

## Process for Mandatory Reporting at WCC

### Please also refer to Wyndham Central College's Child Safety Responding and Reporting Policy

Principals, registered teachers, registered medical practitioners, nurses and all members of the police force are mandatory reporters under the *Children, Youth and Families Act 2005* (Vic). All mandatory reporters must make a report to the Department of Health and Human Services (DHHS) Child Protection as soon as practicable if, during the course of carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that:

- A child has suffered, or is likely to suffer, significant harm as a result of physical abuse and / or sexual abuse
- The child's parents have not protected, or are unlikely to protect, the child from harm of that type.

Reasonable grounds to forming a belief are:

- A child tells a teacher they have been abused
- Someone else tells a teacher a child has been abused or is at risk of abuse
- A child tells a teacher they know someone who has been abused
- A teacher observes and suspects abuse

*If you have reasonable grounds to suspect abuse you must notify the relevant Assistant Principal or member of the Student Wellbeing Team. Do not confront the student, other students or parents.*

1. If a student discloses abuse to you publicly, acknowledge the disclosure and arrange to speak to them as soon as possible. Redirect the class. If the student asks to leave the class they must be sent to the Student Services building, Assistant Principal offices or Year Team Leaders with a note indicating that they have been sent by you due to class disclosure.
2. If a student discloses in writing you must notify the relevant Assistant Principal or Student Wellbeing team member and consult with them for appropriate responses.
3. If a student discloses to you in private:
  - Take the disclosure seriously
  - Do not judge, remain calm and do not panic the student
  - **Do not promise that you won't tell anyone because legally you cannot do this**
  - Explain that you have to speak to someone from the Student Wellbeing team for advice.

**DO NOT LET A CHILD GO HOME IF THEY HAVE DISCLOSED AND YOU BELIEVE THEY ARE UNSAFE TO DO SO.**

When forming a belief it is important that you **keep notes** of concerns about obvious injury, behavioural indicators and/or anything the child, friends or parents say. These notes must be dated.

**To assist you with the procedure you must discuss your concerns with the Student Welfare Coordinator or relevant Assistant Principal as soon as practical after the belief is formed.** This is to ensure a smooth flow of communication between DHHS and DEECD and it may be that there is more information you need to know.

Together with someone from the student well-being team or Assistant Principal you will be expected to fill out a WCC Incident / Disclosure report. This will need to be stored in a secure location.