## MacKillop College Internal School Process for Mandatory Reporting

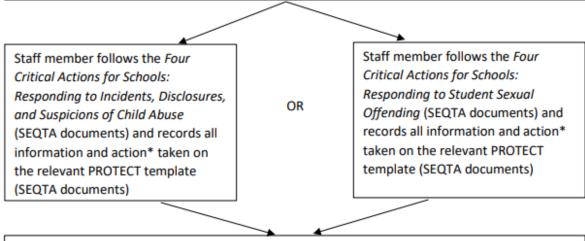




## Internal school process for mandatory reporting

Staff member forms a belief on reasonable grounds that a child needs protection from abuse or neglect, or a receives a disclosure of historical abuse

Staff member consults one of the College's designated Child Safety Officers for guidance, support and advice



Staff member emails the completed PROTECT template to the Senior Child Safety Officer/Deputy Principal – Student Wellbeing

Post report (4-6 weeks later): Deputy Principal conducts a review of the process and seeks a wellbeing update on the child. The staff member who made the report participates in the review. The outcome of the review is uploaded to the central secure register.

\*Actions include:

- External reports to Department of Families, Fairness and Housing (DFFH) Child Protection and/or Victoria Police (Sexual Offences and Child Abuse Investigation Teams (SOCIT) – Victoria Police.
- Internal reports to Leadership Team (via Deputy Principal/Child Safety Officers) and Melbourne Archdiocese Catholic Schools (MACS)
- Where appropriate, referral to the Student Wellbeing Team including School Counsellors to arrange for ongoing support either internally or externally.