

Mandatory Reporting Policy

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Region: Tasmania

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		Approved by: OneSchool Global TAS Board on 18/06/2026
Local Document Code Not applicable	Associated documents OSG Staff and Student/Parent Handbooks, Behaviour Management Policy, OSG National Bullying Policy, Anti- Bullying Policy, Harassment Policy, Critical Incident Policy, Child Safe Policy, Code of Conduct Policy, Critical Incident Flowchart, Child Abuse Incident Report Form	
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1. POLICY STATEMENT

OneSchool Global Tasmania is committed to protecting the students and children who attend our School. Accordingly, we have developed this policy on how to respond to child abuse disclosures, reports and allegations as a guide for our staff, volunteers and contractors in meeting their responsibilities in this area.

OneSchool Global Tasmania will promote equity and respect diversity of the students or children and their parents who access our services as part of our reporting policy. This includes students or children who are from culturally and linguistically diverse backgrounds or with a disability.

We take seriously our responsibility to deliver a rich learning program in an environment that is caring, nurturing and safe.

The Board of OneSchool Global Tasmania is committed to ensuring the safety of all students or children who participate in our programs and has endorsed this Policy.

As part of that commitment, the OneSchool Global Tasmania Board states:

- OneSchool Global Tasmania is committed to the safety, wellbeing and protection of all students or children in our care. This commitment includes the provision of a safe and supportive learning environment for all students and requires all employees, volunteers, contractors and visitors to model and encourage exemplary behaviour that protects students from harm.
- We promote a culture where children feel safe and have a voice in decisions that affect them. The School has the responsibility to ensure that every member of our community

understands the responsibility they have and the important role they play to ensure the safety of all children in our care. We will take a proactive and preventive role in child safety and support a climate where all children and people feel safe to report concerns. The School is committed to following employment procedures that accord to the principles of the Australian Childhood Foundation Safeguarding Children Program.

2. PURPOSE

This policy describes the process for mandatory reporting, and help to establish and maintain OneSchool Global Tasmania as a child safe organisation within the context of the National Principles for Child Safe Organisations.

3. SCOPE

All Staff (employees, contractors and volunteer) within our School are required to meet the requirements of our policy on responding to child abuse disclosures, reports and allegations. This includes: physical abuse, sexual abuse, emotional /psychological abuse, neglect and exposure to family violence.

No one within our School is exempt from meeting the standards and requirements set out in this policy.

4. CHILD SAFETY STATEMENT

OneSchool Global Tasmania is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard to the safety of any student of OneSchool Global Tasmania.

5. DEFINITIONS

Term	Definition
Abuse	Includes physical abuse and/or sexual abuse and/or sexual exploitation and/or a child whose safety, psychological wellbeing or interests are affected or likely to be affected by Family Violence
Child and student	Any child or student who participates in the educational programs run by the School.
Emotional or psychological abuse	Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy

	emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviours continue to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development.
Family violence	Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person's life. Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Exposure to family violence places students and children at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.
Grooming	Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chat rooms, in social media or by other technological channels.
Harm	Harm to a child is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: • physical, psychological or emotional abuse or neglect; • sexual abuse or exploitation; • a single act, omission or circumstance; and a series or combination of acts, omissions or circumstances.
Neglect	Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational

	neglect. The issue of neglect must be considered within the context of resources reasonably available.
Staff	All Staff, volunteers and contractors who work for or provide services to the School whether in a paid or unpaid capacity.
Physical abuse	Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, excessive and physically harmful over training, and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child at risk of being hurt.
Sexual abuse	Sexual abuse occurs when an adult or a person of authority (e.g. older) involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse.
Sexual exploitation	Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution.

