



Child abuse reporting processes

If you have a concern for the immediate safety of a child, contact WA Police (131 444)

Staff	Mandatory reporting	Reporting other forms of abuse and concerns of sexual abuse	Reporting allegations of sexual abuse perpetrated by staff	Reporting allegations of physical or emotional abuse perpetrated by staff
Teaching	<p>Belief is formed on reasonable grounds of child sexual abuse that occurred</p> <p>Select ONE of the below mandatory reporting processes:</p> <p>a. Report online at: www.mandatoryreporting.dcp.wa.gov.au</p> <p>b. Provide principal with a written mandatory report to send to Mandatory Reporting Service (MRS) (a mandatory report form)</p> <p>c. Lodge the written mandatory report by fax on 1800 610 614, email on mrs@dcp.wa.gov.au or post to PO BOX 8146 Perth BC WA 6849</p> <p>OR</p> <p>d. If there is urgency in making the report, call the MRS on 1800 708 704 AND follow this with an online or written mandatory report to the MRS as soon as practicable</p> <p>AND ALSO</p> <ul style="list-style-type: none"> Inform the Principal that a mandatory report has been made <p>OR</p> <ul style="list-style-type: none"> When allegation concerns the Principal, inform the Chair of Council 	<p>Concern is formed of any of the following:</p> <ul style="list-style-type: none"> physical abuse emotional abuse including psychological abuse or exposure to family violence neglect sexual abuse where a belief has not been formed but a concern is held <p>Document observations, information and disclosures and provide report to the Principal</p> <p>The Principal, must report to CPFS</p> <p>Concern is formed that sexual abuse that occurred before 1 January 2009 and is not ongoing</p> <p>Document observations, information and disclosures and provide report to the Principal</p> <p>The Principal must report to WA Police</p>	<p>Belief is formed on reasonable grounds that child sexual abuse has occurred</p> <ul style="list-style-type: none"> Document observations, information and disclosures and provide report to the Principal. <p>OR</p> <ul style="list-style-type: none"> When allegation concerns the Principal, inform the Chair of Council <p>AND</p> <ul style="list-style-type: none"> Make a mandatory report following mandatory reporting processes <p>Concern (belief is not formed)</p> <ul style="list-style-type: none"> Document observations, information and disclosures and provide to the Principal, or Chair of Council 	<p>Concern is formed of physical or emotional abuse perpetrated by staff</p> <ul style="list-style-type: none"> Document observations, information and disclosures and provide report to the Principal. <p>OR</p> <ul style="list-style-type: none"> When allegation concerns the Principal, inform the Chair of Council <p>AND</p> <ul style="list-style-type: none"> If concerns are held regarding the protectiveness of the child's parents or caregivers, follow process to report to CPFS.
Non-teaching	<p>Non-teaching staff in schools are not mandatory reporters of child sexual abuse. For concerns regarding child sexual abuse:</p> <ul style="list-style-type: none"> Document observations, information and disclosures <p>AND</p> <ul style="list-style-type: none"> Inform line manager or the Principal <p>OR</p> <ul style="list-style-type: none"> When allegation concerns the Principal, inform the Chair of Council 	<ul style="list-style-type: none"> Document observations, information and disclosures Inform line manager or the Principal 	<ul style="list-style-type: none"> Document observations, information and disclosures <p>AND</p> <ul style="list-style-type: none"> Inform line manager or the Principal <p>OR</p> <ul style="list-style-type: none"> When allegation concerns the Principal, inform the Chair of Council 	<ul style="list-style-type: none"> Document observations, information and disclosures Inform line manager or principal <p>AND</p> <ul style="list-style-type: none"> Inform line manager or the Principal <p>OR</p> <ul style="list-style-type: none"> When allegation concerns the Principal, inform the Chair of Council
Principal	<p>Belief is formed on reasonable grounds of child sexual abuse that occurred</p> <ul style="list-style-type: none"> When the Principal forms a belief of child sexual abuse, the above mandatory reporting process for teaching staff should be followed Seek advice from CPFS or WA Police before informing parent/carer <p>AND</p> <ul style="list-style-type: none"> Notify the Director General of the Department of Education within 48 hours of the incident, using the online form Notify the Chair of Council <p>AND ALSO, if the incident involves a staff member, notify:</p> <ul style="list-style-type: none"> the PSU of the Diocese of Perth, and the CEO of the ASC TRBWA (teaching staff only) 	<p>Process for reporting:</p> <ul style="list-style-type: none"> Use the CPFS referral form when reporting concerns of: <ul style="list-style-type: none"> physical abuse emotional abuse, including psychological abuse and family violence neglect sexual abuse (where a belief has not been formed) but a concern is held <p>Metropolitan areas:</p> <p>Email referral form to CPFS Central Intake Team at cpduty@cpfs.wa.gov.au</p> <p>AND</p> <ul style="list-style-type: none"> Notify the Director General of the Department of Education within 48 hours of the incident, using the online form Notify the Chair of Council 	<ul style="list-style-type: none"> Make a mandatory report following mandatory reporting processes Obtain permission from CPFS or WA Police before informing parent/carer <p>AND</p> <ul style="list-style-type: none"> Notify the Director General of the Department of Education within 48 hours of the incident, using the online form <p>AND ALSO, notify:</p> <ul style="list-style-type: none"> Chair of Council PSU of the Diocese of Perth, and TRBWA (teaching staff only) 	<ul style="list-style-type: none"> If concerns are held regarding the protectiveness of the child's parents or caregivers, follow process for reporting physical or emotional abuse to CPFS and advise CPFS that a report has also been made to SID. Obtain permission from WA Police and CPFS (if involved) before informing the parent/carer <p>AND</p> <ul style="list-style-type: none"> Notify the Director General of the Department of Education within 48 hours of the incident, using the online form <p>AND ALSO, notify:</p> <ul style="list-style-type: none"> Chair of Council PSU of the Diocese of Perth, and TRBWA (teaching staff only)

Department of Communities, Child Protection and Family Support Division – business hours: Metropolitan area 1800 CP DUTY (1800 273 889) Country areas call the [local CPFS office](#). After hours call the Crisis Care Unit T 08 9223 1111 Country free call 1800 199 008

For policy advice and support contact Department of Education, Complex Learning and Wellbeing (Child Protection) on: T 9402 6124 E child.protection@education.wa.edu.au W education.wa.edu.au/childprotection

This information is provided by Christ Church Grammar School in good faith and should not be taken as legal advice

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