BASIC BELIEF
All children have a right to feel safe and to be safe. As teachers, we have a legal and moral responsibility to respond to serious incidences involving abuse and neglect of the children with whom we have contact, and to report instances that we believe involve physical abuse, sexual abuse or neglect.

IMPLEMENTATION
- All members of the Teaching Service are mandated by law to report signs of physical and/or sexual abuse, and neglect.
- New staff will be informed of mandatory reporting responsibilities and procedures as part of their induction procedure.
- Staff will be reminded of mandatory responsibilities annually via professional development in Term 1 and Mansfield Primary School Health and Wellbeing Statement document.
- All concerns must be reported immediately to the Principal, or in his/her absence, the Assistant Principal.
- The Principal and staff will keep a record of all discussions about a student with whom there is a concern.
- The teacher and/or the Principal class officer will contact the Department of Human Services by telephone as soon as possible to make an official notification on:
  1800650227 (Hume Child Protection Regional Office)
  or 131278 (after school hours crisis line)
- Once a mandatory report has been made, the Emergency and Security Management unit should be notified immediately on (03) 95896266
- 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 class member or his/her nominee.
- All reports, information sheets and subsequent discussions and information are to be recorded, remain strictly confidential and be filed in the Principal’s office.
- All incidents to be monitored by principal and class teacher, and any subsequent signs or indications of abuse are also to be reported.
- While only mandated by law to report incidents of physical and sexual abuse, and neglect; teachers are also encouraged to report incidents of emotional abuse or neglect.
- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was ratified by the Mansfield Primary School Council on – 18th November, 2013

Review Date: 2014