6. RESPONSIBILITIES

Board, Principal and Campus Principal

- Approve policies and procedures and ensures they are in alignment with legislative responsibilities
- Receive information on reports as appropriate and information regarding compliance with this Policy
- Oversee, review and ensure continuous improvement of the processes and procedures under this Policy
- Implement policies and procedures across the School
- Ensure Staff have access to and understand this policy and related procedures
- Ensure all managers/supervisors have access to support and advice to understand and

implement policies and procedures and monitor compliance by Staff

Principal, Campus Principal and Regional Team Leader

- Review and update this document and supporting resources in consultation with relevant stakeholders such as the People and Culture team.
- Support the coordination of Safeguarding Students and Children (SSC) framework and implementation
- Provide training and advice in the application of policies and procedures

Managers

- Ensure policies and procedures are followed and implemented.

Employees/Volunteers/Contractors

- Compliance with policy and procedure.
- Identify, report, and respond to any concerns about, or incidents of, child abuse or neglect towards students or children in our community.
- Respond to abuse or neglect perpetrated by staff or by other persons

7. KEY REQUIREMENTS

Our Staff are required to report any instance of abuse or neglect (cases in which a child or student is suffering or has suffered, or is likely to suffer, harm from abuse or neglect) to the relevant authorities in the first instance.

If a child or student is at imminent risk of harm or in immediate danger, our Staff are required to immediately, or if that is not possible, no later than before end of their work day at the School:

- report the situation directly to Tasmanian Police Force 131 444 and;
- Child Safety Service on 1800 000 123. This state-wide number can be used 24 hours a day to report concerns about children. However, outside of usual business hours (8:30am to 5:00pm) it should only be used to report emergencies or urgent concerns regarding risk of immediate harm.

If a child or student is at immediate risk and Police or medical assistance is required, dial 000.

For urgent matters, where a child or student needs immediate protection, call 1800 000 123 at any time.

Every adult who knows, or believes or suspects on reasonable grounds, that a child or student is suffering, has suffered or is likely to suffer abuse or neglect, has a responsibility to take steps to prevent the occurrence or further occurrence of the abuse or neglect. Prescribed persons (who are often called 'mandatory reporters') have a special duty to inform Child Safety Service if they

believe, suspect or know that a child has been or is being abused or neglected. Mandatory reporters may face penalties if they fail to inform Child Safety Service of their knowledge, belief or suspicions. Teachers fall in the category of mandatory reporters.

In their responses they will need to consider the specific needs of the child or student. They will also need to consider the unique qualities of the child or young person including, for example, whether they have a disability and/or have a culturally and linguistically diverse background.

A Staff member who has reasonable grounds in suspecting abuse or harm to a child may also consult the Principal, Campus Principal or their delegate for advice, however this does not abrogate the teacher's staff's responsibility to report immediately. This consultation may help establish whether you have reasonable grounds and receive help if are unsure if something is reportable.

8. CONSEQUENCES OF BREACHING POLICY

If our Staff fail to report instances, allegations, disclosures or concerns in relation to abuse or neglect of a child or student – by Staff within our School or by others – we view such failure as a serious matter that, depending on the circumstances, may result in disciplinary action or be grounds for dismissal or termination of services.

Our policy prohibits all Staff from:

discussing any concerns or allegations with unauthorised Staff – within or outside the School – such prohibition not being designed to limit, in any way, their rights and responsibilities to report their concerns or allegations, but rather as part of the School's commitment to ensuring privacy, confidentiality and natural justice;

making deliberately false, misleading or vexatious allegations.

Our Staff are obliged to raise any concerns they might have in relation to:

The School's policies designed to safeguard children and students – such as outlined in our 'Child Safe Policy' and in our 'Mandatory Reporting Policy (responding to child abuse reports and allegations)';

actions of other Staff within the school community that contravene our policies, or that may otherwise have the potential to harm a child or student.

