

# Responding to and Reporting Child Abuse Procedure

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Related policies and documents:	Child Safe Policy Responding to Suspected Child Abuse Record Template Records Management for Content Manager (formerly TRIM) Users Procedure Welfare and Accommodation Arrangements for International Students Under the Age of 18 Procedure VDSS Supervision and Child Safety Endorsement & Consent Form

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## Purpose

To ensure that WAI:

- Provides a child-safe environment for children and young people under the age of 18 who participate in WAI's activities.
- Complies with legal obligations to:
  1. Report incidents, disclosures and suspicions of child abuse (including historical allegations) to the appropriate authority.
  2. Create and maintain accurate records of concern, incidents and investigations, consistent with the National Principles and jurisdictional Child Safety Standards.

## Procedure

This procedure applies to circumstances where:

- A child or young person discloses abuse and harm.
- A reasonable belief or suspicion of child abuse or harm is formed.
- An incident involving alleged child abuse or harm occurs; or
- Allegations arise against an employee, volunteer or workplace participant (including historical allegations), whether or not they provide services to children or the alleged conduct occurred outside of employment.

## Mandatory Reporting

- In relevant jurisdictions, teachers and other prescribed professionals, (in some cases managers and employees), have mandatory reporting obligations if they form a reasonable belief or suspicion of child abuse.
- The obligation of these individuals to mandatorily report child abuse and penalties for failure to report are outlined in law. Refer to Appendix 1: *Mandatory Reporting of Child Abuse and Neglect for Jurisdiction-Specific Requirements*.
- The obligation to mandatorily report applies even if others disagree or where another mandated reporter has undertaken to make the report.

## **Criminal offences**

- Some forms of child abuse constitute criminal offences (e.g. grooming, sexual abuse, physical abuse, failure to disclose, failure to protect).
- Employees must follow this procedure and cooperate with law enforcement and child protection authorities as required under applicable laws

## **Harmful behaviours**

- Behaviours that may not meet a child abuse threshold but are detrimental to a child's welfare (e.g. inappropriate employee – student interactions or harmful peer behaviour) must be reported to the relevant Department Manager.
- Appropriate action must be taken to protect the child and prevent further harm.

### Reporting under Reportable Conduct Scheme (Jurisdiction Specific)

- Where a Reportable Conduct Scheme applies, it requires the CEO (or delegate) to notify the relevant regulator of any 'reportable allegation' within required timeframes.
- Initial notification is required within 3 days of becoming aware of reportable conduct, followed by detailed reporting within 30 days and a final report on the conclusion of the allegations being investigated.
- A 'reportable allegation' is a reasonable belief that there has been:
  - A sexual offence, sexual misconduct or physical violence against, with or in the presence of a child under 18 years.
  - Behaviour causing significant emotional or psychological harm to a child under 18 years.
  - Significant neglect of a child under 18 years.
  - Misconduct involving any of the above regardless of whether the person provides services to children, or if the allegations arise outside of employment.

## **Records and Retention**

- Full and accurate records of incidents, concerns, allegations and investigations must be retained for at least 45 years (as per jurisdictional retention periods).
- Records must be clear, objective, thorough, created as close as possible to the time of the incident and show the author and date created.

### Reporting historical allegations under Reportable Conduct Scheme (Jurisdiction Specific)

- Where a Reportable Conduct Scheme applies, historical allegations must be notified to the relevant regulator in line with jurisdictional rules including definitions of when an allegation is 'made' and any exceptions that apply.
- If the organisation is satisfied that the matter has already been properly investigated and findings made, these may be provided. However, if new evidence may require further investigation, the organisation should seek advice from the regulator about the need for a fresh investigation.

### Confidentiality

- Information related to child safety concerns and allegations must be handled sensitively with confidentiality and procedural fairness for all parties.
- Records must be kept securely, and information is to be shared on a 'need to know' basis.
- Confidentiality does not outweigh the need to protect the child; timely action must be taken to ensure safety and compliance with reporting obligation.

### Responding to a disclosure from a child or young person

- Making a disclosure about child abuse can be difficult and confronting for both the child and the individual to whom the disclosure is made. It is important that the child feels they are supported.

- Key steps (child focused, trauma-informed):
  - Provide a quiet, safe space and allow the child to speak in their own time and words.
  - Give full attention.
  - Listen supportively and reassure the child.
  - Affirm that it is not their fault and that telling someone was the right thing to do.
  - Explain that you will act on the information and that some details must be shared with others to keep them safe.
  - Avoid making promises; commit to doing your best to keep them safe.
  - Follow the reporting process below to notify relevant authorities and designated institute contacts so appropriate action is initiated.
  - Record the disclosure as soon as possible using the child's own words where practicable.
  - Use the *Responding to Suspected Child Abuse Record Template* (Appendix 3), and store securely.

### Reporting Incidents, Disclosures and Suspicions of Child Abuse

The following reporting steps must be followed in priority order, when an employee or workplace participant receives a disclosure of child abuse or harm, forms a reasonable belief or suspicion that abuse or harm is occurring, or becomes aware of an incident involving child abuse or harm:

#### Step 1

- If a child is at immediate risk, act to ensure safety by:
  - a. Separating the alleged victim and others involved.
  - b. Administering first aid where required.
  - c. Calling 000 for urgent medical and/or police assistance.
  - d. Notifying the relevant department manager for future liaison with Police.
  - e. Preserve the integrity of the potential crime scene and evidence, where applicable.
- If the child is not at immediate risk of harm proceed to Step 2.

#### Step 2

- Make a report to the relevant child protection authority in line with mandatory reporting requirements (refer to Appendix 2 *Reporting Child Abuse and Neglect, state and territory*) **and** the relevant department manager within WAI.
- The relevant department manager will offer support (where applicable), liaise with authorities, and notify the appropriate Executive Group member.
- Support may be sourced via the WAI Counselling Service, WAI International Office (for international students), the Indigenous Liaison Officer (for indigenous students) or a person of the individual's choice.
- Where a Reportable Conduct Scheme applies, the department manager will advise the Executive and CEO to ensure WAI fulfils its' obligation to notify the relevant regulator, where appropriate.

#### Step 3

- Following consultation with the relevant Child Protection Agency or Police about:
  - a. The appropriateness of contact (e.g. if the parent/carer is alleged to be engaged in abuse,); and
  - b. What information may be shared.
- The relevant manager will contact the child's parent or carer, where advised by the authorities that this is appropriate.

#### Step 4

- Maintain records of the report and follow up action using a *Responding to Suspected Child Abuse Template* (Appendix 3), including any supporting information, and store in a secure location.
- Maintain records relating to incidents of inappropriate behaviour or allegations of child abuse and any subsequent investigations that must be retained for at least 45 years.

