



*Yarraville Special Developmental School*

No. 5278

**CHILD PROTECTION –  
MANDATORY REPORTING POLICY**

Yarraville SDS Principal:

Ashwini Sharma

School Council President:

Kim Mace

**Certification**

School Council President

Signed

Handwritten signature of Kim Mace in black ink.

Date

31/7/2017

Principal

Signed

Handwritten signature of Ashwini Sharma in black ink.

Date

31/7/17

This policy ratified at School Council meeting

25/7/2017



*Yarraville Special Developmental School*  
*Excellence In Learning*

## **CHILD PROTECTION – MANDATORY REPORTING POLICY**

### **RATIONALE:**

All children have a right to feel safe and to be safe. School staff have a duty of care to protect the safety, health and wellbeing of children in their care. If a staff member has concerns about the safety, health and wellbeing of children in their care they should take immediate action.

### **IMPLEMENTATION:**

- Staff will complete online departmental mandatory reporting module each year.
- All concerns must be reported immediately.
- All staff will report any concern for a student to the leadership group.
- As agreed, teacher, principal, assistant principal, section leaders will contact the appropriate agency as soon as possible to make the notification.
- For information regarding when and how to report see attachment.
- School staff are also encouraged to report incidents of emotional abuse and/or neglect.
- Students, who disclose to staff a desire to harm themselves or others, must be reported by staff to the principal and/or leadership team and the Assistant Principal (student wellbeing leader).

### **MAKING A REPORT:**

1. In case of emergency or if a child is in immediate danger contact Triple Zero (000) or the local police station.
2. Keep comprehensive notes that are dated and include information about the concerns, source of information and actions taken.
3. Discuss any concerns about safety and wellbeing of students with principal. Assistant Principal or member of school leadership team
4. Gather the relevant information necessary to make the report; details of student, details of concerns, your involvement and any agency involvement.
5. Inform the relevant support agency such as MacKillop family services or Anglicare.
6. Notify relevant school staff and/or Department staff of a report to DHHS Child Protection or Child FIRST. Department Security Services Unit 9589 6266 and Student Critical Incident Advisory Unit 9637 2934 or 9637 2487.

### **EVALUATION:**

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

# A step-by-step guide to making a report to Child Protection or Child FIRST

## Protective concerns

You are concerned about a child because you have:

- received a disclosure from a child about abuse or neglect
- observed indicators of abuse or neglect
- been made aware of possible harm via your involvement in the community external to your professional role.

## At all times remember to:

- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

STEP 1	RESPONDING TO CONCERNS	STEP 2	FORMING A BELIEF ON REASONABLE GROUNDS	STEP 3	MAKING A REFERRAL TO Child FIRST	STEP 4	MAKE A REPORT TO CHILD PROTECTION
1. If your concerns relate to a child in need of immediate protection, or you have formed a belief that a child is at significant risk of harm*. <b>Go to Step 4</b>	2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. <b>Go to Step 3</b>	3. In all other situations <b>Go to Step 2.</b>	1. Consider the level of immediate danger to the child. Ask yourself: a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm? <b>YES / NO</b> and b) Am I in doubt about the child's safety and the parent's ability to protect the child? <b>YES / NO</b>	2. If you answered yes to a) or b) <b>Go to Step 4</b>	3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. <b>Go to Step 3</b>	1. Contact your local Child FIRST provider. • See over for contact list for local Child FIRST phone numbers. 2. Have notes ready with your observations and child and family details.	1. Contact your local Child Protection Intake provider immediately. • See over for contact list for local Child Protection phone numbers. • For <b>After Hours Child Protection</b> Emergency Services, call <b>131 278</b> . 2. Have notes ready with your observations and child and family details. * Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection

# Contact Numbers

## Department of Education and Early Childhood Development

METROPOLITAN REGIONS	
Eastern	(03) 9265 2400
Northern	(03) 9488 9488
Western	(03) 9291 6500
Southern	(03) 9794 3555
RURAL REGIONS	
Barwon South Western	5225 1000
Gippsland	5127 0400
Grampians	5337 8444
Hume	5761 2100
Loddon Mallee	5440 3111

## Office for Children and Licensed Children's Services:

METROPOLITAN REGIONS	
Eastern	(03) 9265 2400
Northern	(03) 9412 5333
Western	(03) 9275 7000
Southern	(03) 9096 9555
RURAL REGIONS	
Barwon South Western	5225 1000
Gippsland	5127 0400
Grampians	5337 8444
Hume	5761 2100
Loddon Mallee	5440 3111

## Important information for government schools

Principals of Victorian Government schools must report all incidents to the Emergency and Security Management Unit on **03 9589 6266**.