9. REPORTING OF CONCERNS OR ALLEGATIONS REGARDING ABUSE OR NEGLECT BY FAMILY OR OTHER EXTERNAL SOURCES

OneSchool Global Tasmania requires all Staff to report any instance (past or current) of child abuse or neglect that has resulted in, or is likely to result in, harm to a child or student, to either:

- Tasmanian Police 131 444 for Police Assistance and Child Safety Service on

- 1800 000 123 immediately (i.e. before the end of the work day)
- If a child is at immediate risk and Police or medical assistance is required, dial 000.
- For urgent matters, where a child or student needs immediate protection, please call 1800 000 123 at any time.
- The Principal and/or Campus Principal will ensure that the incident is reported to Tasmanian Police and Child Safety Service, immediately (i.e. before the end of the work day). If the Principal and/or Campus Principal is unavailable (or they are the subject of the complaint), our staff are required to report the matter to the Principal and/or Campus Principal or Board.

The following legal mandatory reporting requirements also apply to Staff within the School:

(please refer to <https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect>)

Mandatory reporting legislation and summary	Relevant Staff who must comply
Children, Young Persons and Their Families Act 1997. is to provide for the care and protection of children in a manner that maximises a child's opportunity to grow up in a safe and stable environment and to reach his or her full potential.	All Staff, registered teachers, registered psychologist, all employees, volunteers or other persons who work or participate in education.
Information Sharing	Principal

10. PROCEDURES

We ask that our Staff inform the Principal of any report they make to these authorities, to enable our School to best provide support to the students or children, their family and our Staff, where appropriate.

All our Staff retain the right to report directly to relevant authorities, such as police or child safety, any concerns they may have in relation to the safety and welfare of a child or student, regardless of whether or not they have also reported that matter internally.

In taking a report of concern, or of an incident, from others within our School our Staff are:

- not to assess the validity of such allegations or concerns, but to report all allegations or concerns to the nominated person or persons within the School as described in this policy (the validity of an allegation will then be assessed in the manner described in this policy);
- to disregard factors such as the authority or position of the persons involved and any pre-existing views about the good character, or otherwise, of any person involved or under investigation;

In situations where a child or student is making an allegation or disclosure, our Staff are required to:

- listen to the allegation or disclosure supportively, without dispute;
- clarify the basic details, without seeking further detailed information or asking suggestive or leading questions, using our School's 'Child Abuse Incident Form';
- record on the Child Abuse Incident Form what was said (where possible, noting the exact words used by the person making the allegation);
- date and sign the record;
- explain to the child (if present) that other people may need to be told, in order to stop what is happening; and
- provide reassurance that our School will take immediate action in response to the allegation.

Report the matter as per School policy requirements (as stated earlier). Additional requirements where concerns or allegations of abuse or neglect involve our employees or volunteers.

All Staff must report, immediately, to the Principal any breach of the Child Safe Policy/ Code of Conduct arising from an action by an employee or volunteer within our School.

In response to any instance of breaches which relate to abuse or neglect (being cases in which the abuse or neglect is or has resulted in, or is likely to result in, harm to a child or student) our Principal or their delegate will investigate and deal with allegations of inappropriate and unacceptable behaviour towards a child in line with our school's general procedures for complaints management and in consultation with police and other authorities.

If an allegation has been made against a Staff member of our School, the Principal or their delegate will:

- fill in a 'Child Abuse Incident Form' form to ensure all relevant details are documented.
- cooperate with the Police and other authorities and assist in their investigation of the allegation.
- notify the Board Chair
- take any action necessary to safeguard the child or student (or other students or children in our care) from additional harm through options such as:
 - removing/suspending that Staff person from duty or service until the validity of the allegations is determined.

- assist in addressing the support needs of those impacted by the allegation including considerations of cultural safety for:
 - the child and their family (this includes any specific support needs for those from Culturally and Linguistically Diverse; or person with a disability background);
 - the person against whom the complaint is made by, for example, offering professional counselling'
 - other Staff impacted by the allegations.
- make clear to all other Staff who are aware of the allegation that:
 - the allegation does not mean the person is guilty, and that the allegation will be properly investigated and will include the right to 'procedural fairness';
 - they are not to discuss the matter with any person, except as directed by police, child safety authorities, and/or the Principal or their delegate and only in direct relation to investigation of the allegation.