- Records must be clear, objective, thorough, created as close as possible to the time of the incident, and show the author and date created.

### **Step 5**

- The relevant manager will implement ongoing support for the child's safety and welfare (e.g. a safety plan for the child and referral to well-being professionals).
- Where appropriate the relevant manager will take action regarding:
  - Any inappropriate employee or student conduct identified.
  - Operational risk to child safety identified as a result of the case. (Internal investigations must not proceed where external authorities are investigating so as not to compromise those processes).
  - Where a Reportable Conduct Scheme applies, undertake required reporting to the relevant regulator on progress and completion of any investigation.

## **Responsibilities**

### **Employees will:**

- Know and follow mandatory reporting requirements for the jurisdiction in which they work.

### **Managers will:**

- Ensure compliance with child abuse reporting requirements.
- Coordinate the reporting process (Steps 1 to 5 above) when aware of an incident, reasonable belief or suspicion of child abuse, and keep the relevant Executive Leader /CEO informed.
- Take appropriate internal action regarding employee or student conduct in relation to children, without compromising external investigations.
- Identify and mitigate operational risks to child safety, including those arising from complaints.
- Ensure full and accurate records are kept and retained in accordance with organisational procedures and legal requirements.

### **The CEO (or delegate) will:**

- Ensure required notifications and reporting to the relevant regulator are completed where a Reportable Conduct Scheme applies.

## **VDSS Supervision and Child Safety Requirements**

- WAI incorporates specific obligations for VET Delivered to Secondary Students (VDSS) into the child safety procedures.
- These obligations ensure that supervision arrangements, passive supervision practices, and duty-of-care requirements for VDSS students align with the National Principles for Child Safe Organisations and relevant Child Safe Standard.
- Parents/guardians and home schools must provide documented acknowledgement and consent regarding:
  - Supervision and duty-of-care arrangements.
  - Movement restrictions on campus.
  - Passive supervision during breaks.
  - WAI's behaviour, safety and reporting expectations.
  - Child safety and wellbeing requirements under applicable legislation.
- The VDSS Supervision and Child Safety Endorsement & Consent Form is included as Appendix 5 to this procedure.

## **Definitions**

- **Department Manager:** The manager of the area responsible for the child or young person.
- **Reasonable belief:** Is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example:
  - A child states that they have been physically or sexually abused.
  - A child states they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves).
  - Someone who knows the child states that the child has been physically or sexually abused.
  - Signs of abuse lead to a belief that a child has been physically or sexually abused.
  - A child exhibits sexually abusive or age-inappropriate behaviours.
- **VDSS (VET Delivered to Secondary Students):** A structured VET pathway enabling secondary school students to complete nationally accredited vocational qualifications delivered by a Registered Training Organisation (RTO) as part of their VCE, VCE-VM or equivalent senior secondary certificate.
- **Parent / Guardian / Carer:** A person with parental responsibility or authorised care for a child or young person.
- **Workplace Participant:** Any person engaged by the organisation in any capacity, including employees, contractors, labour hire, consultants, volunteers, student workers and placement students.
- **Supervision (Active and Passive):**
  - Active Supervision:** Direct oversight by employees during learning, training or activity-based sessions.
  - Passive Supervision:** Supervision where employees are on site and available, and where oversight is supported by campus systems (e.g., CCTV, security presence), but does not involve continuous line of sight.

### **Alignment with Standards**

This procedure is implemented in alignment with the National Principles for Child Safe Organisations and the Child Safe Standards embedded in each state and territory in Australia.



# Mandatory reporting of child abuse and neglect

CFCA Resource Sheet — June 2020



If you require assistance or would like to talk to a trained professional about the issues described in this resource sheet, please call [Kids Helpline](http://www.kidshelpline.com.au) (www.kidshelpline.com.au) on 1800 55 1800 or [Lifeline](http://www.lifeline.org.au) (www.lifeline.org.au) on 13 11 14. If you believe a child is in immediate danger call Police on 000.

This resource sheet is provided as a guide only, and is current at the date of publication.

Changes to mandatory reporting laws are currently being considered in various jurisdictions. Individuals are encouraged to contact the relevant department or organisation to clarify requirements in their jurisdiction, or in relation to legislation. For more information and contact details, see the CFCA Resource Sheet [Reporting child abuse and neglect: Information for service providers](http://aifs.gov.au/cfca/publications/cfca-resource-sheet/reporting-child-abuse-and-neglect) (aifs.gov.au/cfca/publications/cfca-resource-sheet/reporting-child-abuse-and-neglect).

## Overview

This resource sheet provides members of the community with information on mandatory reporting laws, which require specified people to report suspected abuse and neglect to government child protection services in Australia.<sup>1</sup> It provides answers to common questions asked about mandatory reporting, outlines the challenges and benefits of mandatory reporting and covers the various mandatory reporting legislation across all Australian jurisdictions.

<sup>1</sup> There are legal requirements for various professionals to report other child-related conditions to various authorities (i.e. certain diseases, the occurrence of injuries in children attending schools or child care, and incidents of domestic violence related to adult victims). This resource sheet does not relate to those circumstances but is specific to the reporting of child abuse and neglect to government authorities.



## Introduction

Mandatory reporting laws aim to identify cases of child abuse and neglect, and to assist the individual children in these cases (Royal Commission into Institutional Responses to Child Sexual Abuse, [Royal Commission], 2017). They were first developed in response to the largely hidden nature of child physical abuse and neglect, with the purpose of bringing cases to the attention of child welfare agencies (Mathews, 2014a). They require selected groups of people to report suspected cases of child abuse and neglect to government authorities.

In Australia, the first laws were introduced in South Australia in 1969, and these laws have since been introduced in all Australian jurisdictions (Mathews, 2014b). However, the laws are not the same across all jurisdictions. Differences exist in who has to report, what types of abuse and neglect have to be reported, the 'state of mind' that activates the reporting duty (i.e. having a concern, suspicion or belief on reasonable grounds) and who the report is made to. These differences are described and discussed in this resource sheet.

## Common questions

### Who has to report?

Mandatory reporting legislation generally contains lists of particular occupations that are mandated to report cases of suspected child abuse and neglect. The groups of people mandated to report range from persons in a limited number of occupations (Qld) to a more extensive list (Vic. and WA), to a very extensive list (ACT, NSW, SA and Tas.), through to every adult (NT). The occupations most commonly named as mandated reporters are those who deal frequently with children in the course of their work: teachers, early childhood education and care practitioners, doctors, nurses and police.

