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## MANDATORY REPORTING OBLIGATIONS POLICY

All school staff have a duty of care to take reasonable steps to prevent reasonably foreseeable injury to children and young people under the care. This includes taking reasonable steps to protect their safety, health and wellbeing.

### Purpose

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:

- understand their various legal obligations to report and take other reasonable steps to discharge the duty of care that may be 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.

For information on how to make a report, see: [Child Protection - Making a Report](#)

### Scope

This policy relates to teachers registered to teach or who have permission to teach pursuant to the Education and Training Reform Act 2006 (Vic), principal class members and medical practitioners and nurses working at the Alexandra Secondary College.

### Policy

#### Reporting Obligations

Alexandra Secondary College adheres to The Child Safe Standards which are compulsory minimum standards for all Victorian early childhood services and schools to ensure they are well prepared to protect children from abuse and neglect. The Standards support all Victorian early childhood services and schools to embed a culture of no tolerance for child abuse but, where necessary, to respond appropriately to actual or suspected abuse.

See: School Policy & Advisory Guide - [Child Safe Standards](#)

#### Reporting a belief

A report must be made as soon as practicable after forming the belief and on each occasion on which they become aware of any further reasonable grounds for the belief.

If one staff member has a different view from another staff member about making a report and the staff member continues to hold the belief that a child is in need of protection, that person is obliged to make a report to Child Protection.

At Alexandra Secondary College we encourage staff to work with the Principal and Wellbeing Coordinator in making a report. This ensures that information is shared appropriately, and staff are supported. Staff must report their concerns as soon as they become aware of them.

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.

All Mandatory Reporting files will be kept in a locked filing cabinet in the Principal's Office.

Staff must respect confidentiality when dealing with a case of suspected child abuse and neglect and may discuss case details and the identity of the child or the young person and their family only with those involved in managing the situation.

Staff do not require the permission of parents, carers or guardians to make a report to Child Protection, nor are they required to tell parents, carers or guardians that they have done so.

### **Training Obligations**

School staff play a vital role in protecting children from harm and are well placed to observe signs or behaviours that may indicate risks of child abuse, neglect or exploitation.

The [Protecting Children – Mandatory Reporting and Other Obligations eLearning module](#) (the module) is an essential professional learning resource that assists schools to protect the safety and wellbeing of children and young people.

The module provides detailed information for identifying and responding to child abuse and includes case studies and practical scenarios to assist staff fulfil their reporting obligations.

Staff in schools who are:

- mandated reporters must undertake the training once per calendar year
- not mandated reporters (eg ES Staff) are strongly encouraged to undertake the training once per calendar year.
- Principals can contact the Wellbeing, Health and Engagement Division to obtain a list of staff who have completed the module, by email to: [student.engagement@edumail.vic.gov.au](mailto:student.engagement@edumail.vic.gov.au)



## Further Information and resources

### Related policies

- [Duty of care](#)
- [Police and DHS Interviews](#)
- [Responding to Student Sexual Offending](#)
- [Requests for Information about Students](#)
- [Risk Management](#)
- [Subpoenas and Witness Summonses](#)

### Related legislation

- Children, Youth and Families Act 2005
- Crimes Act 1958
- Education and Training Reform Act 2006
- Victorian Institute of Teaching Act 2001

### Department resources

- [PROTECT](#)
- Protecting the safety and wellbeing of children and young people
- [Protecting Children - Mandatory Reporting and Other Obligations](#) - elearning module log-in

### Other resources

- Daniel Morcombe Child Safety Curriculum: Government schools, see: FUSE (eduMail password is required before searching [Daniel Morcombe Child Safety Curriculum](#))
- Parents, see: [Daniel Morcombe Child Safety Curriculum Parent Guides - Queensland Department of Education, Training and Employment](#).

#### Department of Health and Human Services:

- [Child Protection](#)
- [Child FIRST](#)
- [Victoria Police Sexual Offences and Child Abuse Investigation Teams \(SOCIT\)](#)

#### Department of Justice and Regulation:

- [Failure to disclose offence](#)
- [Failure to protect offence](#)
- [Grooming offence](#)

#### School Policies

Statement of Values

Communication with School Staff policies].

## Review Cycle

This policy was last updated on May 2018 and is scheduled for review in May 2020.

Date Implemented	May 2018
Author	
Approved By	Principal (Operational)
Approval Authority (Signature & Date)	
Review Date 2 years	May 2020
Responsible for Review	Principal