*Corporal Punishment* is any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.

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the risk factors and indicators of child maltreatment such as neglect, physical, sexual, emotional, or psychological abuse. For details of physical and behavioural indicators of neglect and abuse please refer to Appendix C.

5.7 Child Sexual Abuse – A teacher, nurse, psychologist, school counsellor, persons in religious ministry or boarding supervisor at Hale School, under the mandatory reporting

# CHILD PROTECTION & MANDATORY REPORTING

HALE

# CHILD PROTECTION & MANDATORY REPORTING

1. Introduction

The following *Child Protection and Mandatory Reporting Procedure (Procedure)* are to be read and applied in conjunction with the *School's Child Protection and Mandatory Reporting Policy (Policy).*

2. Responsibilities under the Policy/Procedure

All Staff:

must comply strictly with the provisions of the *Code of Conduct for all Staff Policy.*

are responsible for acquiring the appropriate knowledge and understanding about child protection.

are responsible for recognising the risk factors and the physical and behavioural indicators of different forms of Child Abuse and for understanding and following the prescribed management procedures. While the management processes undertaken for each form of Child Abuse are similar, the mandatory reporting requirements for cases of child sexual abuse differentiate from other forms of Child Abuse.

Teachers, Nurses persons in Religious Ministry, psychologists, school counsellors and Boarding Supervisors have a legal responsibility for Mandatory Reporting of Child Sexual Abuse.

Director of Human Resources and Staff Development

The Director of Human Resources and Staff Development is responsible for co-ordinating and overseeing the School's processes for conducting appropriate background and pre-employment screening including *Working with Children Checks* and *Criminal Record* checks which are administered by TRBWA for all registered teachers.

The Director is responsible for scheduling induction and annual training (in person and/or online) in Child Protection and Mandatory Reporting.

Headmaster

In addition to the reporting requirements outlined in the following pages, the Headmaster must

comply with the provisions of the Reportable Conduct Scheme by reporting to the WA Ombudsman any observation(s), concern(s) or allegation(s) of sexual offences, sexual misconduct, physical assault, neglect of a child an/or behaviour which causes significant emotional or psychological harm to a child, against a member of the school staff, a volunteer or contractor. This is to be done by completing the Notification Form at

- further harm to the child.
- Whether the child and the child's family/carers are aware of the report.

Mandatory reporters may not know all of the information required to make a report. They should not interview the child to obtain information, as this is the task of the DOC and the police. Reporters should provide the DOC with such information as they can.

6.5. Supporting students

Any student who is at risk or has been the victim of child sexual abuse will be supported within the School through appropriate case management. Case management processes will be sensitive to issues of confidentiality. It will also include collaborative dialogue with relevant pastoral care staff. Appropriate case management plans will be developed in consultation with the DOC.

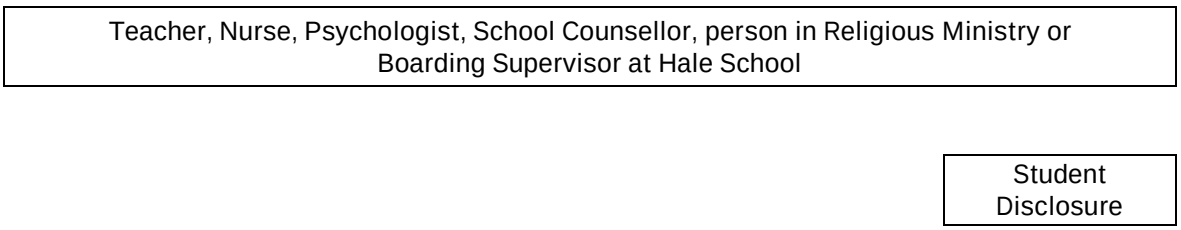
6.6. **Support for reporters**

Staff are provided with supportive pastoral support throughout this process. A number of counselling sessions will be recommended by the Headmaster or his representative. The mandatory reporting (er di(h)-2(5egh)-2(i(la)4(ti)-7(o)4(n )-115ine

Support for Administration and Operations Staff who are not Nurses, persons in Religious Ministry, psychologists, school counsellors or Boarding Supervisors

All staff are provided with effective support after reporting a belief of child sexual abuse. They will be provided with a variety of counselling options to support them during this process.

