

# KINGSLEY PARK PRIMARY SCHOOL

## MANDATORY REPORTING POLICY



### 1. RATIONALE:

All children at Kingsley Park Primary School have a right to feel safe and to be safe. As educators, we have a 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 abuse or neglect.

### 2. AIM:

- To ensure that children's rights to be safe are maintained and each child is protected against physical and sexual abuse and neglect.
- To fulfill our legal and moral responsibility to report abuse when it is disclosed or when there is a reasonable belief in its occurrence.

### 3. IMPLEMENTATION:

- All staff are legally required to report any signs of physical and/or sexual abuse and neglect.
- Inform/remind all staff of mandatory reporting responsibilities and procedures annually.
- Teachers will report all concerns immediately to the Principal or in his/her absence, the Assistant Principal.
- The Principal will keep a record of all discussions about a child with whom there is a concern.
- If a staff member believes that sexual and/or physical abuse has taken place, the staff member and/or Principal or Assistant Principal will contact the Department of Human Services by phone as soon as possible to make an official notification on: (03) 9479 6222 or after school hours crisis line 131278.
- Members of the Department of Human Services, or associated support or intervention services that visit the school following a notification, will interview staff and children only in the presence of the Principal or their nominee.
- All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.
- All incidents are to be monitored and any subsequent signs or indications of abuse are also to be reported.
- While only mandated by law to report incidents of physical and sexual abuse and neglect, staff are also encouraged to report incidents of emotional abuse and neglect.
- The class teacher will contact parents of children who experience high absenteeism where no reason has been given. If contact is not possible the class teacher and/or Principal or Assistant Principal will contact the Department of Human Services by phone to make an official notification.

### 4. EVALUATION:

*This policy will be reviewed as part of the school's three year review cycle.*

*This policy was approved by council : 2013*

*This policy will be due for review : \_\_\_\_/\_\_\_\_/2016*