Mandatory Reporting Procedure

You have concerns or formed the belief that a child has been or is at significant risk of harm.

Record your observations:
Description of the concerns (e.g. physical injuries, student behaviours)
Source of those concerns (e.g. observation, report from child or another person)
Actions taken as a result of the concerns (e.g. consultation with Principal), report to Child First 1800 705 211, DHS North East 1800 650 227 or Victoria Police)

Please note: Once you have formed the belief that the child is at risk, it is your responsibility to make the report. It is advised to contact the Principal to ensure support during the reporting process and for the student.

Inform and discuss with the Principal:
Gather the relevant information necessary to make the report.
Including:
- Full name, date of birth, and residential address of the child or young person
- Details of the concerns and the reasons for those concerns
- The individual staff member’s involvement with the child and young person
- Details of any other agencies who may be involved with the child or young person

(Please note: it is NOT the role of the staff member to investigate. Simply record your observations and form an opinion as to whether to report)
<table>
<thead>
<tr>
<th>Mandatory Report to DHS Child Protection or Victoria Police</th>
<th>Report to Child First Made individually or with the support of the Principal</th>
<th>Referral to Another Agency Made with support of the Principal</th>
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</thead>
</table>

**Protective concerns**

You are concerned about a child because you have:
- received a disclosure from a child about abuse or neglect
- observed indicators of abuse or neglect
- been made aware of possible harm via your involvement in the community external to your professional role.

**At all times remember to:**
- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

<table>
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<tr>
<th>STEP 1 Responding to concerns</th>
<th>STEP 2 Forming a belief on reasonable grounds</th>
<th>STEP 3 Making a referral to Child FIRST</th>
<th>STEP 4 Make a report to Child Protection</th>
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| 1. If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm (Refer to Appendix 2). **Go to Step 4** | 1. Consider the level of immediate danger to the child. Ask yourself: 
   a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm? **YES / NO** and
   b) Am I in doubt about the child's safety and the parent's ability to protect the child? **YES / NO**
   2. If you answered yes to a) or b) **Go to Step 4**
   3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. **Go to Step 3** | Child Wellbeing Referral
   1. Contact your local Child FIRST provider. 
   - See contact list (Appendix 5) for local Child FIRST phone numbers.
   2. Have notes ready with your observations and child and family details. | Mandatory/Protective Report
   1. Contact your local Child Protection intake provider immediately. 
   - See contact list (Appendix 5) for local Child Protection phone numbers.
   - For *After Hours Child Protection Emergency Services*, call 131 278.
   2. Have notes ready with your observations and child and family details. *Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection* |