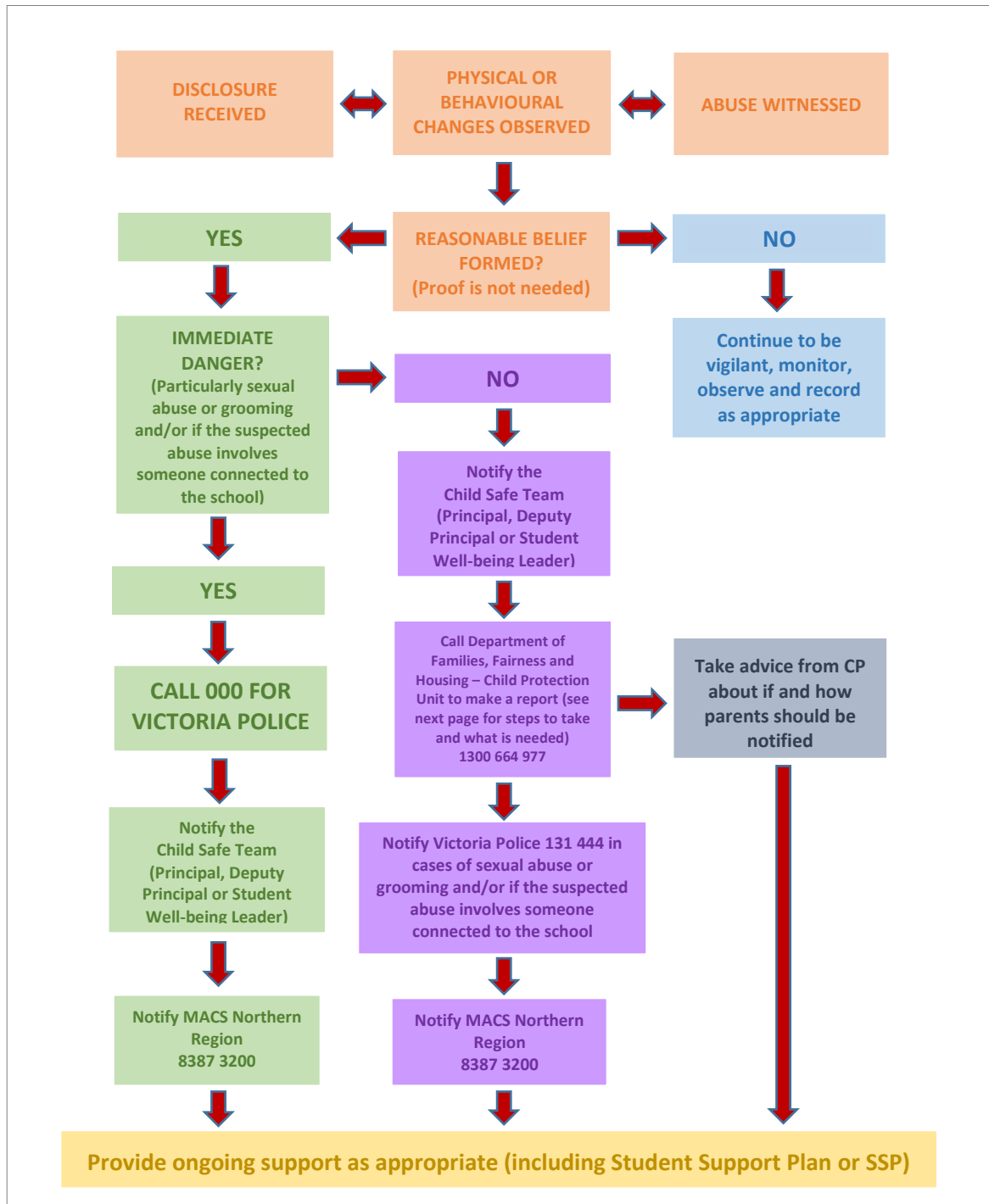


St Margaret Mary's Primary School Internal School Process for Mandatory Reporting



Internal school process for mandatory reporting



Step	Description
1.	<p>Keep comprehensive notes that are dated and include the following information:</p> <ul style="list-style-type: none"> • a description of the concerns (e.g. physical injuries, student behaviour) • the source of those concerns (e.g. observation, report from child or another person) • the actions taken as a result of the concerns (e.g. consultation with principal, report to DHS Child Protection etcetera)
2.	<p>Discuss any concerns about the safety and wellbeing of students:</p> <p>With a member of the Child Safety team or principal. The individual staff member should then make their own assessment about whether they should make a report about the child or young person and to whom the report should be made.</p>
3.	<p>Gather the relevant information necessary to make the report. This should include the following information:</p> <ul style="list-style-type: none"> • full name, date of birth, and residential address of the child or young person • the details of the concerns and the reasons for those concerns • the individual staff member’s involvement with the child and young person • details of any other agencies who may be involved with the child or young person
5.	<p>Make a report to the relevant agency:</p> <p>To report concerns that are life threatening phone 000 or the local police station. To find the nearest Victoria Police Sexual Offences and Child Abuse Investigation Team contact your local police station. To report concerns about the immediate safety of a child within their family unit to DFFH Child Protection, call the Child Protection Crisis Line on 13 12 78 (24 hrs 7 days, toll free)</p> <p>To report concerns to DFFH Child Protection, contact your local child protection office – 1300 664 977.</p>
6.	<p>Make a written record of the report which includes the following information:</p> <ul style="list-style-type: none"> • the date and time of the report and a summary of what was reported • the name and position of the person who made the report and the person who received the report
7.	<p>Notify relevant school staff and/or Department staff of a report to DHS Child Protection or Child FIRST:</p> <p>School staff should advise the principal or a member of the Child Safety team if they have made a report.</p>
8	<p>Record keeping and confidentiality:</p> <ul style="list-style-type: none"> • ensure that your records are kept securely • maintain confidentiality at all times – cases are not to be generally discussed out of respect for those involved