MANDATORY REPORTING PROCEDURE

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Mandatory Reporting Procedure Appendix 2 to Child Safety Policy</th>
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<tbody>
<tr>
<td>Date</td>
<td>August 2016</td>
</tr>
<tr>
<td>Author</td>
<td>Mandatory Reporting Procedure IR</td>
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<td>Version Status</td>
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<td>College Website, SIMON Intranet and Staff Handbook</td>
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This procedure is an appendix to the Avila College Child Safety Policy. This procedure outlines the steps to be taken to make a report to Department of Health & Human Services (DHHS) when an employee, direct contact contractor or direct contact volunteer forms a belief, on reasonable grounds that a child is in need of protection because of physical injury and/or sexual abuse.

Relevant Legislation
Children, Youth and Families Act 2005 (Vic)
Crimes Amendment (Protection of Children) Act 2014

People Mandated to make a Notification
Principals, teachers and nurses are mandatory reporters as reference in the Children, Youth and Families Act 2005. Reporters are required to make a report to DHHS (Child Protection) as soon as practicable after forming a belief on reasonable grounds as referenced above.

Non Mandated Employees
Section 183 of the Children Youth and Families Act 2005 states that a person who believes on reasonable grounds that a child is in need of protection can report their concerns to Department of Health & Human Services (Child Protection).

Sexual Offences Against a Child
Any adult aged 18 and over who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child (aged under 16 years) is required to disclose this information to police (unless they hold a reasonable excuse) under the Crimes Amendment (Protection of Children) Act 2014.

If an employee, direct contact contractor or direct contact volunteer, clergy or College Board member receives a disclosure, or suspects physical or sexual abuse from a student or about a student, the following procedure is followed:

Discussion: Arrange a meeting with the Deputy Principal Wellbeing and/or College counsellor (Child Safe Team) to discuss the information received. This discussion may assist the employee, direct contact contractor or direct contact volunteer, clergy or College Board member to clarify the formation of the belief that abuse has occurred, the grounds on which this belief has been formed and the needs of the child for protection from further significant harm.
If Belief is Formed: If after the discussion there is belief on reasonable grounds that a child needs protection, the Deputy Principal Wellbeing, counsellor or teacher will notify the Principal of their intent to report. Notifications should be recorded on the ‘Protect – Responding to Suspected Child Abuse’ form (enclosed with this document)

Notification: The notifier will call the appropriate DHHS office and record the details of the notification, conversation and the directions from the DHHS worker. Proposed action of DHHS agents must be reported to Deputy Principal Wellbeing and Principal. Strict confidentiality must be maintained in relation to all communication regarding these matters.

If Belief is Not Formed: If after the discussion the Child Safe Team has not yet formed a belief that abuse has occurred, or the student is not at risk of abuse, it is important that the employee documents the initial concern on Simon under Confidential Behaviour Tracking or provide a written report if the employee does not have access to Behaviour Tracking. The Child Safe Team may put in place practices to monitor the child.

If there is any doubt it is better to notify and allow DHHS (Child Protection) to make an assessment.

If an individual teacher does not agree with the decision of the Child Safe Team not to report, they must state this and they will be supported to make a notification to DHHS.

How to Make a Report

Ring appropriate DHHS Regional Office (refer to DHHS Contact Details at end of this document) and advise:

- Name, date of birth, age and address of the student
- Reason for suspecting the abuse
- Is the student in immediate danger? If so what form of danger?
- Provide all relevant details and observations
- Location of the student at the time of making this report
- Any other relevant information (family background etc)

Wherever there are concerns that a student is in immediate danger please call the Police on 000.
Procedure for Interviews by DHHS Protective Services Workers.

- Protective services workers can interview students at school without parent permission if the student agrees for example in the circumstances where there are concerns about the ongoing safety of a student at home.
- The Department of Human Services (DHHS) (Child Protection) are required to inform parents or carers that an interview has taken place with the student.
- The Principal or nominee should be present when a student is interviewed. A written record should be kept of the interview.
- If the Protective services workers request to interview a teacher, the principal or his nominee should be present at the interview. A written record should be kept of the interview.

All records of notification to DHHS or Police must be filed in the MANDATORY REPORTING folder in the Deputy Principal Wellbeing’s Office using the ‘Protect – Responding to Suspected Child Abuse’ form (refer to copy at end of this document).

Monitoring of Reports Made

After a Child Protection Notification is made DHHS will advise and the person who made the report will be advised.

If the person making the report is not advised, the Deputy Principal Wellbeing may request from DHHS information about what action is proposed.

Protection of Individuals, Confidentiality and Management of Communication (including documentation)

Police and the Department of Health & Human Services (Child Protection) are responsible for all investigations once a report has been made.

The Principal or her delegate is the only authorised representative of the school able to make comments to the media.

