



# MANDATORY REPORTING

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## **PURPOSE**

To ensure that the children's rights to be safe are maintained and each child is protected against physical, sexual and emotional abuse and neglect.

## **GUIDELINES**

Fulfil the 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 and emotional abuse or neglect.

Adhere to ACE Values.

This policy forms a critical component of ensuring that Harrisfield PS is a Child Safe School.

## **ROLE**

To provide leadership in the development of an environment that ensures that children are protected against the above abuse and that there are strategies / resources in place in which to respond when necessary.

## **IMPLEMENTATION**

- Reporting of signs of physical abuse, sexual abuse or neglect is mandated by law for all members of the Teaching Service.
- Inform new staff of the mandatory reporting responsibilities during induction.
- Remind all staff annually of the requirements.
- Staff will complete the Mandatory Reporting module online annually.
- Report all concerns, and ascertained beliefs, immediately to the Principal or Assistant Principal.
- Record discussions regarding the child with whom there is a concern.
- Observe requirements of confidentiality and legal aspects.
- Contact by the Principal or Assistant Principal to the Department of Human Services will be made in accordance to procedure.
- Interviewing of the student will only occur in the presence of the Principal or Assistant Principal.
- Retain all documentation confidentially and securely at school.
- Ensure ongoing monitoring of cases and report if necessary.
- Report incidences of students disclosing a desire to harm themselves or others.

## **EVALUATION**

To be reviewed on a regular basis by staff, students and parents.

Reviewed September 17, 2018, next scheduled review 2020