### What types of abuse and neglect have to be reported?

Differences exist in the types of abuse and neglect that must be reported. In some jurisdictions (e.g. NSW and NT) it is mandatory to report suspicions of all five recognised types of abuse and neglect (i.e. physical abuse, sexual abuse, emotional abuse, neglect, and exposure to family violence). In other jurisdictions it is mandatory to report only some of the abuse types (e.g. WA, Qld, Vic. and ACT).

In most jurisdictions the legislation generally specifies that, except for sexual abuse, it is only cases of *significant* abuse and neglect that must be reported. As sexual abuse should always create a suspicion of significant harm, in practical terms all suspicions of sexual abuse must be reported. While not required by the legislation, suspicions of less severe child abuse and neglect may still be referred to child and family welfare agencies.

It is important to note that the duty to report applies to suspicions that significant abuse or neglect is likely in the future, not just suspected cases of significant abuse or neglect that have already happened.

### What protections are given to mandatory reporters?

In all jurisdictions, the legislation protects the mandatory reporter's identity from disclosure. In addition, the legislation provides that as long as the report is made in good faith, the reporter cannot be liable in any civil, criminal or administrative proceedings.

### How does mandatory reporting legislation define a child?

Legislation in all jurisdictions except New South Wales and Victoria requires mandatory reporting in relation to all young people up to the age of 18 years. In New South Wales, the duty only applies to situations involving children aged under 16 years. In Victoria, the duty only applies to situations involving children under 17 years of age.

### How does this type of mandatory reporting co-exist with other types of reporting laws?

This form of mandatory reporting is one of several different legal domains that require designated people to report specified types of child abuse. The reporting duties discussed here are located in child protection legislation in each jurisdiction. They are the major form of reporting duty – being primarily directed towards situations of multiple types of abuse and neglect by parents and caregivers (although, operationally, situations of non-familial sexual abuse will be subsumed under the reporting duty).

Accordingly, other types of reporting laws co-exist with the child protection reporting laws. These other laws appear most prominently in criminal laws and most often require reports of child sexual abuse, although they sometimes extend to serious physical abuse. These criminal law reporting duties do not exist in every jurisdiction,



and where they do exist (e.g. in NSW, Vic., the ACT and NT) they have slightly different scope and details, although all require reports to be made to police.

The criminal law reporting duties require all adults in the jurisdiction to report the specified type of abuse. Other types of reporting duty are aimed at identifying institutional sexual abuse. All these different duties are discussed in recent research (Mathews, 2019).

## Which mandated reports can child protection services act on?

A common assumption is that mandatory reporting requirements, the legislative grounds for child protection services intervention, and research classifications of abusive and neglectful behaviour are the same. In fact, mandatory reporting laws define the types of situations that must be reported to statutory child protection services. Legislative grounds for government intervention define the circumstances and, importantly, the threshold at which the statutory child protection service is legally able to intervene to protect a child.

Researchers typically focus on defining behaviours and circumstances that can be categorised as abuse and neglect. These differences arise because each description serves a different purpose; the lack of commonality does not mean that the system is failing to work as policy makers had intended.

As such, not all reports of child abuse and neglect lead to immediate action from child protection services.

A single report may not meet the threshold for intervention; however, this report grouped with other information on file (or that is yet to be collected) may meet the threshold and result in action being taken. Reports are not looked at in isolation, instead they work to form a body of information that determine if and how child protection services are legally able to intervene.

## Can voluntary reports be made about abuse and neglect, even if not required by the legislation?

Any person is lawfully entitled to make a report if they are concerned for a child's welfare, even if they are not required to do so as a mandatory reporter. Anyone making a voluntary (non-mandated) report is also protected with regard to confidentiality and immunity from legal liability as outlined above.

In addition to the mandatory reporting legislation, certain professional groups (such as psychologists) and government agencies (such as education departments) may have their own occupational reporting protocols outlining the moral, ethical, professional or organisational responsibility to report. These policy-based reporting duties may be narrower, broader or the same as those officially mandated under legislation. For example, in Queensland, teachers are required to report all forms of suspected significant abuse and neglect under school policy but are only mandated to report sexual abuse and physical abuse under the legislation.

## Challenges with the introduction of mandatory reporting

The introduction of mandatory reporting increases awareness of child abuse and neglect, which can result in a substantial increase in the number of reports being made to child protection services, especially in the short term (Mathews, Lee & Norman, 2016). There need to be adequate resources available to respond to any increased demand for staffing and services. Reporting trends generally stabilise several years after the introduction of a mandatory reporting duty (Mathews, Bromfield, Walsh, & Vimpani, 2015).

It is important that mandated reporters receive multidisciplinary training and accurate information to ensure that they know what cases they have to report, how to make a report containing the details needed by the child welfare agency intake team, and what cases they should not report. This training should occur pre-service and in-service. Since non-mandated reporters make a large proportion of all reports, it is also important for the public to be made aware of the appropriate extent of their responsibility. It is also essential that child and family support services be adequately resourced to respond to children and families in need of protection and assistance.

## Benefits of mandatory reporting requirements

As a public policy, mandatory reporting aims to protect children from child abuse and neglect. Mathews and Bross (2008) argue that a society without a mandatory reporting system will be far less able to protect children and assist families, as many cases of child abuse and neglect will remain hidden. Comparative studies between countries with and without a mandatory reporting system have found that substantially more cases of child sexual abuse are identified in countries with a mandatory reporting system (Royal Commission, 2017). Studies in Australia support this finding (Lamond, 1989; Mathews, 2014a; Mathews, Bromfield, Walsh, Cheng, & Norman, 2017; Mathews et al., 2016). Reports by mandated reporters identify large proportions of maltreated children and result in the provision of services to many more children and families (Drake & Jonson-Reid, 2007).



Mandatory reporting also aims to increase the awareness of child abuse and neglect in professionals who work with children and overcome any reluctance to report this abuse (Cashmore, 2002). Mandatory reporting laws set acceptable standards of behaviour for the community (Australian Law Reform Commission [ALRC], 2010), affect the policies and practices of child protection services (Tomison & Tucci, 1997), and make the protection of children from abuse and neglect a professional responsibility.

## Mandatory reporting legislation

### Commonwealth legislation

The *Family Law Act 1975* (Cth) creates a mandatory reporting duty for personnel from the Family Court of Australia, the Federal Circuit Court of Australia, the Family Court of Western Australia and other designated practitioners. This includes registrars, deputy registrars, family consultants, family counsellors, family dispute resolution practitioners, arbitrators, and lawyers independently representing children's interests. Section 67ZA(1) and (2) require that when these persons have reasonable grounds for suspecting that a child has been abused, or is at risk of being abused, and this suspicion is developed in the course of performing their duties or functions, or exercising powers, they must, as soon as practicable, notify a prescribed child welfare authority of their suspicion and its basis.