Support

It is essential that the student who is the cause of the concern, the employee or individual making the report and anyone else affected are assisted with respect and with care and that appropriate support is provided.

Access to the College’s counselling program, Access Counselling phone number 1300 66 77 00 is available and the Child Safe Team will monitor the wellbeing of employees involved and any other individual involved.
## Department of Health and Human Services Child Protection

<table>
<thead>
<tr>
<th>Region</th>
<th>Local Government Areas (LGAs)</th>
<th>Phone No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern and western suburban LGAs</td>
<td>Banyule, Brimbank, Darebin, Hobsons Bay, Hume, Maribyrnong, Melbourne, Melton, Moonee Valley, Moreland, Nillumbik, Whittlesea, Wyndham, Yarra.</td>
<td>1300 664 977</td>
</tr>
<tr>
<td>Eastern suburban LGAs</td>
<td>Boroondara, Knox, Manningham, Maroondah, Monash, Whitehorse, Yarra Ranges.</td>
<td>1300 360 391</td>
</tr>
<tr>
<td>Southern suburban LGAs</td>
<td>Bayside, Cardinia, Casey, Frankston, Glen Eira, Greater Dandenong, Kingston, Mornington Peninsula, Port Phillip, Stonnington.</td>
<td>1300 655 795</td>
</tr>
<tr>
<td>West Rural and Regional LGs</td>
<td>Ararat, Ballarat, Golden Plains, Hepburn, Hindmarsh, Horsham, Moorabool, Northern Grampians, Pyrenees, West Wimmera, Yarriambiack, Colac-Otway, Corangamite, Glenelg, Greater Geelong, Moyne, Queenscliffe, Southern Grampians, Surf Coast, Warrnambool.</td>
<td>1800 075 599</td>
</tr>
<tr>
<td>North-western rural and regional LGAs</td>
<td>Buloke, Campaspe, Central Goldfields, Gannawarra, Greater Bendigo, Loddon, Macedon Ranges, Mildura, Mount Alexander, Swan Hill.</td>
<td>1800 675 598</td>
</tr>
<tr>
<td>North-eastern rural and regional LGAS</td>
<td>Alpine, Benalla, Greater Shepparton, Indigo, Mansfield, Mitchell, Moira, Murrindindi, Strathbogie, Towong, Wangaratta, Wodonga.</td>
<td>1800 650 227</td>
</tr>
<tr>
<td>Eastern and south-eastern rural and regional LGAs</td>
<td>Bass Coast, Baw Baw, East Gippsland, Latrobe, South Gippsland, Wellington.</td>
<td>1800 020 202</td>
</tr>
</tbody>
</table>

PROTECT Identifying and Responding to All Forms of Abuse in Victorian Schools  DET ©2016
RESPONDING TO SUSPECTED CHILD ABUSE: TEMPLATE FOR VICTORIAN SCHOOLS

WHEN TO USE THIS TEMPLATE?
School staff should use this template to document any incident, disclosure or suspicion that a child has been, or is at risk of being abused. This template should be used in conjunction with the following: Four Critical Actions For Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse.

Completing this template should not impact on reporting times. If a child is in immediate danger, school staff should report immediately to Victoria Police.

Whilst you may need to gather the information to make a report, remember it is not the role of school staff to investigate abuse, leave this to Victoria Police and/or DHHS Child Protection.

WHY RECORD THIS INFORMATION?
When completing this template your aim should be to provide as much information as possible. This information will be critical to any reports and may be sought at a later date if the matter is the subject of Court proceedings. These notes may also later assist you if you are required to provide evidence to support any decisions.

It is a requirement under Ministerial Order No. 870- Child Safe Standards- Managing the risk of child abuse in schools for schools to keep clear and comprehensive notes on all observations, disclosures and other details that led them to suspect the abuse.

RESPONDING TO AN INCIDENT, DISCLOSURE OR SUSPICION OF CHILD ABUSE

PLEASE NOTE: IF YOU ARE MAKING A REPORT TO DHHS CHILD PROTECTION OR VICTORIA POLICE YOU MUST SEEK ADVICE BEFORE CONTACTING PARENTS/CAREERS SO AS NOT TO COMPROMISE ANY INVESTIGATION OR PLACE A CHILD AT FURTHER RISK

<table>
<thead>
<tr>
<th>STAFF MEMBER LEADING THE RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
</tr>
<tr>
<td>OCCUPATION:</td>
</tr>
<tr>
<td>LOCATION (SCHOOL ADDRESS):</td>
</tr>
<tr>
<td>RELATIONSHIP TO CHILD:</td>
</tr>
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</table>

CRITICAL ACTION 1: IMMEDIATE RESPONSE TO AN INCIDENT
If anyone is in immediate danger school staff should report immediately to Victoria Police on 000.

