

# St Bernadette's Catholic Primary School

## Internal School Process for Mandatory Reporting



### Internal school process for mandatory reporting

Making a Mandatory Report	
Step	Description
1. Discuss concerns	<p>Due to the complexity of child abuse incidents, disclosures and suspicions, it is recommended that concerns and observations regarding suspected physical or sexual abuse of a child are discussed with the Principal or a member of the Child Safety Team (Brendan Gill, Heidi Chapman and/or Reneè Cassar).</p> <p>This is not a legal requirement; however, it will help to ensure support is provided to all involved in matters of this nature. The confidentiality of these discussions must be maintained.</p> <p>You should then make your own assessment about whether you are required to make a report about the child or young person and to whom the report should be made.</p> <p>It is important to remember that the duty to report abuse or suspicions of abuse exists even if the Principal, member of the Leadership Team or a representative of MACS advises you not to proceed with reporting suspected abuse.</p>
2. Keep notes	<p>Keep comprehensive notes that are dated and include the following information:</p> <ul style="list-style-type: none"> <li>• a description of the concerns (e.g. physical injuries, student behaviour)</li> <li>• the source of those concerns (e.g. observation, report from child or another person)</li> <li>• the actions taken as a result of the concerns (e.g. consultation with the principal, report to DFFH Child Protection).</li> </ul> <p>St Bernadette's Catholic Primary school staff can use the template provided in <a href="#">PROTECT: Responding to Suspected Child Abuse: A Template for all Victorian Schools</a> to record their notes.</p>
3. Gather and document information	<p>Gather the relevant information necessary to make the report. This should include the following:</p> <ul style="list-style-type: none"> <li>• full name, date of birth and residential address of the child or young person</li> <li>• details of the concerns and the reasons for those concerns</li> <li>• your involvement with the child or young person</li> <li>• details of any other agencies which may be involved with the child or young person.</li> </ul> <p>This information should be collected and documented using <a href="#">PROTECT: Responding to Suspected Child Abuse: A Template for all Victorian Schools</a>. The template is to be used to record as much information as possible to provide when you make your report to either Victoria Police or DFFH Child Protection.</p>

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	It is critical that completing the template does not impact on reporting times – if a child is in immediate danger, St Bernadette’s Catholic Primary school staff need to report the matter to Victoria Police immediately.
<b>4. Make the report</b>	<p><b>To report concerns which are life-threatening, phone 000 or the local police station.</b></p> <p>Where the source of the abuse comes from within St Bernadette’s Catholic Primary School, that is, the suspected or alleged abuse involves a St Bernadette’s Catholic Primary School staff member, volunteer, allied health practitioner, officer/office holder, contractor or visitor at the school:</p> <ul style="list-style-type: none"> <li>• contact Victoria Police, which will contact DFFH Child Protection when appropriate</li> <li>• report internally to: <ul style="list-style-type: none"> <li>– the Principal, or the Child Safety Team if the Principal is involved in the allegation</li> <li>– MACS Regional General Manager</li> </ul> </li> </ul> <p>Where the source of the suspected or alleged abuse comes from within the child’s family or community, you must:</p> <ul style="list-style-type: none"> <li>• report sexual abuse and grooming to Victoria Police</li> <li>• report the matter to <a href="#">DFFH Child Protection</a> if you consider the child to be in need of protection due to child abuse, or that they have been, are being or are at risk of being harmed due to any form of abuse, including family violence. If after hours, call the Child Protection Emergency Service on 13 12 78</li> <li>• report internally to: <ul style="list-style-type: none"> <li>– the Principal, or a member of the Leadership Team if the Principal is unavailable</li> <li>– MACS Regional General Manager</li> </ul> </li> </ul>