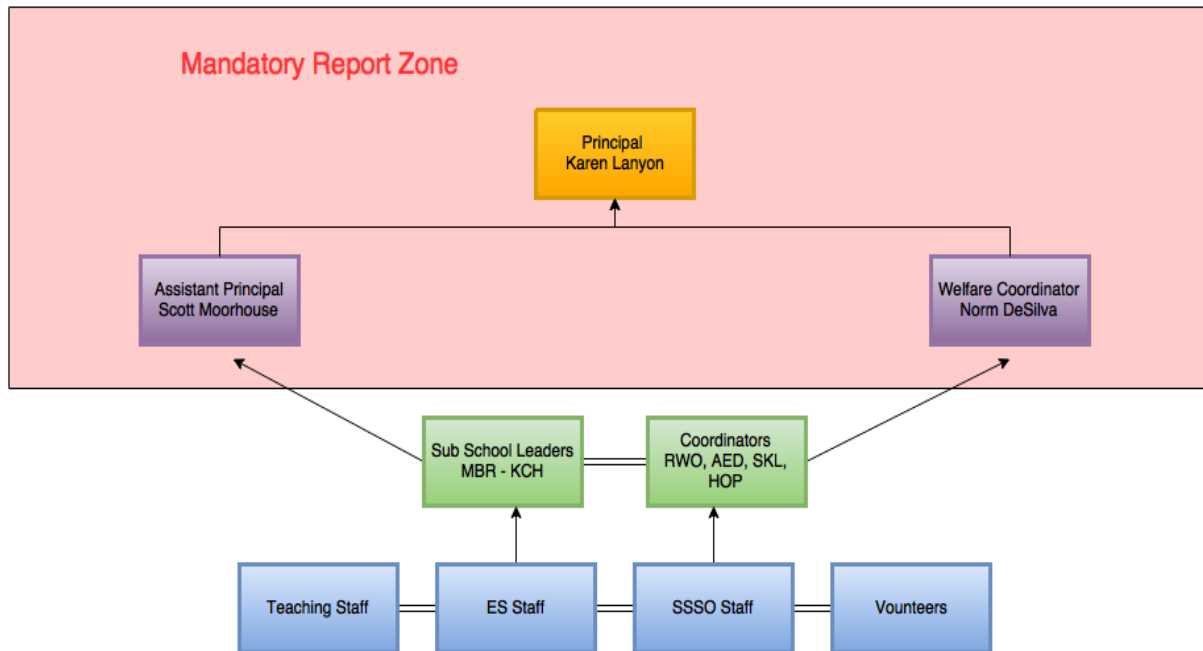




## Mirboo North Secondary College Mandatory Reporting Flow Chart



NB: This flow chart is the Mirboo North Secondary Policy for Mandatory Reporting. It is essential that the Principal and/or the Assistant Principal and/or the School Welfare Coordinator are informed at every level. Reports will be made in conjunction with, or by these staff members. If you are not satisfied by the response of these staff members you have an obligation to follow your belief under the law. If you chose to mandatory report independent of this flow chart the Principal **must** be informed as soon as possible.

As of September 2016 all school staff and some volunteers will be mandated to report any signs of physical abuse, sexual abuse and neglect. It is vitally important that all staff in the school remain vigilant and aware of the signs that this may be happening to a student in our care.

If you form a belief that there is something happening to a student that fits one of the above categories you have a legal obligation under your duty of care to mandatory report. At MNSC this is generally handled by the Principal, Assistant Principal or the Welfare Coordinator in conjunction with the person making the report.

It is a policy of this school that the principal be informed of any mandatory report being made and details given. This is because usually, there is further work to be done after the report is made.

MNSC strongly recommends that the mandatory reporting modules be taken on an annual basis to assist with making decisions in this area. They can be found at the following link:

<http://www.elearn.com.au/det/protectingchildren/>

Any further enquiries need to be directed to the Principal, Assistant Principal or Welfare Coordinator.