RESPONDING TO AN EMERGENCY

DID THE CHILD REQUIRE FIRST AID?:
NO YES - PROVIDE DETAILS

WHO ADMINISTERED THIS? (NAME AND TITLE)

DID THE CHILD REQUIRE FURTHER IMMEDIATE MEDICAL ASSISTANCE?:
NO YES - PROVIDE DETAILS

CURRENT LOCATION AND SAFETY STATUS:
E.G. ARE ALL IMPACTED STUDENTS SAFE AND NOT IN ANY IMMEDIATE DANGER? IF A CHILD IS IN IMMEDIATE DANGER SCHOOL STAFF SHOULD REPORT IMMEDIATELY TO VICTORIA POLICE ON 000
**CHILD’S INFORMATION**

<table>
<thead>
<tr>
<th>PERSONAL DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME:</strong></td>
<td><strong>GENDER:</strong></td>
</tr>
<tr>
<td><strong>YEAR LEVEL/CLASS:</strong></td>
<td><strong>DATE OF BIRTH:</strong></td>
</tr>
<tr>
<td><strong>RESIDENTIAL ADDRESS:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PARENT/CARER NAME(S):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PARENT/CARER CONTACT:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>LANGUAGE(S) SPOKEN BY CHILD:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DISABILITIES, MENTAL OR PHYSICAL HEALTH ISSUES:</strong></td>
<td></td>
</tr>
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</table>

**CHILD’S BACKGROUND**

**CULTURAL STATUS AND RELIGIOUS BACKGROUND**

If the child is of Aboriginal, or Torres Strait Islander background, government schools must contact their Koorie Engagement Support Officer, and Catholic schools must contact the Diocesan Education Office to arrange culturally appropriate support. If the child is an international student, you must notify the International Education Division on (03) 8637 2990.

**ANY KNOWN PREVIOUS HISTORY OF SUSPECTED ABUSE**

(Prior to this incident, disclosure or suspicion or involvement with agencies):

- **NO**
- **YES – PROVIDE DETAILS**

**FAMILY BACKGROUND**

**FAMILY COMPOSITION (IF KNOWN):**

List parenting or care arrangements and sibling names and age.

**ANY OTHER PEOPLE LIVING WITH THE CHILD (IF KNOWN):**

**DISABILITY, MENTAL OR PHYSICAL HEALTH ISSUES IN FAMILY (IF KNOWN):**

**LIKELY REACTION TO A REPORT BEING MADE (IF KNOWN):**
### DETAILS OF THE INCIDENT, DISCLOSURE OR SUSPICION

**Grounds for your belief that a child has been, or is at risk of abuse**

Indicators or instances which led you to believe that a child/children are subject to child abuse, or at risk of abuse. Detail any disclosures or incidents or suspicions (including names, times and dates documenting a child’s exact words as far as possible). Include specific detail here on what led you to form a reasonable belief that a child has been, or is at risk of being abused.

### Any Physical Indicators of Abuse:

### Any Behavioural Indicators of Abuse:

### Any Patterns of Behaviour or Prior Concerns Leading up to an Incident, Disclosure or Suspicion:

### Details of Persons Alleged to Have Committed the Abuse (if known)

**Name:**

**Gender** | **Date of Birth:**

**Relationship to Child:**

Nothing if they are within the school or within the family and community (this will impact on who you report to).

**Address:**

**Contact Details:**
**CRITICAL ACTION 2: REPORTING**

### REPORTING TO AUTHORITIES

Tick the authorities you have reported to:
- [ ] Victoria Police
- [ ] DHHS Child Protection
- [ ] Child First
- [ ] Decision Not to Report

If you’ve decided not to report, list your reasons here. Also include any follow-up actions undertaken by you below.

### PROVIDE DETAILS OF YOUR INTERNAL DISCUSSIONS TO EITHER OF THE FOLLOWING:

- Government School Staff must report to Security Services Unit and also to the Employee Conduct Branch if the incident, disclosure or suspicion involves a staff member, contractor or volunteer.
- Catholic School Staff must report to their Catholic Diocesan Education Office.

**Date:**

**Time:**

**Authority:**

**Outcomes from the report:**

### REPORTING INTERNALLY

Provide details of your discussion with school leadership.

**Time:**

**Date:**

**Names:**

**Discussion outcomes:**

Provide details of your internal discussions to either of the following:

- Government School Staff must report to Security Services Unit and also to the Employee Conduct Branch if the incident, disclosure or suspicion involves a staff member, contractor or volunteer.
- Catholic School Staff must report to their Catholic Diocesan Education Office.

**Time:**

**Date:**

**Names:**

**Discussion outcomes:**
# Critical Action 3: Contacting Parents/Carers

**Actions Taken**

Provide details of your discussion with parents/carers (if appropriate):

School staff must consult with Victoria Police and/or DHHS Child Protection to determine if it is appropriate to contact parents, if it is, parents must be contacted as soon as possible (preferably on the same day of the incident, disclosure or suspicion).