Under section 4, 'abuse' is effectively defined as including: (a) assault, including a sexual assault; (b) sexual abuse; (c) serious psychological harm, including but not limited to harm caused by the child being subjected to, or exposed to, family violence; or (d) serious neglect.

### State and territory legislation

The following part sets out the various mandatory requirements for all Australian jurisdictions.

- [Australian Capital Territory](#)
- [New South Wales](#)
- [Northern Territory](#)
- [Queensland](#)
- [South Australia](#)
- [Tasmania](#)
- [Victoria](#)
- [Western Australia](#)

Further details and information about mandatory reporting can be obtained from the relevant statutory child protection authority in each jurisdiction. Contact and other details for each state and territory office can be found in the CFCA Resource sheet: [Reporting child abuse and neglect: Information for service providers](#) (aifs.gov.au/cfca/publications/cfca-resource-sheet/reporting-child-abuse-and-neglect).



## Australian Capital Territory

The Australian Capital Territory's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Section 356 of the <i>Children and Young People Act 2008 (ACT)</i>
Who is mandated to report?	A person who is: a doctor; a dentist; a nurse; an enrolled nurse; a midwife; a psychologist; a teacher at a school; a person authorised to inspect education programs, materials or other records used for home education of a child or young person under the <i>Education Act 2004</i> ; a police officer; a person employed to counsel children or young people at a school; a person caring for a child at a child care centre; a person coordinating or monitoring home-based care for a family day care scheme proprietor; a public servant who, in the course of employment as a public servant, works with, or provides services personally to children and young people or families; the public advocate; an official visitor; a minister of religion, religious leader or member of the clergy of a church or religious denomination; a person who, in the course of the person's employment, has contact with or provides services to children, young people and their families and is prescribed by regulation.
What must be reported?	A belief, on reasonable grounds, that a child or young person has experienced or is experiencing sexual abuse or non-accidental physical injury; and the reasons for the belief arise from information obtained by the person during the course of, or because of, the person's work (whether paid or unpaid)
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> </ul>

## New South Wales

New South Wales' mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Sections 23 and 27 of the <i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i>
Who is mandated to report?	<p>A person who, in the course of his or her professional work, or other paid employment, delivers health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children.</p> <p>A person who holds a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children.</p> <p>A person in religious ministry, or a person providing religion-based activities to children.</p> <p>A registered psychologist providing a professional service as a psychologist.</p> <p>Note: Children's services means either or both of the following (subject to the regulations): (a) an education and care service within the meaning of the Children (Education and Care Services) National Law (NSW); (b) a State regulated education and care service within the meaning of the <i>Children (Education and Care Services) Supplementary Provisions Act 2011</i>.</p>
What must be reported?	Suspicion on reasonable grounds, obtained during the course of or from the person's work, that a child is at risk of significant harm because of the presence to a significant extent of circumstances of: neglect, physical abuse, sexual abuse, psychological abuse, risk of harm through exposure to domestic violence, and failure to engage with services after a pre-natal report.
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Emotional/psychological abuse</li> <li>• Neglect</li> <li>• Exposure to domestic violence</li> </ul>



## Northern Territory

The Northern Territory's mandatory reporting laws apply to any person, with additional provisions covering health practitioners. The details of these reporting requirements are provided in the table below.

Legal provisions	Sections 15, 16 and 26 of the <i>Care and Protection of Children Act 2007</i> (NT)	Section 26(2) of the <i>Care and Protection of Children Act 2007</i> (NT)
Who is mandated to report?	Any person	A health practitioner or someone who performs work of a kind that is prescribed by regulation
What must be reported?	A belief on reasonable grounds that a child has suffered or is likely to suffer harm or exploitation	Reasonable grounds to believe a child aged 14 or 15 years has been or is likely to be a victim of a sexual offence and the age difference between the child and offender is greater than 2 years
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse or other exploitation of the child</li> <li>Emotional/psychological abuse</li> <li>Neglect</li> <li>Exposure to physical violence (e.g. a child witnessing violence between parents at home)</li> </ul>	<ul style="list-style-type: none"> <li>Sexual abuse</li> </ul>

## Queensland

Queensland has three separate pieces of mandatory reporting legislation, each covering different occupational groups and having their own reporting requirements. The details of these pieces of legislation are provided in the table below.

Legal provisions	Part 1AA, section 13F of the <i>Child Protection Act 1999</i> (Qld)	Part 1AA, section 13E of the <i>Child Protection Act 1999</i> (Qld)	Sections 364, 365, 365A, 366, 366A of the <i>Education (General Provisions) Act 2006</i> (Qld)
Who is mandated to report?	An authorised officer, a public service employee employed in the department, a person employed in a departmental care service or licensed care service	Doctors; registered nurses; teachers; a police officer who, under a direction given by the commissioner of the police service under the <i>Police Service Administration Act 1990</i> , is responsible for reporting under this section; a person engaged to perform a child advocate function under the <i>Public Guardian Act 2014</i> ; early childhood education and care professionals.	School staff
What must be reported?	A reasonable suspicion that a child in care (a child placed in the care of an entity conducting a departmental care service or a licensee) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse	A reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and may not have a parent able and willing to protect the child from the harm	Awareness or reasonable suspicion that a child has been or is likely to be sexually abused; and the suspicion is formed in the course of the person's employment
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse</li> </ul>	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse</li> </ul>	<ul style="list-style-type: none"> <li>Sexual abuse</li> </ul>



## South Australia

South Australia's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Sections 17, 18, 30 and 31 of the <i>Children and Young People (Safety) Act 2017 (SA)</i>
Who is mandated to report?	Medical practitioners; pharmacists; registered or enrolled nurses; dentists; psychologists; police officers; community corrections officers under the <i>Correctional Services Act 1982</i> ; social workers; ministers of religion; employees of, or volunteers in, an organisation formed for religious or spiritual purposes; teachers employed as such in a school (within the meaning of the <i>Education and Early Childhood Services (Registration and Standards) Act 2011</i> ) or a preschool or kindergarten; employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children and young people, being a person who – (i) provides such services directly to children and young people; or (ii) holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people
What must be reported?	Reasonable grounds to suspect a child or young person is, or may be, at risk; and the suspicion was formed in the course of the person's employment
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Mental or emotional abuse</li> <li>• Neglect</li> </ul>

