



School No: 2068 Established 1878

2.7 Reporting Guidelines and Directions



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC actively works to provide all children with a safe and suitable environment. In the event that a child or relative discloses information to an adult, the service shall implement the following procedures to ensure that this information is managed appropriately and that all suspicions of harm are reported in accordance with relevant legislative requirements.

Procedures

- Staff will receive appropriate child protection training
- Staff will receive information and support in how to handle situations where information is disclosed to them by a child or by a member of the child's family or other person
- Staff shall report such information or suspicions of harm in a confidential manner to the coordinator or nominated person
- The coordinator shall take action in accordance with the Department of Human Service's step-by-step guide to making a report to Child Protection or Child FIRST.

Relevant Laws and Regulations

Education and Care Services National Law Act 2010 Education and Care Services National Regulations Quality Area 7

Relevant Policies

Reporting of Child Abuse

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025