8. Figure 1: Reporting Child Sexual Abuse – Mandatory Reporters (Hale School Teachers, Nurses persons in Religious Ministry, Psychologists, School Counsellors or Boarding Supervisors).



9. Figure 2: Reporting Child Sexual Abuse – Non-Mandatory Reporters (Administration and Operations staff members who are not Nurses Psychologists, School Counsellors, persons in Religious Ministry or Boarding Supervisors)

Hale School staff member
(Not a teacher, nurse, psychologist, school counsellor person in Religious Ministry or boarding supervisor)

Observes indicators or a Hale School student discloses.

Contacts DOC if they choose to do so or the Headmaster
or if he is unavailable Deputy Head

Headmaster or his representatives does not form a belief based on reasonable grounds

Headmaster or his representative forms a belief based on reasonable grounds

Headmaster or his representative seeks advice from Mandatory Reporting Service,
DOC's phone 1800 708 704

Headmaster or his representative reports to Mandatory Reporting Service
DOC's phone 1800 708 704

(Receipt of report)

10. DOC's Mandatory Report – Sexual Abuse

# CHILD PROTECTION & MANDATORY REPORTING

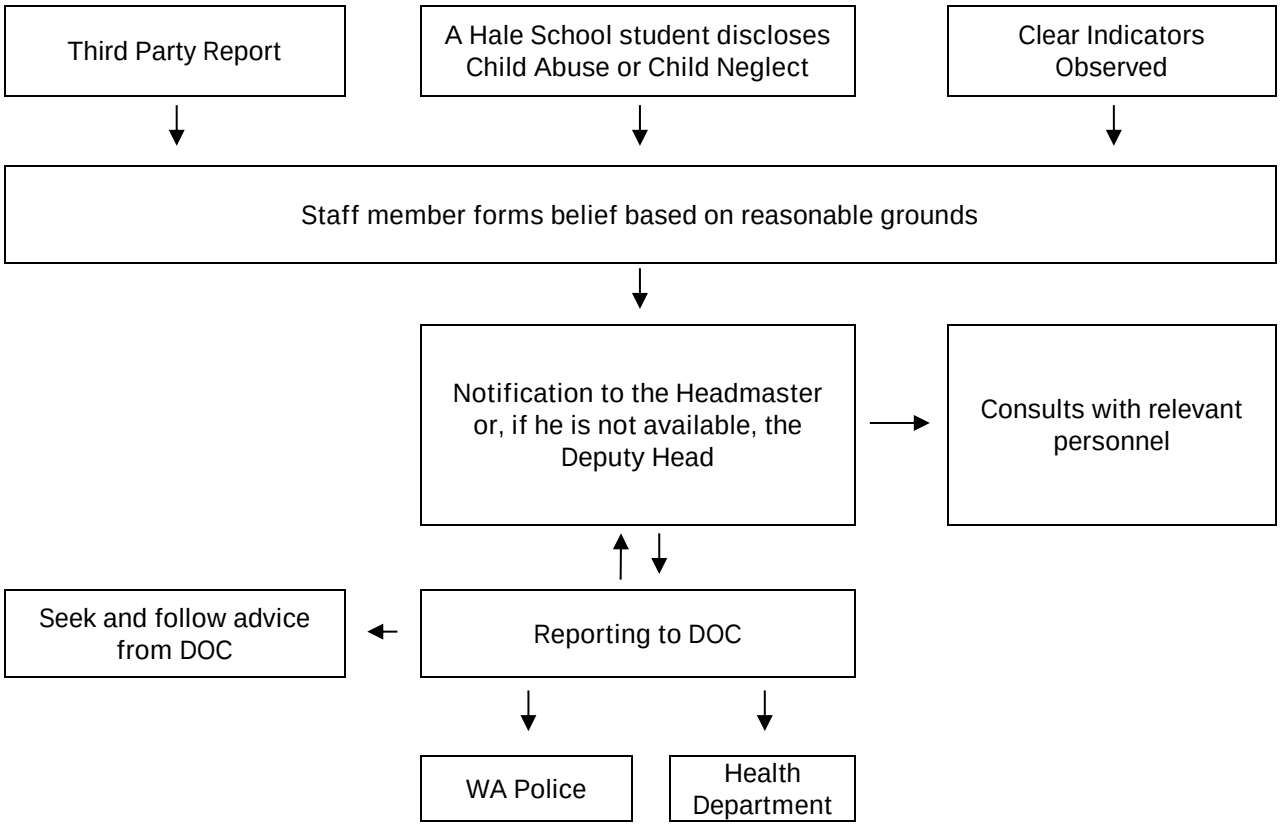
PLEASE COMPLETE THIS PAGE FOR EACH ADDITIONAL CHILD OF CONCERN

The details of each additional child provided on this page must relate to the same grounds for belief that child sexual abuse has occurred or is occurring as described earlier. If your concern is about more than two children, you will need to print and complete an additional copy of this page for each additional child.