All instances, allegations, disclosures or reasonable concerns of abuse or neglect of a child or student arising from an action by Staff within our School will be investigated (subject to advice from Police and relevant authorities) and will be the subject of a critical incident review.

11. CONFIDENTIALITY AND PRIVACY

Our School maintains the confidentiality and privacy of all concerned (including the alleged perpetrator), except if doing so would compromise the welfare of the child or student and/or investigation of the allegation.

12. DOCUMENTATION AND NOTIFICATION

As part of our policy for responding to disclosures, reports or allegations of child abuse, we have adopted the Child Abuse Incident Form, which is to be used by any of our people to document any allegation, disclosure, incident or concern regarding child abuse. In situations where our Staff become aware of abuse or neglect whether through observation of potential indicators, such as bruises or cuts, or by directly observing potentially abusive behaviour towards a child or student, they are required to use our Child Abuse Incident Form to record their observations and concerns as accurately as possible.

The Principal or Campus Principal will oversee creation of a file to contain the completed Child Abuse Incident Form and any other documentation relating to the allegation and subsequent

action. This confidential file system is on the Confidential Student Welfare channel of the AU-TAS-State team page.

So as to prevent access by unauthorised persons, our School stores any documentation associated with an allegation of abuse or neglect of a child or student by having:

- hard-copy documentation stored in a locked filing cabinet (or similar)
- electronic documentation stored in a secure and restricted folder (or similar).

We maintain and regularly monitor records of child abuse reports as part of our Critical Incident Management processes to ensure that they are responded to effectively in accordance with this policy and that requirements for reporting to external authorities are complied with. These records will inform reviews of the policy as detailed in 'MONITORING AND REVIEW'.

13. COMMUNICATIN

We communicate our Policy requirements to all our Staff involved with students or children in our School. We involve our Staff in reviews of our Mandatory Reporting (responding to child abuse reports and allegations policy) requirements. We communicate any significant alterations to our Mandatory Reporting (responding to child abuse reports and allegations policy) requirements and resources to all Staff.

14. STUDENT VOICE

Students have unique perspectives on learning, teaching, and schooling, and should have the opportunity to actively shape their own education. Students have been active in the development and creation of this policy, this is achieved by hearing their views, concerns and ideas.

OneSchool Global Tasmania will utilise its curricular and pastoral programs to enhance student awareness and voice in policies that are particularly relevant to them.

15. MONITORING AND REVIEW

OneSchool Global Tasmania is committed to the continuous improvement of our Child Safe Policies and Procedures and to ensuring the School's compliance with National and State laws and regulations. This document will be reviewed at least every 3 years, however circumstances may result in the document being reviewed earlier to ensure overall effectiveness and to ensure compliance with all child protection related laws, regulations, and standards.

16. LEGISLATION

- Australian Human Rights Commission National Principles for Child Safe Organisations 2018
- *Child and Youth Safe Organisations Act 2023* (Tas)
- *Children, Young Persons and their Families Act 1997* (Tas)
- *Family Violence Act 2004* (Tas)
- *Criminal Code Act 1924* (Tas)

17. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
POL_TAS_ADM_Mandatory Reporting Policy and supporting resources	07/2022	1.0	Original creation
POL_TAS_ADM_Mandatory Reporting Policy and supporting resources	07/2023	1.1	Moved to new template and moved Child Safety Statement to the beginning of document.
POL_TAS_ADM_Mandatory Reporting Policy and supporting resources	08/2024	1.2	Policy reviewed and updated with recent legislation
POL_TAS_ADM_Mandatory Reporting Policy and supporting resources	03/2026	1.3	Removed reference to district principal, deputy principal, chief operating officer, and lead teacher.
POL_TAS_OP_Mandatory Reporting Policy_V1.4	06/2026	1.4	New policy template. Make explicit the need to report to the relevant authorities in the first instance, not the school. Include reference to Campus Principal". Updated relevant legislation.