

Title	Mandatory Reporting Policy
Rationale	Principals and teachers are held to a high standard of care in relation to students. The duty requires principals and teachers to take reasonable steps to minimise the risk of reasonably foreseeable harm, including Mandatory reports, where reasonable grounds that a child or young person is in need of protection from physical injury or sexual abuse, must report their concerns to Department of Human Services (DHS) Child Protection.
Aim	To ensure school staff are aware of their roles and responsibilities in protecting the safety and wellbeing of children and young people and are able to: <ul style="list-style-type: none"> • understand their various legal obligations to report and take other reasonable steps to discharge the duty of care that are owed to the child or young person • identify indicators that a child or young person has been, is being, or is at risk of being abused • make a report about a child or young person who has been, is being, or is at risk of being abused.

Policy Implementation and Process	
Purpose	To provide effective learning for all students
Mission	Empowering young people to make a difference

Values	Responsibility	Respect	Integrity	Personal Best
---------------	----------------	---------	-----------	---------------

Vision Statement
Dromana College encourages and celebrates personal improvement. We recognise and respond to diverse student needs. We set high expectations for all students and have a strong focus on academic achievement and the pursuit of personal excellence. We encourage and support creativity, innovation and initiative for young people by helping them to reach their aspirations in different fields of life. We provide high quality teaching and a safe and caring school environment

Policy

Duty of Care

Dromana College is committed to the care, safety and protection of all students and has a zero tolerance of child abuse. This responsibility extends to the identification and a highly prioritised response to concerns regarding possible sexual, physical, psychological and emotional abuse or neglect of a child.

Where Mandated Reporters form a belief on reasonable grounds that a child or young person is in need of protection, as a result of physical injury or sexual abuse, and the child’s parents are unable or unwilling to protect the child, they must make a report to the Department of Human Services – Child Protection or Victoria Police.

Mandatory reporting

Mandatory reporting is a legal obligation. Mandatory reporters under section 182 of the Children Youth and Family Act (CYFA) – Victoria, 2005 are:

- School teachers and Principals - primary and secondary (including students in training to become teachers)
- Registered medical practitioners (including psychiatrists)
- Nurses (including school nurses)
- Police.

There may be times when two or more mandated staff members, for example a teacher and a principal, have formed a belief about the same child or young person on the same occasion. In this situation it is sufficient for only one of the mandated staff members to make a report. The other staff member is obliged to ensure that the report has been made and that all of the grounds for their own belief were included in the report made by the other staff member

Non-mandated staff members

Section 183 of the CYFA states that **any person**, who believes on reasonable grounds that a child is in need of protection, may report their concerns to Child Protection. This means that any person, including non-mandated school staff, is able to make a report to Child Protection when they believe that a child or young person is at risk of harm and in need of protection, and the child’s parents are unable or unwilling to protect the child.

Forming a belief on reasonable grounds

- [Mandatory Reporting eLearning Module](#)

A person may form a belief on reasonable grounds that a child is in need of protection after becoming aware that a child or young person’s health, safety or wellbeing is at risk and the child’s parents are unwilling or unable to protect the child.

There may be reasonable grounds for forming such a belief if:

- a child or young person states that they have been physically or sexually abused
- a child or young person states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves)
- someone who knows the child or young person states that the child or young person has been physically or sexually abused
- a child shows signs of being physically or sexually abused.
- the staff member is aware of persistent family violence or parental substance misuse, psychiatric illness or intellectual disability that is impacting on the child or young person’s safety, stability or development
- the staff member observes signs or indicators of abuse, including non-accidental or unexplained injury, persistent neglect, poor care or lack of appropriate supervision
- a child’s actions or behaviour may place them at risk of significant harm and the child’s parents are unwilling or unable to protect the child.

Making a report

Step	Description
1	School staff should keep comprehensive notes that are dated and include the following information: <ul style="list-style-type: none"> • Description of the concerns (e.g. physical injuries, student behaviour) • Source of those concerns (e.g. observation, report from child or another person) Actions taken as a result of the concerns (e.g. consultation with principal, report to DHS Child Protection etc).
2	School staff should discuss any concerns about the safety and wellbeing of students with the principal or a member of the school leadership team. The individual staff member should then make their own assessment about whether they must or may make a report about the child or young person.
3	School staff should gather the relevant information necessary to make the report. This should include the following information: <ul style="list-style-type: none"> • Full name, date of birth, and residential address of the child or young person • Details of the concerns and the reasons for those concerns • The individual staff member’s involvement with the child and young person Details of any other agencies who may be involved with the child or young person .
4	Make a report to the relevant agency.
5	Make a written record of the report which includes the following information: <ul style="list-style-type: none"> • The date and time of the report and a summary of what was reported • The name and position of: <ul style="list-style-type: none"> <input type="checkbox"/> the person who made the report , <input type="checkbox"/> the person who received the report.
6	Notify relevant school staff and/or Departmental staff of the report. <ul style="list-style-type: none"> • School staff should advise the principal or a member of the leadership team if they have made a report. • In the case of international students, the principal must notify the International Education Division of the Department on (03) 9637 2990 to ensure that appropriate support is arranged for the student. In the case of Koorie students, the principal must notify the Regional Office to ensure that the regional Koorie support officer can arrange appropriate support for the student.
7	Notify the Victoria Police if there is concern that a criminal offence may have been committed

See Also:

<https://providers.dhhs.vic.gov.au/sites/dhhsproviders/files/2017-06/stpe-by-step-guide-making-report-child-protection-child-first.pdf>

Protecting the safety and wellbeing of children and young people

Staff Professional Development

All Dromana Secondary College staff must undertake the DET “Mandatory Reporting eLearning Module” at the start of each school year

- [Mandatory Reporting eLearning Module](#)

<ul style="list-style-type: none">• Policy Direction of the School as a Whole	To ensure Dromana College maintains its commitment to a culture of ongoing improvement
--	--

Approved By	Dromana College Council
Date Approved	October 2019
Responsible For Review	College Principal