MANDATORY NOTIFICATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Mandatory Notification Policy

D.1   Procedure

Responsible	Procedure Steps			W/I
	1	**Identification**		
		1.1	If you are unsure whether or not you should make a report, refer to the [Children and Young People (Safety) Act 2017](#) to identify whether a report is required.	
	2	**Documentation**		
Staff/Volunteer		**2.1**	Provide a [report](#).	
		2.2	You may also report your suspicions to the College Director/Principal or Manager Once Removed however this does not negate the responsibility of the staff member/volunteer to make a report to Families SA. If you choose to, advise the College Director/Principal or Manager Once Removed of your suspicion.	
	3	**Making the Notification**		
Staff/Volunteer		**3.1**	Ring the Child Abuse Report Line **13 14 78**.	
		3.2	Finalise the report, include any actions recommended by Families SA.	
		3.3	If you have chosen to report your suspicions, provide your College Director/Principal or Manager Once Removed with the completed report and communicate any actions recommended by Families SA.	
College Director/Principal/ Manager Once Removed		**3.4**	Secure the report outside of the student file.	
	4	**Duty of Care**		
Staff		**4.1**	If you wish to discuss the report you can do so with the College Director/Principal and/or contact **EAP** for personal debriefing, support or counselling.	
Volunteer		**4.2**	If you wish to discuss the report contact your nominated person at the school/college.	

Responsible	Procedure Steps			W/I
College Director/Principal/ Staff/Volunteer/		**4.3**	Take any recommended actions and provide support to the child.	

D.2   Supporting Documentation

None

D.3   Version Control

Current Version Number	1.0
Date of Effect	05/2023
Privilege Level	Public

ONCE PRINTED THIS DOCUMENT IS NO LONGER A CONTROLLED DOCUMENT