- Have you sought advice from DHHS Child Protection or Victoria Police?
  - [ ] No
  - [x] Yes

Is it appropriate to contact parent/carer?

- [ ] No
- [x] Yes

List reasons if it is not appropriate to contact parent/carer:

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If contacting parent/carer, provide the following details:

- Name of staff member making the call:
- Name of parent/carer receiving the call:
- Discussion outcomes:

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# Critical Action 4: Providing Ongoing Support

**Planned Actions**

Include detail on what follow-up actions have occurred to support the student (for example, referral to wellbeing professionals and other specialised services, the convening of a student support group and development of support plans):

- Follow up actions:
- Support:
- Referrals(s):
**PROCESS OF REVIEW**

COMPLETE THIS SECTION BETWEEN 4-6 WEEKS AFTER AN INCIDENT WITH YOUR SCHOOL LEADERSHIP TEAM. THIS WILL SUPPORT YOU AND YOUR SCHOOL TO CONTINUE TO PROTECT CHILDREN IN YOUR CARE AND TO REFLECT ON YOUR PROCESSES AND THE NEED FOR ANY FOLLOW-UP ACTION.

**SAFETY AND WELLBEING**

<table>
<thead>
<tr>
<th>CURRENT SAFETY AND WELLBEING OF THE CHILD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IS THE CHILD SAFE FROM ABUSE AND HARM?</strong></td>
</tr>
<tr>
<td><strong>IF NOT, CONSIDER THE NEED TO MAKE A FURTHER REPORT</strong></td>
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<table>
<thead>
<tr>
<th>DOES THE CHILD HAVE WELLBEING ISSUES THAT ARE NOT CURRENTLY BEING ADDRESSED?</th>
</tr>
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<tbody>
<tr>
<td>NO</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CURRENT WELLBEING OF OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE</th>
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</thead>
<tbody>
<tr>
<td><strong>ARE THERE ANY OTHER CHILDREN WHO MAY BE IMPACTED BY THE ABUSE?</strong></td>
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</table>

**IF SO HAVE THEIR WELLBEING NEEDS BEEN MET** | NO | YES |

**IF SO, CONSIDER HOW THESE CAN BE ADDRESSSED WITHIN A STUDENT SUPPORT PLAN**

<table>
<thead>
<tr>
<th>CURRENT WELLBEING OF IMPACTED STAFF MEMBERS</th>
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<tbody>
<tr>
<td><strong>DOES THE STAFF MEMBER WHO MADE THE REPORT/WITNESSED THE INCIDENT, FORMED A SUSPICION OR RECEIVED A DISCLOSURE REQUIRE ANY SUPPORT?</strong></td>
</tr>
<tr>
<td>NO</td>
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**IF SO, HAS THIS BEEN RECEIVED?** | NO | YES |

<table>
<thead>
<tr>
<th>REVIEW OF ACTIONS TAKEN</th>
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<tbody>
<tr>
<td><strong>HAVE SCHOOL STAFF FOLLOWED THE FOUR CRITICAL ACTIONS FOR SCHOOLS: RESPONDING TO INCIDENTS, DISCLOSURES OR SUSPICIONS OF CHILD ABUSE?</strong></td>
</tr>
<tr>
<td>WAS AN APPROPRIATE DECISION MADE IN RELATION TO WHEN TO ACT?</td>
</tr>
<tr>
<td>NO</td>
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**COULD THE SUSPECTED ABUSE HAVE BEEN DETECTED EARLIER?** | NO | YES |

**ACTION 1**

**DID THE SCHOOL TAKE APPROPRIATE ACTION IN AN EMERGENCY?** | NO | YES |

| ACTION 2 |
| WERE SUBSEQUENT REPORTS MADE IF NECESSARY? |
| NO | YES |

| ACTION 3 |
| DID THE SCHOOL CONTACT THE PARENTS/CARERS ASAP? |
| NO | YES |

| HAVE THE PARENTS CONTINUED TO BE ENGAGED IF APPROPRIATE? |
| NO | YES |

| ACTION 4 |
| HAS THE SCHOOL PROVIDED ADEQUATE SUPPORT FOR THE STUDENT? |
| NO | YES |

**HAS A STUDENT SUPPORT PLAN BEEN ESTABLISHED, IMPLEMENTED AND REVIEWED?** | NO | YES |

**HAS A STUDENT SUPPORT GROUP BEEN ESTABLISHED?** | NO | YES |

**WAS THE STUDENT APPROPRIATELY SUPPORTED IN ANY INTERVIEWS?** | NO | YES |

**HAVE ANY COMPLAINTS BEEN RECEIVED?** | NO | YES |

**HAVE THE COMPLAINTS BEEN RESOLVED?** | NO | YES |