| DETAILS OF THE ADDITIONAL CHILD OF CONCERN |
| --- |

# CHILD PROTECTION & MANDATORY REPORTING

17. *Figure 3:* Figure 3 Reporting Child Abuse (excluding Child Sexual Abuse) and Neglect – Immediate belief it has occurred or is occurring (All Hale staff)



18.

*21. External Communication*

The Headmaster in conjunction with key personnel will develop case management processes which will facilitate identification, monitoring and reporting of child maltreatment to the DOC. The DOC recommend that if a concern of Child Abuse and Neglect is communicated to the Headmaster by a staff member or a member of the community, then the Headmaster must report the matter to the DOC. The decision to progress the matter further is then the responsibility of the DOC. When DOC receives a school referral they may respond in two ways; either investigating the allegation or offer family support to enhance "parental capacity". DOC's legislative powers include:

Interviewing the child

DOC has the authority under the *Children and Community Services Act 2004* to interview a child at school before contact is made with the parents/carers.

DOC must advise the Headmaster of their intention to interview a child in the school.

The Headmaster must request an explanation of the reason why the interview is to be conducted at the school.

The DOC's officer must provide identification.

If such an interview is to take place on school premises without the parents'/ carers' knowledge then the Headmaster must provide the child with the option of having support at the interview from a staff member with whom he feels comfortable.

Removal of children from the school

DOC officers may remove a child from the school if they have the permission of the parents/carers or if they have taken the child into provisional care and protection.

The School must be satisfied that these conditions have been met before allowing the removal of a child from school.

Verbal communication is adequate but there must be documentation of the conversation and details of the DOC officers.

Medical examination

DOC may require that a medical examination occur as soon as possible so that bruising, marking and other symptoms can be recorded for future reference.

If parent/carer permission has not been obtained for the medical examination, DOC must apprehend the child.

Any staff who have access to information re 0 1 24(o)4ng (en-US)>BDC q0.000008 (en-US)>BDC q0.1

# CHILD PROTECTION & MANDATORY REPORTING APPENDIX A

STRICTLY CONFIDENTIAL

# CHILD PROTECTION & MANDATORY REPORTING APPENDIX A

HALE

STRICTLY CONFIDENTIAL

RECORD OF IMMEDIATE BELIEF OF CHILD ABUSE/NEGLECT

DATE _____ TIME _____ RECORDED BY _____

Child's Name _____

Date of Birth: _____

Address: _____

Parent/Guardian Names: _____

Address and Phone Numbers: _____

Emergency Contacts: _____

Siblings: _____

What is the concern? (What did you hear/see, injuries, is this the first time? Etc.)

_____
_____
_____
_____

What was said/written/disclosed? (To whom and when?)

_____
_____
_____
_____

Any other relevant information?

