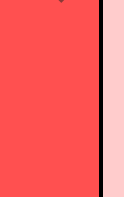
You are concerned about a child because you have:

- 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.

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**

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.

Step	Further information
<p>1.</p> <p>Have you formed a belief on reasonable grounds that a child is in danger of sexual abuse or physical harm?</p> 	<ul style="list-style-type: none"> • 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 investigate the allegation any further - Police and DHHS complete all investigations • Maintain written records of the evidence that helped you form a reasonable belief
<p>2.</p> <p>Obtain advice and support from the Principal or Assistant Principal or Leadership Team immediately</p> 	<p>2.1 Speak to the Principal, Assistant Principal or member of the Leadership Team immediately.</p> <p>2.2 If you are teaching call the office and ask to speak to the Principal or Assistant Principal immediately.</p> <p>2.3 Be ready to talk about whether you have formed a belief or not.</p> <p>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.</p> <p>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.</p>
<p>3.</p> <p>Making a report</p> 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • school leadership team • DET Security Services Unit on (03) 9589 6266 - Principal to call • relevant DET Regional Office - 9265 2400 - <u>Principal to call</u> • DET Student Critical Incident and Advisory Unit on (03) 9637 2934 or (03) 9637 2487. - Principal to Call