## Tasmania

Tasmania's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Sections 3, 4 and 14 of the <i>Children, Young Persons and Their Families Act 1997 (Tas.)</i>
Who is mandated to report?	Medical practitioners; registered or enrolled nurses; persons registered under the Health Practitioner Regulation National Law (Tasmania) in the midwifery, dental (dentists, dental therapist, dental hygienist or oral health therapist) or psychology professions; police officers; probation officers; principals and teachers in any educational institution including kindergartens; persons who provide child care or a child care service for fee or reward; persons concerned in the management of an approved education and care service, within the meaning of the Education and Care Services National Law (Tasmania) or a child care service licensed under the <i>Child Care Act 2001</i> ; a member of the clergy of any church or religious denomination; a member of the Parliament of this State; any other person who is employed or engaged as an employee for, of, or in, or who is a volunteer in, a government agency that provides health, welfare, education, child care or residential services wholly or partly for children, and an organisation that receives any funding from the Crown for the provision of such services; and any other person of a class determined by the Minister by notice in the Gazette to be prescribed persons.
What must be reported?	<p>Knowledge, or a belief or suspicion on reasonable grounds that: a child has been or is being 'abused' or 'neglected' or is an affected child within the meaning of the <i>Family Violence Act 2004</i> (a child whose safety, psychological wellbeing or interests are affected or likely to be affected by family violence); or there is a reasonable likelihood of a child being killed or abused or neglected by a person with whom the child resides; or while a woman is pregnant, that there is reasonable likelihood that after the birth of the child: the child will suffer abuse or neglect, or may be killed by a person with whom the child is likely to reside; or that the child will require medical treatment or other intervention as a result of the behaviour of the woman or another person with whom the woman resides or is likely to reside, before the birth of the child.</p> <p>Note on extent of harm required to activate the duty (section 3(1) definition of 'abuse and neglect': for all forms except sexual abuse, reports must be made where: (i) the injured, abused or neglected person has suffered, or is likely to suffer, physical or psychological harm detrimental to the person's wellbeing; or (ii) the injured, abused or neglected person's physical or psychological development is in jeopardy. All instances of suspected sexual abuse must be reported.</p>

Table continued over page →



< Table continued from previous page

Legal provisions	Sections 3, 4 and 14 of the <i>Children, Young Persons and Their Families Act 1997</i> (Tas.)
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> <li>Sexual abuse (any)</li> <li>Physical abuse</li> <li>Emotional/psychological abuse</li> <li>Neglect</li> <li>Exposure to family violence</li> </ul>

## Victoria

Victoria's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Sections 182(1), 184 and 162(1)(c)–(d) of the <i>Children, Youth and Families Act 2005</i> (Vic.)
Who is mandated to report?	Registered medical practitioners, nurses, midwives, a person registered as a teacher or an early childhood teacher under the <i>Education and Training Reform Act 2006</i> or teachers granted permission to teach under that Act; principals of government or non-government schools within the meaning of the <i>Education and Training Reform Act 2006</i> ; police officers, a person in religious ministry, out-of-home care workers (excluding voluntary foster and kinship carers), early childhood workers, youth justice workers and registered psychologists.
What must be reported?	Belief on reasonable grounds that a child is in need of protection on a ground referred to in section 162(1)(c) or 162(1)(d), formed in the course of practising his or her profession or carrying out the duties of his or her office, position or employment as soon as practicable after forming the belief and after each occasion on which he or she becomes aware of any further reasonable grounds for the belief
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> <li>Physical injury</li> <li>Sexual abuse</li> </ul> <p>Note that technically, under s. 162, the duty is limited to instances of physical injury and sexual abuse where 'the child's parents have not protected, or are unlikely to protect, the child from harm of that type'.</p>

## Western Australia

Western Australia has two separate pieces of mandatory reporting legislation, each covering different occupation groups and having their own reporting requirements. The details of these pieces of legislation are provided in the table below.

Legal provisions	Sections 124A and 124B of the <i>Children and Community Services Act 2004</i> (WA) <sup>2</sup>	Sections 5 and 160 of the <i>Family Court Act 1997</i> (WA)
Who is mandated to report?	Doctors; nurses and midwives; teachers and boarding supervisors; and police officers	The Principal Registrar, a registrar or a deputy registrar; family counsellors; family consultants; family dispute resolution practitioners, arbitrators or legal practitioners independently representing the child's interests
What must be reported?	Belief on reasonable grounds that child sexual abuse has occurred or is occurring, where this belief is formed in the course of the person's work, whether paid or unpaid	Reasonable grounds for suspecting that a child has been: abused, or is at risk of being abused; ill-treated, or is at risk of being ill-treated; or exposed or subjected to behaviour that psychologically harms the child
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> <li>Sexual abuse</li> </ul>	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse</li> <li>Neglect</li> <li>Psychological harm including (but not limited to) harm caused by being subjected or exposed to family violence</li> </ul>

<sup>2</sup> Note: The Western Australian Government has announced its intent for this Act to be amended to introduce mandatory reporting of child sexual abuse for ministers of religion, including where this knowledge is gained through religious confession. These amendments are yet to be enacted (Government of Western Australia, 2019).



# Reporting child abuse and neglect

## INFORMATION FOR SERVICE PROVIDERS

CFCA Resource Sheet — October 2021



If you require assistance or if you would like to talk to a trained professional about the issues described in this resource sheet, please call [Kids Helpline](tel:1800551800) on 1800 55 1800 or [Lifeline](tel:131114) on 13 11 14. If you believe a child is in immediate danger call the Police on 000.

## Overview

This resource sheet provides information to service providers and practitioners working in the child, family and community welfare sector on how to report suspected child abuse and neglect. It defines child abuse and neglect, and provides contact details for the reporting authority in each state and territory.

## Introduction

In Australia, state and territory governments are responsible for receiving reports of suspected child abuse and neglect from members of the public. Reporting child abuse and neglect is a community-wide responsibility. Anyone who suspects, on reasonable grounds, that a child or young person<sup>1</sup> is at risk of being abused and/or neglected should report it to the reporting authority in their state or territory.

Certain groups of people are required by law to report any suspicion of abuse or neglect of a child or young person to government authorities. Further information and guidelines regarding mandatory reporting can be found in the CFCA Resource Sheet: [Mandatory Reporting of Child Abuse and Neglect](#).

<sup>1</sup> In Australia, a child is defined as any human under the age of 18 years (AIHW, 2018).

If a child or young person has disclosed abuse or neglect to you, it is important to stay calm and reassure them that you will help them to be safe. For information on how to respond to disclosures of abuse, see the CFCA Practitioner Resource: [Responding to Children and Young People's Disclosures of Abuse](#) and CFCA webinar: [Responding to disclosures of child abuse and neglect](#).

