



CHILD PROTECTION POLICY

1. RATIONALE:

All children have the right to feel safe and to be safe. As teachers, we have a legal and moral responsibility to respond to serious incidences involving physical, sexual and emotional abuse and neglect of the children with whom we have a duty of care.

2. AIMS:

- 2.1 To define the roles and responsibilities of school staff in protecting the safety and wellbeing of children and young people.
- 2.2 To enable staff to identify the indicators of a child or young person who may be in need of protection.
- 2.3 To empower and support staff to make a report of a child or young person who may be in need of protection.

3. IMPLEMENTATION:

- 3.1 Regency Park has zero tolerance for child abuse.
- 3.2 All members of the Teaching Service are mandated by law to report signs and disclosures of physical and/or sexual abuse, and neglect.
- 3.3 All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- 3.4 New staff will be informed of mandatory reporting responsibilities and procedures as part of the induction process.
- 3.5 Staff will undertake mandatory reporting responsibilities annually through online training and via staff meeting agenda. Certificates of Currency for on-line training will be handed into the office and kept on record.
- 3.6 If any staff member has significant concerns for the wellbeing of a child they must report them immediately to the Principal or Assistant Principal.
- 3.7 School staff should keep comprehensive notes that are dated and include the following information:
 - Description of the concerns (e.g. physical injuries, student behaviour)
 - Source of those concerns (e.g. observation, report from child or another person)
 - Actions taken as a result of the concerns (e.g. consultation with principal, report to DHS Child Protection etc).
- 3.8 If a belief has been formed by a staff member that sexual/physical abuse or neglect has taken place a report must be completed with the Principal/Assistant Principal. This will be filed in the Principal's office.
- 3.9 When a mandatory report is deemed necessary, the Principal or Assistant Principal will contact the Department of Human Services (Child Protection) and the police if an allegation of sexual abuse has been made.
- 3.10 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 a Principal/Assistant Principal.
- 3.11 All reports, information sheets and subsequent discussions and information are to be recorded and remain strictly confidential.

- 3.12 Monitor the student for any subsequent signs or indications of abuse and take appropriate action.
- 3.13 While only mandated by law to report incidents of physical/sexual abuse and neglect, teachers are also encouraged to report incidents of emotional abuse.
- 3.14 The School Chaplain/Assistant Principal will provide support to students concerned where appropriate and outside support agencies will be contacted when deemed appropriate.

4. EVALUATION:

This policy will be reviewed on a regular basis.

Further information and reference materials:

School Policy & Advisory Guide –

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotection.aspx>

Australian Government Mandatory Reporting of Child Abuse and Neglect

<http://www.aifs.gov.au/cfca/pubs/factsheets/a141787/>

Flowchart: *A step-by-step guide to making a report to Child Protection or Child FIRST* (PDF - 270Kb) Issued to all staff for inclusion in their Staff Manuals.

This policy was last ratified by School Council in2016
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Mandatory Reporting Incident Report Form

Date	
Student Name	
Date of Birth	
Address	
Staff Member	
Position	
Details of concern	
Other agencies involved (if applicable)	
Action taken	
Names of persons filing this report	