St. Mary’s Primary School
YOUNG

Child Protection

Related Policies:
Pastoral Care

Purpose:

This policy aims at establishing a framework for the staff of St Mary’s about making a report to NSW Department of Community Services (DoCS) regarding concerns for the safety, welfare or wellbeing of a Child.

Policy:

A Mandated Reporter, being the school Principal, must make a report to DoCS if they have been told by staff or have cause for concerns themselves that a child is at risk of harm. The Principal does not need to investigate or prove staff members or his/her concerns.

The Principal must report all concerns to the Mandators Reporting Line- 133627.

The Principal will ensure that accurate records are kept of all reports and that the staff member is informed of the initial action plan provided to the Principal by DoCS.

The Principal must ensure that the wider community are made aware of this school policy and the protocol for making reports to DoCS.

Mandated Reporters have a professional responsibility to safeguard the child’s right to privacy. The Principal can not divulge any information to other agencies or persons about any of the reports made to DoCS or the circumstances leading to the report being made. The Principal must take advice from DoCS or the Director of Catholic Education or her delegate in special circumstances.

The Principal is to ensure that the schools Pastoral Care structures effectively support the student at risk of harm, their families and staff directly involved with the student.

Definitions:

All the definitions are clearly outlined in the CEO policy: Child Protection- Mandatory Reporting NSW.

This document can be found at www_ceo.cg.catholic.edu.au/policies/mandatory_report_nsw.htm
Procedures:

If a staff member has concerns for a child they need to follow these steps.

2. Make an appointment to see the Principal.
3. Voice all concerns and show documentation of observations to the Principal ONLY.
4. Respect the privacy of all concerned.
5. The Principal will follow up on concerns voiced, with a phone call to DoCS.
6. The Principal will follow all set procedures stipulated in the CEO- Child Protection- Mandatory Reporting Policy.

References:

Catholic Education Office Child Protection- Mandatory Reporting Policy

Forms:

Nil

Approved by:
Implementation Date:
Revision Date:
Staff contact:

Last updated on: April 2007