

## Mandatory reporting obligations

---

**Introduction** All children have a right to feel safe and to be safe. Teachers have a legal and moral responsibility to respond to serious incidents involving abuse and neglect of the children with whom they have contact, and to report instances that they believe involve physical abuse, sexual abuse or neglect.

---

**Background** Mandatory reporting arises from the requirements of the *Children, Youth and Families Act 2005* (Vic.) for the protection of children from harm due to physical injury and sexual abuse.

Registered teachers mandated under this Act who, in the course of carrying out their duties, form a reasonable belief that a child is in need of protection from physical injury or sexual abuse, must report that belief and the grounds for it as soon as possible.

---

**Policy** XYZ College supports the right of every child to feel and be safe from physical and sexual abuse and neglect.

College staff members who form a reasonable belief that a student at the College is in need of protection from physical or sexual abuse or neglect must report that belief and the grounds for it as soon as possible to the College Principal.

---

**Our responsibility** In Victoria, it is mandatory for registered teachers to notify Child Protection if they form a reasonable belief that a child has been physically or sexually abused.

Mandated notifiers (i.e. teachers) can share information – without legal or professional consequences – with family services such as Child FIRST and Child Protection to help protect vulnerable children.

Non-mandated staff members (such as admin staff, cleaners and bus drivers) who believe, on reasonable grounds, that a child is in need of protection may also report their concerns to Child Protection.

---

*Continued on next page*

## Mandatory reporting obligations, Continued

Implementation process	Stage	Description
	1	<p>Teacher reports concerns to the College Principal or in his/her absence, the Vice-Principal. The Principal will keep a record of all discussions.</p> <p>If the Principal/teacher has significant concern for a child's wellbeing but do not believe the child needs protection, a referral can be made to Child FIRST.</p> <p>If the Principal/teacher believes the child needs protection, a report must be made to Child Protection.</p>
		The following steps refer to Child Protection
	2	The teacher or Principal contacts the Department of Human Services by telephone (1300 650 172 or after hours crisis line on 131 278) to make an official notification as soon as possible.
	3	The teacher completes a 'Notification of a Report' sheet, available from the server in the Official Documents Drive. Once completed, submit it to the Principal. It will be kept in a confidential file.
	4	Department of Human Services staff or associated support or intervention services will visit the school and interview staff and children in the presence of the Principal. All discussions will be recorded/minuted.
	5	Depending on the case, DHS or police will contact the College to further investigate the matter.

**Other concerns** Teachers are encouraged to report to the Principal:

- incidents of emotional abuse or neglect
- if a student discloses a desire to harm themselves or others
- if they have any other concerns about a student's wellbeing.

*Continued on next page*

## Mandatory reporting obligations, Continued

---

### Teacher training

- Activities to inform teaching staff about their mandatory reporting responsibilities will be included in their annual professional development curriculum.
  - New teaching staff will be informed of their mandatory reporting responsibilities and procedures as part of their induction.
- 

### Abuse allegations

Allegations of abuse by a staff member or a visitor at the College will be immediately reported to Victoria Police for investigation.

---

### Resources

Independent Schools of Victoria

[http://www.independentschools.vic.edu.au/compliance/students/child\\_protection\\_mand\\_rep.htm](http://www.independentschools.vic.edu.au/compliance/students/child_protection_mand_rep.htm)

Department of Human Services (Victoria), Office for Children, Youth and Families (Child Protection)

<http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/protecting-children-together>

Department of Education and Early Childhood Development (Victoria)

<http://www.education.vic.gov.au/management/governance/spag/safety/protection/childprotection.htm>

<http://www.eduweb.vic.gov.au/edulibrary/public.stuman/wellbeing/Flowchart Mandatory Reporting Sep 2010.pdf>

Victoria Police, Sexual Offences and Child Abuse Unit

Victorian Institute of Teaching, VIT Code of Conduct

---