

Internal school process for mandatory reporting

Responding to a Possible Mandatory Reporting Concern

Concern for a child

1. Child disclosure regarding physical, sexual abuse or other abuse, or neglect.
2. Observe physical, sexual abuse or other abuse, or neglect.
3. Made aware due to community involvement that is external to your professional role.

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YES
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1. Have you formed a reasonable belief that requires immediate protection?
2. If your concerns relate to physical, neglect or other abuse then it is mandatory to make a report.
3. If your concern is of a sexual abuse or grooming nature report to DFFH and SOCIT.

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YES
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NO
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- 1. Call Local Child Protection Intake**
Western Region 1300 664 977.
 - 2. Call Sexual Offense & Child Abuse Investigation Team (SOCIT)**
Brimbank 03 9313 3460.
- Have notes ready with observation and details.*

If you have other significant concerns, discuss with a Child Protection Officer. See if a Child First referral is required.

- 1. Call Child First Provider**
Have notes ready with observation and details.

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NO
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← **YES**

Consider the level of immediate danger to the child.

1. Is there reasonable belief the child has suffered or is at risk of significant suffering? Yes/No
2. Do I have concerns for the safety of the child and the parents' ability to protect the child? Yes/No

If your response is Yes to either question above, contact DFFH to make a mandatory report. If you have significant concerns for the child and their family, refer to Child First.

Complete documentation in PROTECT template. Senior Child Protection Officer to review and complete with staff member a follow up, 4 – 6 weeks after initial report. Child Protection Officer to log with MACS (92674419). Refer to CEM Policy 2.19 PROTECT Reporting Obligations for further support.