



Child Protection – Making a Report Policy

Purpose of this policy

To ensure Department staff are aware of their reporting obligations and the potential consequences of making a report.

Recognising different types of child abuse

Child abuse can have a significant effect on a child's physical or emotional health, development and wellbeing. There are many indicators of child abuse and neglect. The presence of a single indicator, or even several indicators, does not prove that abuse or neglect has occurred. However, the repeated occurrence of an indicator, or the occurrence of several indicators together, should alert staff to the possibility of child abuse and neglect. Types of abuse include, physical abuse, sexual abuse, emotional abuse, neglect, medical neglect, family violence, human trafficking (including forced marriage) and sexual exploitation (including pornography and prostitution).

All staff at Research Primary School will complete the department e-learning module on "Protecting Children – Mandatory Reporting and other Obligations" annually.

Research Primary School making a report guidelines

Once a belief has been formed on reasonable grounds that a child is in need of protection the following must occur as soon as practicable.

- All concerns about the safety and wellbeing of students must be reported immediately to a principal class member
- A record will be kept of the discussions about a student with whom there is a concern
- The teacher and/or principal class member will contact the appropriate department as soon as possible to make an official notification
- If the principal class member does not share the belief that a child is in need of protection or if a principal class member is not contactable, the teacher must report their belief to the appropriate department and inform a principal class member that they have done so
- Confidentiality will be respected by all involved in the reporting process.

Further reference

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx>

Date policy ratified – October 2018

Date policy reviewed – 2022