Parents and other family members may disclose to you concerns about not coping with their parenting responsibilities. Listening and providing support and practical help is important, while assessing whether there is a child at risk of abuse or neglect. Contact details and links to helplines and telephone counselling services that provide information, counselling support and service referral can be found in the CFCA Resource Sheet: [Helplines, Telephone and Online Counselling Services for Children, Young People and Adults](#).

## Defining child abuse and neglect

Child abuse and neglect refers to any behaviour or treatment by parents, caregivers, other adults or older adolescents that results in the actual and/or likelihood of causing physical or emotional harm to a child or young person. Such behaviours may be intentional or unintentional and can include acts of omission (i.e. neglect) and commission (i.e. abuse) (CFCA, 2018).

Child abuse and neglect is commonly divided into five subtypes:

- physical abuse
- emotional abuse
- neglect
- sexual abuse
- exposure to family violence.

For further information, see the CFCA Resource Sheet: [What is Child Abuse and Neglect?](#).

## Contact details for each state and territory

The tables below include the contact details of the reporting authority in each Australian state and territory:

- [Australian Capital Territory](#)
- [New South Wales](#)
- [Northern Territory](#)
- [Queensland](#)
- [South Australia](#)
- [Tasmania](#)
- [Victoria](#)
- [Western Australia](#)

Please note that you do not need to be absolutely certain that there has been abuse or neglect of a child or young person to contact these authorities. If you suspect a child is at risk of harm, you should call the authority to discuss your concerns, and they will decide whether an investigation is required.

In each state and territory, all serious concerns should be reported by phone rather than online or via email. Serious concerns include when you suspect a child or young person is in imminent or immediate danger of serious harm, serious injury or chronic neglect.



## Australian Capital Territory

Reporting authority	Further services/information	Contact details
<a href="#">Child and Youth Protection Services</a>	<p><a href="#">Child and Youth Protection Services</a> are responsible for facilitating coordination across government for the care and protection of children and young people in the Australian Capital Territory.</p> <p>If you are concerned about a child and want further information on mandatory reporting, refer to <a href="#">Keeping Children and Young People Safe</a>.</p>	<p>Phone: General public Ph: 1300 556 729 (24 hours) Mandated reporters Ph: 1300 556 728 (24 hours) Online: For less serious concerns, <a href="#">complete an online child concern report</a>. Email: For less serious concerns, <a href="#">contact Child Protection Reports</a>.</p>

## New South Wales

Reporting authority	Further services/information	Contact details
<a href="#">Department of Communities and Justice</a>	<p>The <a href="#">Department of Communities and Justice</a> is responsible for handling reports of child abuse and neglect in New South Wales. Information about the process of reporting child welfare concerns can be found on the department's <a href="#">Reporting a Child at Risk</a> webpage.</p> <p>For information about mandatory reporting, refer to the <a href="#">Mandatory reporters</a> webpage.</p>	<p>Phone: Child Protection Helpline Ph: 13 21 11 (24 hours) (TTY/voice calls: 133 677; Speak &amp; Listen: 1300 555 727; SMS: 0423 677 767) Online: Mandatory reporters with less serious concerns can use <a href="#">eReporting</a>.</p>

## Northern Territory

Reporting authority	Further services/information	Contact details
<a href="#">Territory Families, Housing and Communities</a>	<p>In the Northern Territory, every person is required to report suspected child abuse and neglect.</p> <p>For further information about the process of reporting concerns about a child's welfare in the Northern Territory, refer to the <a href="#">Report Child Abuse</a> page of the department's website.</p>	<p>Phone: Child Abuse Hotline Ph: 1800 700 250 (24 hours)</p>

## Queensland

Reporting authority	Further services/information	Contact details
<a href="#">Department of Children, Youth Justice and Multicultural Affairs</a>	<p>Child Safety is the lead child protection agency in Queensland. For information about the process of reporting concerns about a child's welfare in Queensland, refer to the <a href="#">Protecting Children</a> webpage of the department's website.</p> <p>For more information about mandatory reporting, refer to the <a href="#">Mandatory Reporting in Queensland</a> webpage.</p>	<p>Phone: For a list of contact numbers during business hours, go to: <a href="#">Regional Intake Services</a> or call the Child Protection General Enquiries line Ph: 1800 811 810 Child Safety After Hours Service Centre Ph: 1800 177 135</p>

## South Australia

Reporting authority	Further services/information	Contact details
<a href="#">Department for Child Protection</a>	<p>The <a href="#">Department for Child Protection</a> works to keep South Australia's children safe by protecting them from abuse and neglect.</p> <p>For information about the process of reporting concerns about a child's welfare in South Australia, refer to the department's <a href="#">Report Child Abuse</a> webpage.</p> <p>The Department for Child Protection provides additional information for mandatory reporting, including <a href="#">Mandated Notifiers and Their Role</a> and <a href="#">Preparing to Report Child Abuse</a>.</p>	<p>Phone: Child Abuse Report Line Ph: 13 14 78 (24 hours)</p> <p>Online: Less serious concerns can also be <a href="#">reported online</a>.</p>

## Tasmania

Reporting authority	Further services/information	Contact details
<a href="#">Department of Communities Tasmania</a>	<p>The role of the Child Safety Service is to protect children and young people who are at risk of abuse and neglect in Tasmania.</p> <p>For information about the process of reporting concerns about a child's welfare in Tasmania, refer to the department's <a href="#">Child Safety Service</a> webpage.</p> <p>Information about mandatory reporting and making a notification can be found on the department's <a href="#">Child safety notifications</a> webpage.</p>	<p>Phone: Child Safety Service 1800 000 123 (24 hours)</p> <p>Online: Mandatory reporters with less serious concerns can <a href="#">report online</a>.</p>

## Victoria

Reporting authority	Further services/information	Contact details
<a href="#">Department of Families, Fairness and Housing</a>	<p>The Child Protection Service is specifically targeted to those children and young people at risk of significant harm in Victoria.</p> <p>For information about child protection and mandatory reporting requirements in Victoria, refer to the department's <a href="#">Child Protection</a> webpage.</p>	<p>Phone: For a list of regional and metropolitan phone numbers: <a href="#">Child Protection Contacts</a></p> <p>After hours child protection emergency service Ph: 13 12 78</p>

## Western Australia

Reporting authority	Further services/information	Contact details
<a href="#">Department of Communities, Child Protection and Family Support</a>	<p>The Department of Communities, Child Protection and Family Support offers a range of services to support children and families in Western Australia.</p> <p>For further information about the process of reporting concerns about a child's welfare, refer to the department's <a href="#">If You are Concerned About a Child</a> webpage.</p> <p>Information about mandatory reporting in Western Australia can be found on the department's <a href="#">mandatory reporting information</a> webpage.</p>	<p>Phone: Central Intake Team Ph: 1800 273 889</p> <p>After hours Ph: (08) 9223 1111 or Country Freecall: 1800 199 008</p> <p>Online: Mandatory reporters with less serious concerns can use the department's secure <a href="#">Mandatory Reporting Web System</a>.</p>

## RESPONDING TO SUSPECTED CHILD ABUSE

### RECORD TEMPLATE

#### WHEN TO USE THIS TEMPLATE?

This template should be used in conjunction with WAI's Child Safe Procedure - Responding to and Reporting Child Abuse to document any incident, disclosure or suspicion that a child has been, or is at risk of being abused.