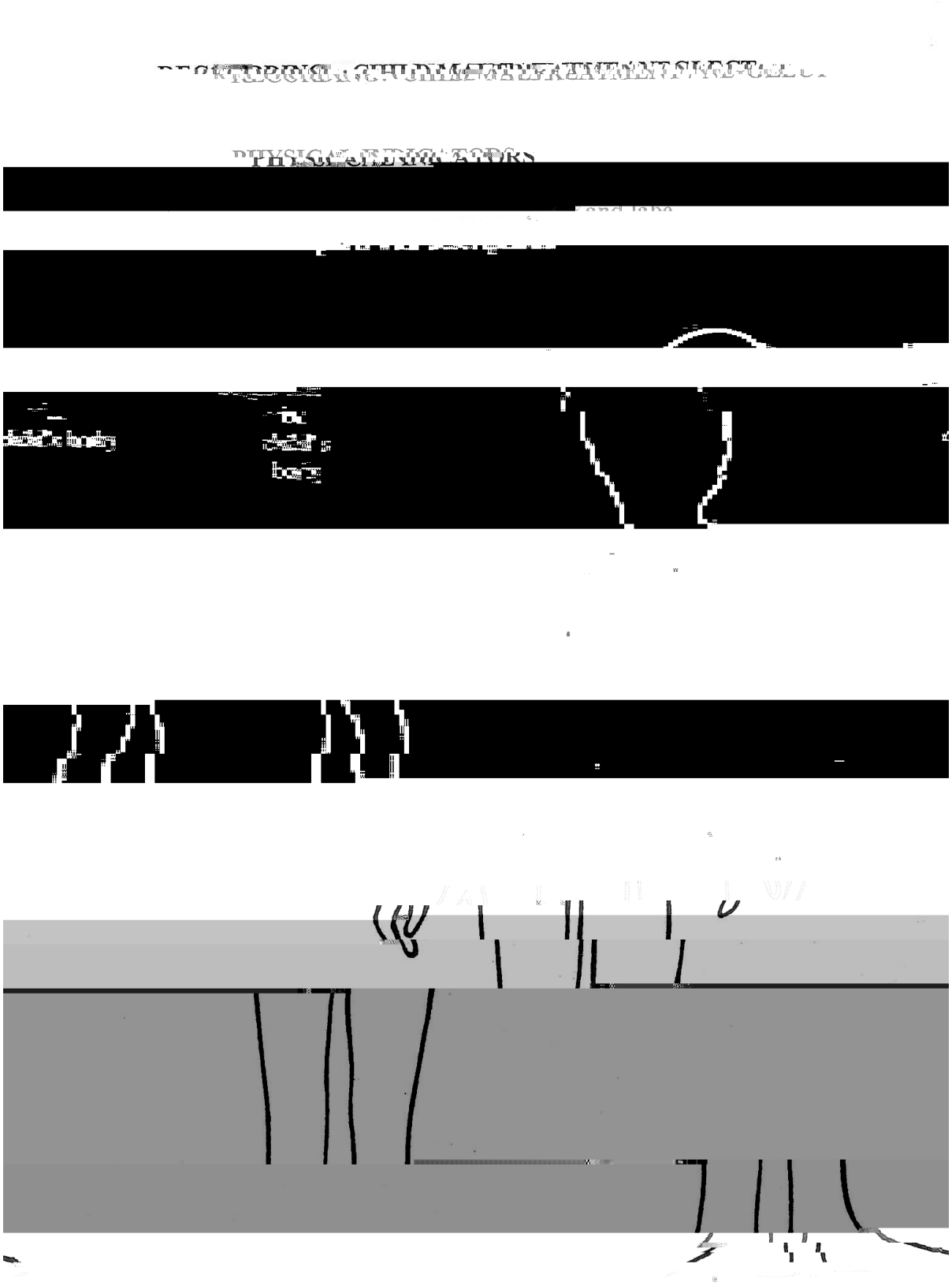
_____
_____
_____
_____

Any other background information? (Mental health issues, family issues, recent death in family?)

_____
_____
_____
_____

Follow Child Protection guidelines (direct issues to Headmaster)

# CHILD PROTECTION & MANDATORY REPORTING APPENDIX B



# CHILD PROTECTION & MANDATORY REPORTING **APPENDIX C**

Indicators of Child Abuse
Most Child Abuse

# CHILD PROTECTION & MANDATORY REPORTING **APPENDIX C**

| Type of abuse | Physical indicators | Behavioural indicators |
|---|---|---|
| Emotional abuse<br>Emotional abuse is the sustained, repetitive, inappropriate ill treatment of a child or young person through behaviours including threatening, belittling, criticizing, teasing, humiliating, bullying, neglecting, ignoring and misleading and encouragement to engage in inappropriate behaviour. | Depression<br>Eating disorders (anorexia or bulimia)<br>Lethargy or fatigue<br>Symptoms of stress<br>Evidence of drug abuse or dependence<br>Wetting, soiling, smearing<br>Psychosomatic complaints | Attempted suicide<br>Excessively compliant or passive behaviour<br>Excessive shyness or withdrawal<br>Low self esteem<br>High levels of anxiety<br>Compulsive lying and stealing<br>Fire setting<br>Truancy or school avoidance<br>Deliberate harming of animals<br>Poor peer relationships<br>Disclosure directly to an adult or indirectly to a friend or adult |

# CHILD PROTECTION & MANDATORY

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