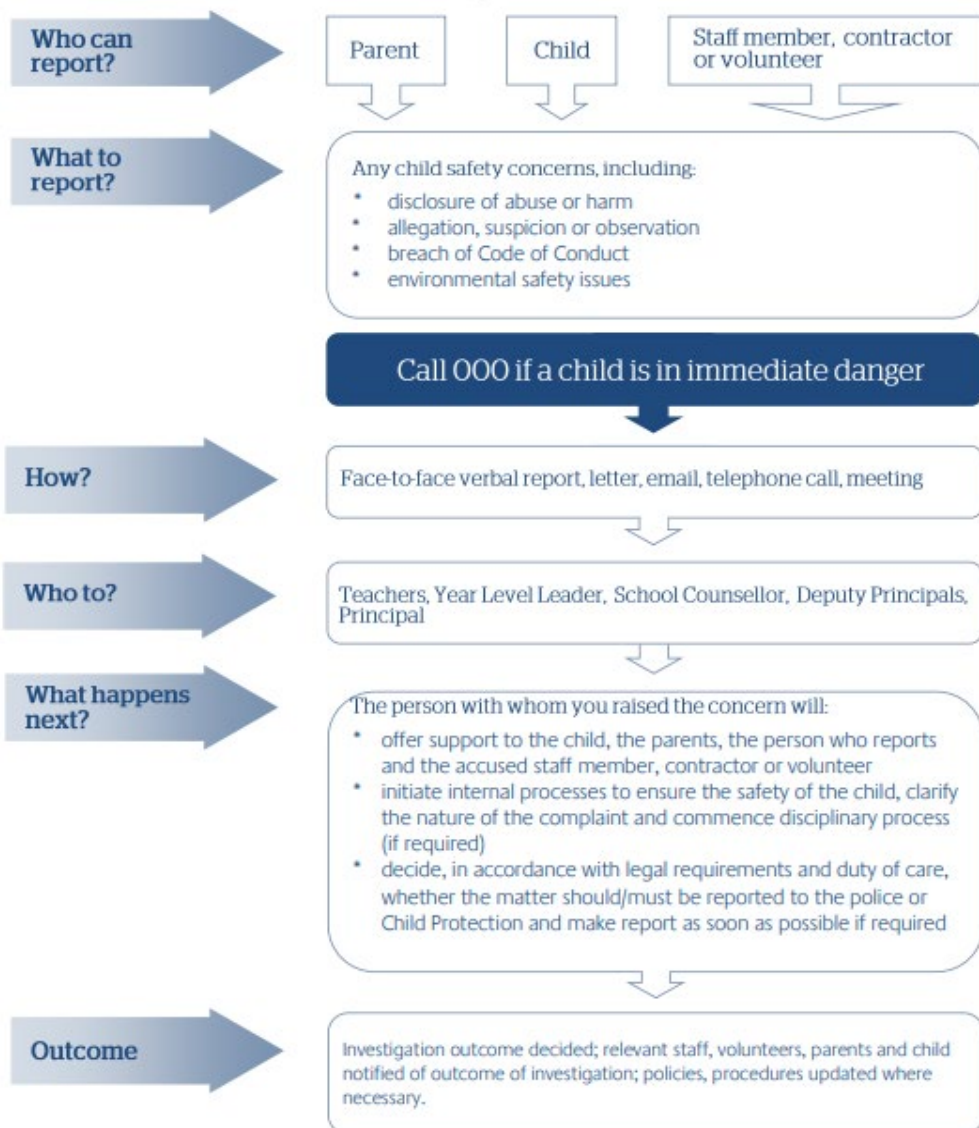


Child Safety Support Resource 1

Catholic Regional College Caroline Springs internal school process for mandatory reporting

Melbourne Archdiocese Catholic Schools (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.

Flowchart: Child safety reporting process



Support

As this legal requirement can be emotionally taxing reporting staff may wish to work with the Principal or their deputy when making the report to DHHS Child Protection. Wellbeing support for the reporting staff member and affected student(s) must remain a priority at all times, as well as support for other affected staff, students, families and possibly members of the community if they have been affected.

The reporting staff member may wish to discuss these observations and concerns with the Principal or their deputy prior to making a report. This does not transfer the reporting obligation from the reporting staff member, nor should it be perceived as an opportunity to dissuade the reporting staff member from making a report.

Confidentiality

Confidentiality must be maintained, and there must not be any discussions about the report to others unless it specifically relates to the report, and/or the interests of the child and family at all times

Contact with government departments

Any contact and/or requests for information from DHHS Child Protection are initially referred to the Principal or their deputy.

When members of DHS Child Protection visit the school following a notification they can interview students only in the presence of the Principal, their deputy or the School Counsellor.

Record keeping

The reporting staff member should keep a record of concerns and observations which may lead to the forming of a reasonable belief of child physical and/or sexual abuse, for example:

- the description of the concerns (e.g. physical injuries, student behaviour)
- the source of the concerns
- the actions taken as a result of the concerns e.g. consultation with the principal

If the reporting staff member is beginning to form a reasonable belief, contact must be made with the Principal or their deputy so that information can start to be added to the **Students at Risk** register.

Information required prior to making a report

Prepare the following information prior to making a report:

- Student details - full name, date of birth and residential address
- Details of the concerns and the reasons for those concerns
- Your involvement with the students
- Details of any other agencies which may be involved with the student.

Deciding not to report

If a reasonable belief has not been formed, and a mandatory report is not required, ensure you inform the Principal or Deputy of the decision so the Students at Risk register can be updated.

Note: the only acceptable reason for not making a mandatory report is that you have not formed

a reasonable belief. If you have formed a reasonable belief, you must make the report

Making a report

Once the report has been made, ensure you advise the Principal or deputy, who will ensure contact is made with MACS and information is updated on the school's **Students at Risk** register.

Start working through Protect reporting template and ensure you include all notes and observations to date.

Updates to the Principal

Ensure the Principal or their deputy is kept up to date with the progress of the report and any actions following the report.

Approved by Catholic Regional College Caroline Springs Leadership Team April 2021 (Next review: April 2022)