

Good Shepherd School Internal School Process for Mandatory Reporting



Internal school process for mandatory reporting

MACS schools should develop internal procedures consistent with PROTECT and the Four Critical Actions referenced in the Policy. Schools may document these internal procedures below in a variety of ways, including a flow chart. The internal procedures must be readily available to all members of the school community, including on the public website.

- All staff must complete an annual mandatory reporting module
- A student support plan will be made for an impacted student

Step	Description
1	In case of emergency or if a child is in immediate danger contact Triple Zero (000) or the local police station. Alternatively, to report concerns about the immediate safety of a child within their family unit to DHHS Child Protection, call the Child Protection Crisis Line on 13 12 78 (24 hours 7 days, toll free)
2	Keep comprehensive notes that are dated and include the following information: <ul style="list-style-type: none"> » Information that has led to concerns about the child's safety (e.g. physical injuries, student behaviour) » The source of this information (e.g. observation of behaviour, report from child or another person) » The actions taken as a result of the concerns (e.g. consultation with principal, report to DHHS Child Protection etc.).
3	Discuss any concerns about the safety and wellbeing of students with the principal or a member of the school leadership team or Child Safety Officer. 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.
4	Gather the relevant information necessary to make the report. This should include the following information: <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, if known.

5	<p>Make a report to the relevant Agency 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.</p> <p>To report concerns about the immediate safety of a child within their family unit to DHHS Child Protection, call the Child Protection Crisis Line on 13 12 78 (24 hrs 7 days, toll free)</p> <p>To report concerns to DHHS Child Protection, contact your local child protection office.</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 DHHS Child Protection or Child FIRST. Allegations must be reported to the:</p> <ul style="list-style-type: none"> » The Principal or member of the School Leadership Team » Department's Security Services Unit on (03) 9589 6266 (Govt Department Schools) » Catholic Education Office (Catholic Schools) » Relevant Regional Office » Student Critical Incident Advisory Unit on (03) 9637 2934 or (03) 9637 2487. <p>In the case of indigenous students, the principal must notify the Regional Office to ensure that the regional indigenous support officer can arrange appropriate support for the student.</p>