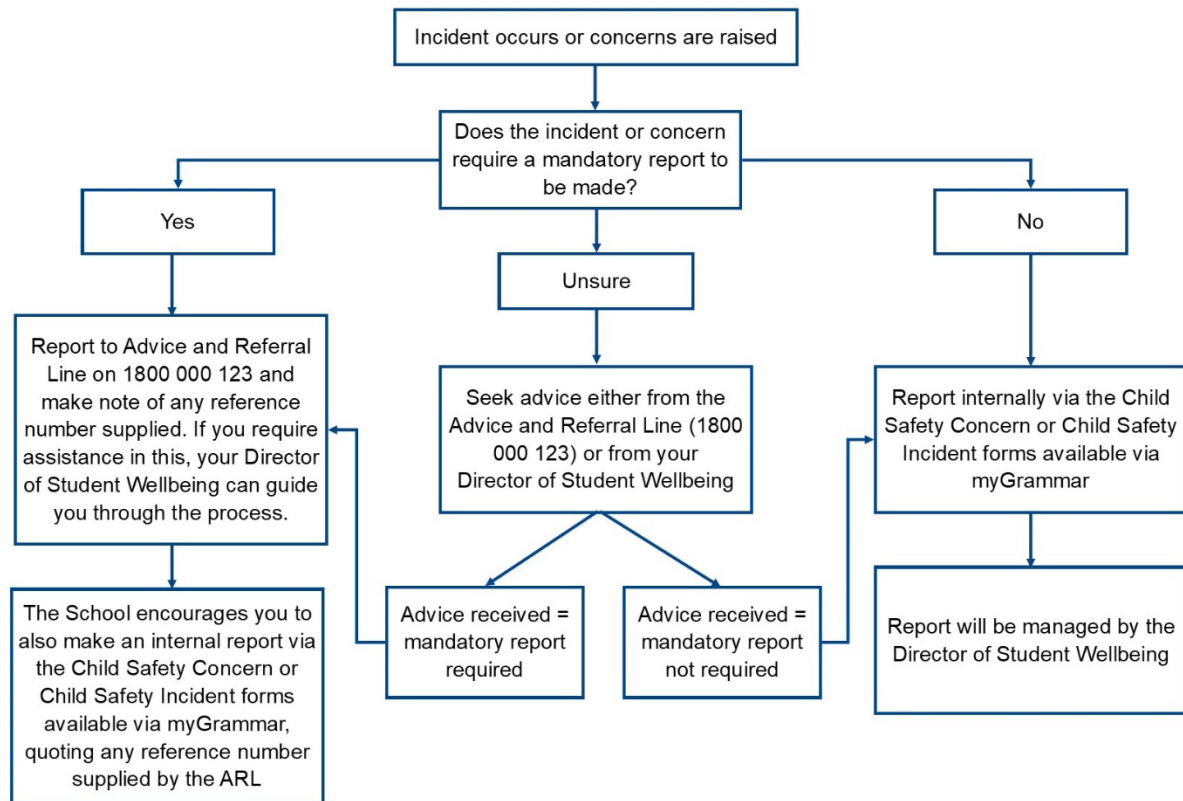




Quick Reference Mandatory Reporting Process



Background

Section 14 of the Children, Young Persons and Their Families Act 1997 (Tas) (CYPF Act) requires prescribed persons to inform authorities of concerns about abuse or neglect. These persons are referred to as Mandatory Reporters.

Who is a Mandatory Reporter?

Mandatory Reporters include:

- registered nurses and medical practitioners
- psychologists
- teachers
- police officers
- principals
- any employee or volunteer that works in an organisation that provides education services and receives any funding from the Crown.



Under this definition of Mandatory Reporters, the following groups of persons at the School are Mandatory Reporters:

- all staff, including teaching, non-teaching, casual and temporary staff
- Board members
- Volunteers
- Third Party Contractors employed by the School
- External Education Providers engaged by the School if the Provider receives Federal funding.

What Must Be Reported?

Mandatory Reporters must report when, in carrying out official duties or in the course of their work, they believe or suspect on reasonable grounds that a child has been or is being abused or neglected, whether at the hands of a peer or an adult, or is an affected child as defined in the Family Violence Act 2004. A child is a person under 18 years of age so this reporting obligation applies to both children and young people (a child who is 16 or 17 years old).

An “affected child” as defined in the Family Violence Act is a child whose safety, psychological wellbeing or interests are affected or likely to be affected by family violence.

It is an offence under the *Children, Young Persons and Their Families Act (1997)* section 91 and under the *Criminal Code Act (1924)* section 105A if a Mandatory Reporter does not make a report.

What Are Reasonable Grounds?

Whether someone has reasonable grounds for suspected abuse or neglect is a question of fact that will vary depending on each unique child protection incident or circumstance.

You may have formed a belief or suspicion on reasonable grounds if:

- a child has told you that they have suffered sexual abuse, physical or emotional injury, or neglect
- someone else tells you that a child has been abused
- your own observations of physical and behavioural indicators of abuse lead you to believe that the child has suffered abuse or neglect.

How to Make a Report

If you are a Mandatory Reporter and you believe, suspect or know that a child has been or is being abused or neglected you must contact the Advice and Referral Line (ARL) for Strong Families Safe Kids on 1800 000 123 as soon as possible.

If you would like support in making a mandatory report to the ARL, please contact your Child Protection Officers (the Head of Junior Campus and the Director of Student Wellbeing) who will be able to assist you in clarifying your concerns and managing the next steps.



When you call the Advice and Referral Line, a staff member will talk to you about the situation for the child and their family. This will include what you're worried about, anything that is going well for the child and their family, and what you think might help. The staff member will also:

- ask for your name and work details and whether or not you agree for this to be shared with the family
- find out if you've already been doing some things to help the family and if the family know that you're concerned
- assess the risk to the child based on what you've said and other information available to them.
- make a record of the conversation including the information you've given and any agreements you've made together
- talk to you about next steps to be taken.

If you call the Advice and Referral Line, you have a legal right to confidentiality. It is important that you ask for a reference number for your call and make a note of that number.

The staff member will record your details but won't disclose your identity without your consent unless they need to consult with another person acting in the course of official duties under the Act (such as another Advice and Referral Line staff member or a Child Safety Officer); or if they've been ordered by a court.

Once the mandatory report has been made, you are encouraged to record the details in the School's incident management portal, available via myGrammar, by using the *Child Safety Concern* or *Child Protection Incident* Form, and quoting the reference number provided to you by the ARL. This incident report will then be managed in the incident register by the relevant Child Protection Officer.


Related Policies

- Safeguarding Children Reporting Policy
- Safeguarding Children Incident Management Policy
- Peer on Peer Abuse Guidelines

Related Frameworks and Legislation

- Children, Young Persons and their Families Act 1997
- Child and Youth Safe Organisations Act 2023
- Criminal Code Act 1924



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