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

RATIONALE
All children have a right to feel safe and to be safe. As teachers, 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.

IMPLEMENTATION
- All members of the Teaching Service are mandated by law to report signs of physical and/or sexual abuse, and neglect.
- New staff will be informed of mandatory reporting responsibilities and procedures as part of their induction procedure.
- Staff will be reminded of mandatory responsibilities annually.
- All concerns must be reported immediately to the Principal, or in his/her absence, the Deputy School Leader.
- The Principal will keep a record of all discussions about a student with whom there is a concern.
- If a belief has been formed by a staff member that sexual or physical abuse has taken place a “Mandatory Reporting Information Sheet” available from the Principal must be completed and filed in the Principal’s office.
- The teacher and/or the Principal will contact the Department of Human Services/Child Protection intake by telephone as soon as possible to make a ‘report’ on: 1800 650 227 or After hours 131 278
- Members of the Department of Human Services and police that visit the school immediately following a report of sexual assault/abuse, will interview staff and children in the presence of a Principal or their nominee.
- All “Mandatory Reporting Information Sheets” remain filed in the Principal’s office.
- All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.
- All incidents 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; teachers are also encouraged to report incidents of emotional abuse or neglect.

EVALUATION
- This policy will be reviewed as part of the school’s three-year review cycle.

Date Ratified at School Council _________________ Principal signature______________________
S.C. President signature _________________ Next Review Date__________________________