Completing this template should not impact on reporting times. **If a child is in immediate danger, staff should report immediately to Police.**

Whilst you may need to gather the information to make a report, remember it is not the role of staff to investigate abuse; leave this to Police and/or the relevant state based child protection authority.

#### WHO COMPLETES THIS RECORD?

**This record form is to be completed by the relevant department manager in consultation with the staff member who reported the incident.**

#### WHY RECORD THIS INFORMATION?

When completing this template your aim should be to provide as much information as possible. This information will be critical to any reports and may be sought at a later date if the matter is the subject of Court proceedings. These notes may also later assist you if you are required to provide evidence to support any decisions.

**Note that confidentiality is extended to all parties involved.**

It is a requirement under *Ministerial Order No. 870- Child Safe Standards- Managing the risk of child abuse in schools* for schools to keep clear and comprehensive notes on all observations, disclosures and other details that led them to suspect the abuse.

# RESPONDING TO AN INCIDENT, DISCLOSURE OR SUSPICION OF CHILD ABUSE

**PLEASE NOTE: IF YOU ARE MAKING A REPORT TO THE RELEVANT CHILD PROTECTION AUTHORITY OR POLICE YOU MUST SEEK THEIR ADVICE BEFORE CONTACTING PARENTS/CARERS SO AS NOT TO COMPROMISE ANY INVESTIGATION OR PLACE A CHILD AT FURTHER RISK.**

DEPARTMENT MANAGER LEADING THE RESPONSE
MANAGER'S NAME:
POSITION:
DEPARTMENT:
EXECUTIVE'S NAME:

STAFF MEMBER WHO REPORTED THE INCIDENT, DISCLOSURE OR SUSPICION
NAME:
POSITION:
DEPARTMENT:
RELATIONSHIP TO CHILD:

## CRITICAL ACTION 1: IMMEDIATE RESPONSE TO AN INCIDENT

If anyone is in immediate danger staff should report immediately to Victoria Police on 000.

RESPONDING TO AN EMERGENCY
DID THE CHILD REQUIRE FIRST AID? PROVIDE DETAILS IF 'YES'.
WHO ADMINISTERED THIS? (NAME AND TITLE)
DID THE CHILD REQUIRE FURTHER IMMEDIATE MEDICAL ASSISTANCE?
CURRENT LOCATION AND SAFETY STATUS: <i>E.G. ARE ALL IMPACTED STUDENTS SAFE AND NOT IN ANY IMMEDIATE DANGER? IF A CHILD IS IN IMMEDIATE DANGER STAFF SHOULD REPORT IMMEDIATELY TO VICTORIA POLICE ON 000</i>

## PERSONAL DETAILS

NAME:	GENDER:
COURSE/STUDENT NUMBER:	DATE OF BIRTH:
RESIDENTIAL ADDRESS:	
PARENT/CARER NAME/S:	
PARENT/CARER CONTACT DETAILS:	
LANGUAGE(S) SPOKEN BY CHILD:	
DISABILITIES, MENTAL OR PHYSICAL HEALTH ISSUES:	

## CHILD'S BACKGROUND

<p>CULTURAL STATUS AND RELIGIOUS BACKGROUND</p> <p><i>IF THE CHILD IS OF ABORIGINAL OR TORRES STRAIT ISLANDER BACKGROUND, ADVISE THE INDIGENOUS LIAISON OFFICER ON EXT. 2469. IF THE CHILD IS AN INTERNATIONAL STUDENT CONTACT MANAGER INTERNATIONAL OFFICE ON EXT 2139 OR MANAGER INTERNATIONAL MARKETING ON EXT 2580.</i></p>
<p>ANY KNOWN PREVIOUS HISTORY OF SUSPECTED ABUSE (PRIOR TO THIS INCIDENT, DISCLOSURE OR SUSPICION OR INVOLVEMENT WITH AGENCIES):</p>

--

**FAMILY BACKGROUND**

FAMILY COMPOSITION (IF KNOWN):

*LIST PARENTING OR CARE ARRANGEMENTS AND SIBLING NAMES AND AGES*

--

ANY OTHER PEOPLE LIVING WITH THE CHILD (IF KNOWN):

--

DISABILITY, MENTAL OR PHYSICAL HEALTH ISSUES IN FAMILY (IF KNOWN):

--

LIKELY REACTION OF PARENTS/FAMILY TO A REPORT BEING MADE (IF KNOWN):

--

**GROUNDS FOR YOUR BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF ABUSE**

INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THAT A CHILD/CHILDREN ARE SUBJECT TO CHILD ABUSE, OR AT RISK OF ABUSE:

*DETAIL ANY DISCLOSURES OR INCIDENTS OR SUSPICIONS (INCLUDING NAMES, TIMES AND DATES DOCUMENTING A CHILD'S EXACT WORDS AS FAR AS POSSIBLE). INCLUDE SPECIFIC DETAIL HERE ON WHAT LED YOU TO FORM A REASONABLE BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF BEING ABUSED*

ANY PHYSICAL INDICATORS OF ABUSE:

ANY BEHAVIOURAL INDICATORS OF ABUSE:

ANY PATTERNS OF BEHAVIOUR OR PRIOR CONCERNS LEADING UP TO AN INCIDENT, DISCLOSURE OR SUSPICION:

--

DETAILS OF PERSONS ALLEGED TO HAVE COMMITTED THE ABUSE (IF KNOWN)	
NAME:	
GENDER	DATE OF BIRTH:
RELATIONSHIP TO CHILD:	
ADDRESS:	
CONTACT DETAILS:	

**NOTE THAT CONFIDENTIALITY IS EXTENDED TO ALL PARTIES INVOLVED.**

## REPORTING TO AUTHORITIES

TICK THE AUTHORITIES YOU HAVE REPORTED TO:

