

## St Margaret's School East Geelong, internal school process for mandatory reporting A step-by-step guide to making a report to Child Protection or Child FIRST

<p><b>Protective concerns</b></p> <p>You are concerned about a child because you have:</p> <ul style="list-style-type: none"><li>• received a disclosure from a child about abuse or neglect</li><li>• observed indicators of abuse or neglect</li><li>• been made aware of possible harm via your involvement in the community external to your professional role</li></ul>	<p><b>At all times remember to:</b></p> <ul style="list-style-type: none"><li>• record your observations</li><li>• follow appropriate protocols</li><li>• consult notes and records</li><li>• consult with appropriate colleagues if necessary</li><li>• consult with other support agencies if necessary</li></ul>
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### Step 1 Responding to concerns

1. If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm **Go to Step 4**
2. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. **Go to step 3**
3. In all other situations **Go to step 2**

### Step 2 Forming a belief on reasonable grounds

1. Consider the level of immediate danger to the child. Ask yourself:
  - a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm? **YES/NO**
  - b) Am I in doubt about the child's safety and the parent's ability to protect the child? **YES / NO**
2. If you answered yes to a) or b) **Go to Step 4**
3. If you have significant concerns that a child and their family need a referral to Child FIRST for family services. **Go to Step 3**

### Step 3 Making a referral to Child FIRST

#### Child Wellbeing Referral

1. Contact your local Child FIRST provider. • Barwon South Western Greater Geelong: 1300 551 948
2. Have notes ready with your observations and child and family details.

### Step 4 Make a Report to Child Protection

#### Mandatory/Protective Report\*

1. Contact your local Child Protection Intake provider immediately.
  - Barwon South Western 1800 075 599 Geelong (03) 5226 4540
  - For After Hours Child Protection Emergency Services, call 131 278.
2. Have notes ready with your observations and child and family details.

\* Non-mandated staff members who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child Protection.