Victorian Government schools should contact the Student Critical Incident Advisory Unit (SCIAU), Student Wellbeing Division, for advice and support when responding to allegations of student sexual assault or inappropriate sexual behaviours.

The SCIAU can be contacted on

**03 9637 2934** or **03 9637 2487**.

Victorian Government School Principals should refer to the flowchart – *Responding to Allegations of Student Sexual Assault Compulsory Actions for Principals* at:

<http://www.education.vic.gov.au/healthwellbeing/safety/childprotection/childprotection.htm>

## Department of Human Services Child Protection

METROPOLITAN REGIONS		METROPOLITAN REGIONS	
Intake Unit		Regional Office	
Eastern	1300 360 391	Box Hill	(03) 9843 6000
North and West	1300 664 977	Preston	1300 664 977
		Footscray	1300 360 462
Southern	1300 655 795	Dandenong	(03) 9213 2111
RURAL REGIONS		Regional Office	
Barwon South Western			
	1800 075 599	Geelong	(03) 5236 4540
Gippsland	1800 020 202	Traralgon	(03) 5177 2500
Grampians	1800 000 551	Ballarat	(03) 5333 6530
Hume	1800 650 227	Wangaratta	(03) 5722 0555
		Wodonga	(02) 6055 7777
Loddon Mallee	1800 675 598	Bendigo	(03) 5434 5555

## After hours Child Protection Emergency Services (AHCPEs)

Statewide number for all emergency child protection matters outside of normal business hours (24 hours, 7 days a week):

**131 278**

Victoria Police

000

## Catholic Education Offices

Catholic Education Office, Melbourne	(03) 9267 0238
Catholic Education Office, Ballarat Diocese	5337 7135
Catholic Education Office, Sale Diocese	5622 6600
Catholic Education Office, Sandhurst Diocese	5443 2377

Independent Schools Victoria (03) 9825 7200

## Other

Victorian Aboriginal Education Association, Inc. (03) 9481 0800

Victoria Police Sexual Offences and Child Abuse Unit (03) 9247 6666

Centre Against Sexual Assault 1800 806 292

Gatehouse Centre, Royal Children's Hospital (03) 9345 6391

(for specialist counselling and medical assistance)

Child Safety Commissioner (03) 8601 5884

Victorian Aboriginal Child Care Agency (03) 8388 1855

## CHILD FIRST

Local Catchment Area	Contact
Barwon South Western	Greater Geelong, Queenscliff, Surf Coast 1300 551 948
Gippsland	Colac – Otway, Corangamite 5232 5500
	Warrnambool, Moyne, Glenelg, Southern Grampians 1300 889 713
	East Gippsland 5152 0052
	Wellington 5144 7777
	La Trobe, Baw Baw 1800 339 100
Grampians	South Gippsland, Bass Coast 5662 5150
	Northern Grampians, West Wimmera, Hindmarsh, Yarrambat, Horsham 1800 195 114
Hume	Ararat, Pyrenees, Hepburn, Ballarat, Golden Plains, Moorabool 1300 783 341
	Wodonga, Towong, Indigo 1800 705 211
	Alpine, Benalla, Mansfield, Wangaratta 1800 705 211
	Greater Shepparton, Strathbogie, Moira 1300 854 944
Loddon Mallee	Mitchell, Murrindindi 1800 663 107
	Greater Bendigo, Campaspe, Central Goldfields, Loddon, Macedon Ranges, Mount Alexander 1800 260 338
Eastern Metropolitan	Buloke, Goonawarra, Swan Hill, Mildura 1800 625 533
	1800 MALLEE
North and West Metropolitan	Yarra Ranges, Knox, Maroondah 1300 369 146
	Monash, Whitehorse, Manningham, Boroondarra 1300 762 125
	Nilumbik, Whitelease, Banyule, Yarra and Darebin (03) 9450 0955
	Brimbank, Melton 1300 138 180
	Hume, Moreland 1300 786 433
	Hobson's Bay, Maribyrnong, Melbourne, Moonee Valley and Wyndham 1300 786 433
Southern Metropolitan	Casey, Cardinia, Greater Dandenong (03) 9705 3939
	Aboriginal children and families (Casey, Cardinia and Great Dandenong) (03) 9794 5973
	Frankston, Mornington Peninsula 1300 721 383
	Kingston, Bayside, Glen Eira, Stonnington, Port Phillip 1300 367 441