- POLICE
- CHILD PROTECTION AUTHORITY
- DECISION NOT TO REPORT

IF YOU'VE DECIDED NOT TO REPORT, LIST YOUR REASONS HERE. ALSO INCLUDE ANY FOLLOW-UP ACTIONS UNDERTAKEN BY YOU BELOW:

DATE:

TIME:

OUTCOME FROM THE REPORT

## CRITICAL ACTION 3: CONTACTING PARENTS/CARERS

ACTIONS TAKEN
<p><b>PROVIDE DETAILS OF YOUR DISCUSSION WITH PARENTS/CARERS (IF APPROPRIATE):</b> STAFF MUST CONSULT WITH VICTORIA POLICE AND/OR DHHS CHILD PROTECTION TO DETERMINE IF IT IS APPROPRIATE TO CONTACT PARENTS, IF IT IS, PARENTS MUST BE CONTACTED AS SOON AS POSSIBLE (PREFERABLY ON THE SAME DAY OF THE INCIDENT, DISCLOSURE OR SUSPICION).</p>
<p>HAVE YOU SOUGHT ADVICE FROM DHHS CHILD PROTECTION OR VICTORIA POLICE?</p> <p><input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>IS IT APPROPRIATE TO CONTACT PARENT/CARER</p> <p><input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>LIST REASONS IF IT IS NOT APPROPRIATE TO CONTACT PARENT/CARER:</p>
<p>IF CONTACTING PARENT/CARER, PROVIDE THE FOLLOWING DETAILS:</p>
<p>NAME OF STAFF MEMBER MAKING THE CALL:</p>
<p>NAME OF PARENT/CARER RECEIVING THE CALL:</p>
<p>DISCUSSION OUTCOMES:</p>

**PLANNED ACTIONS**

INCLUDE DETAIL ON WHAT FOLLOW-UP ACTIONS HAVE OCCURRED TO SUPPORT THE STUDENT (FOR EXAMPLE, REFERRAL TO WELLBEING PROFESSIONALS AND OTHER SPECIALISED SERVICES, THE DEVELOPMENT OF SUPPORT PLANS):

FOLLOW UP ACTIONS:

SUPPORT:

REFERRALS:

**MANAGER'S SIGNATURE**

NAME:

SIGNATURE:

DATE:

# William Angliss Institute

## VDSS Supervision and Child Safety Endorsement & Consent Form

### Student Details

- **Student Full Name:** \_\_\_\_\_
- **Date of Birth:** \_\_\_\_\_
- **Home (Secondary) School:** \_\_\_\_\_
- **VET Program (VDSS):** \_\_\_\_\_
- **RTO:** William Angliss Institute (RTO Code 3045)
- **TAFE Campus:**  Melbourne
- **Commencement Year:** \_\_\_\_\_

### Purpose

This form confirms that the Home (Secondary) School and Parent/Guardian formally:

- acknowledge, and
- endorse the passive supervision, duty of care, and child safety arrangements provided by William Angliss Institute for students participating in a VET Delivered to Secondary Students (VDSS) program, in accordance with the VDSS Guidelines and the Victorian Child Safe Standards.

### Definition of Passive Supervision

For the purposes of this agreement, passive supervision refers to supervision arrangements where:

- students are within a controlled TAFE campus environment - authorised staff are present and available on campus
- student movement occurs within designated areas
- oversight is supported by campus systems such as CCTV, security patrols, and established supervision procedures.

Passive supervision typically applies during scheduled breaks and does not involve continuous direct line-of-sight supervision by teaching staff, while maintaining appropriate duty of care consistent with VDSS and child safety requirements.

### Supervision and Duty of Care Arrangements

The Home School and Parent/Guardian acknowledge and agree that:

- For safety reasons, William Angliss Institute does **not** permit VETDSS students to leave campus to access the local area for retail venues. This includes during any scheduled or unscheduled breaks.

- In the instance of students leaving campus to attend medical and other personal appointments, timely notification and consent from parents or guardians is required.
- In line with William Angliss Institute Student Code of Conduct policy, students found to be in breach of this direction may incur misconduct sanctions. In serious cases, or for repeated offences, this may include suspension or expulsion.
- During scheduled VDSS training and assessment activities conducted at William Angliss Institute, WAI assumes day-to-day supervision and duty of care for the student.
- Supervision is provided by appropriately qualified and authorised staff in accordance with William Angliss Institute policies and procedures.
- Student behavior, attendance, assessment conduct, and incident management are governed by William Angliss Institute policies, consistent with VDSS expectations.
- Responsibility for travel to and from the William Angliss Institute campus remains with the student and their parent/guardian or home school.
- During scheduled breaks (including meal and rest breaks), students are subject to passive supervision, which includes the presence of staff on campus, established campus supervision arrangements, and the use of CCTV and other security measures in accordance with William Angliss Institute policies.

### **Child Safety and Wellbeing**

William Angliss Institute confirms that it: - complies with the Victorian Child Safe Standards, the Child Wellbeing and Safety Act 2005 (Vic), and all relevant Ministerial Orders and has documented policies and procedures to support:

- child safety and wellbeing
- mandatory reporting and information sharing obligations, including, appropriate staff conduct, supervision, and student engagement.
- ensures that all staff engaged in delivery and supervision of VDSS students hold a current Working with Children Check and meet RTO compliance requirements.

The Home School and Parent/Guardian acknowledge that they have been informed of, and accept, these child safety and supervision arrangements.

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Home School Endorsement (VDSS Requirement)

On behalf of the Home School, I confirm that:

- the school has reviewed the supervision and child safety arrangements provided by William Angliss Institute
- the student is approved to participate in the VDSS program under these arrangements.

**School Name:** \_\_\_\_\_

**Authorised School Representative:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent / Guardian Consent

I confirm that:

- I have read and understood the passive supervision, duty of care, and child safety arrangements outlined above.
- I consent to my child being supervised by William Angliss Institute staff during all scheduled VDSS activities at William Angliss Institute.
- I acknowledge that William Angliss Institute policies apply while my child is attending William Angliss Institute as part of the VDSS program.

**Parent/Guardian Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Student Acknowledgement**

I understand the supervision and behaviour expectations while attending William Angliss Institute as part of my VDSS program.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*This form operates in conjunction with the Standard VET Purchasing Contract, Schedule 9 Child Safety (non-School premises); RTO responsibilities for student supervision, the Child Safe Standards and William Angliss Institute policies and procedures.*

*This form must be completed and returned to William Angliss Institute prior to the student commencing VDSS training.*

Please return to Youth Learning Student Management Officer @ [Ylsmc@angliss.edu.au](mailto:Ylsmc@angliss.edu.au)