

# MANDATORY REPORTING (SEXUAL ABUSE) POLICY

REED is committed to providing a child safe environment where children's safety and wellbeing is prioritised, supported and children feel respected, valued and encouraged to reach their full potential.

## PURPOSE

REED will implement effective strategies that inform mandatory reporters of their legislative obligations to identify and respond to warning signs, indicators and disclosures of child sexual abuse.

**For concerns or disclosures of child abuse other than child sexual abuse please refer to the Child Protection Policy.**

## SCOPE

This policy applies to the approved provider, nominated supervisors, educators and staff.

## EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

84	Awareness of child protection law	175	Prescribed information to be notified to Regulatory Authority
86	Notification to parents of incident, injury, trauma and illness	176	Time to notify certain information to Regulatory Authority
87	Incident, injury, trauma and illness record	S162A	Persons in day-to-day charge and nominated supervisors to have child protection training
145	Staff records	S165	Offence to inadequately supervise children
155	Interactions with children	S167	Offence relating to protection of children from harm and hazard
168	Education and care service must have policies and procedures	S174	Offence to fail to notify certain information to Regulatory Authority
170	Policies and procedures to be followed	S175	Offence relating to the requirement to keep enrolment and other documents

## THE APPROVED PROVIDER WILL ENSURE:

The service maintains clear policies and procedures to support a child safe environment, including a defined process for reporting child sexual abuse. All mandatory reporting obligations are met, including timely notification to the Ombudsman of any reportable conduct or convictions. Sound record management practices are upheld, and all staff receive a comprehensive induction and annual training in child protection, mandatory reporting, and professional standards. Staff are supported to apply these procedures effectively, ensuring a consistent and informed response to concerns.

## NOMINATED SUPERVISOR WILL ENSURE:

All educators and staff are provided with the current Mandatory Reporting and Child Protection Policies during induction and complete annual training in both child protection and mandatory reporting. They are given access to relevant legislation, regulations, and resources to support their responsibilities. Records of sexual abuse or suspected sexual abuse are maintained in line with the Privacy and Confidentiality Policy, and all reporting obligations are fulfilled. The Approved Provider is promptly informed of any instances of reportable conduct.

## EDUCATORS AND OTHER STAFF WILL:

Follow the Mandatory Reporting Procedure, complete annual training in child protection and mandatory reporting, and be able to recognise indicators of child sexual abuse. Educators must take all disclosures seriously, maintain confidentiality, and report concerns immediately to the Nominated Supervisor. They must understand the grounds required to form a reasonable belief and meet their obligations as mandatory reporters, including submitting a written report. Accurate records must be kept, respecting privacy, without conducting investigations. Above all, educators will actively promote the welfare, safety, and wellbeing of all children in their care.

## PROTECTION FOR REPORTERS

All reporters are protected against retribution for making or proposing to make a report under amendments to the *Children and Community Services Act 2004* effective 26 August 2020. The identity of the reporter is protected by law from being disclosed, except in certain exceptional circumstances as outlined in the mandatory reporting training.

**Failure to make a report or breaches in confidentiality can impose severe financial penalties and/or imprisonment.**

## RELATED DOCUMENTS

RESOURCES	POLICIES	PROCEDURES
Mandatory Reporting Guide WA Mandatory Reporting FAQs Recognise Child Abuse Information Booklet	Interactions with Children Policy Child Safe Environment Policy Child Safeguarding Policy Delivery of Children to and Collection from Education and Care Service Policy Supervision Policy Privacy and Confidentiality Policy Incident Injury Trauma and Illness Policy Child Protection Policy Record Keeping and Retention Policy Personal Electronic Devices Policy	Mandatory Reporting Procedure

## SOURCE

Australian Children's Education & Care Quality Authority. (2014).  
 ACECQA. (2023.) Embedding the National Child Safe Principles.  
 Australian Government Department of Education. [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0, 2022  
*Children and Community Services Act 2004*  
 Early Childhood Australia Code of Ethics. (2016).  
 Education and Care Services National Law Act 2010. (Amended 2023).  
[Education and Care Services National Regulations](#). (Amended 2023).  
*Freedom of Information Act 1992*  
 Government of Western Australia. Department of Communities, Child Protection and Family Support. (2024). [About mandatory reporting legislation](#)  
 Guide to the National Quality Framework. (Amended 2023).  
 Ombudsman Western Australia. Early Childhood Education and Care Sector Reporting Obligations 2023.  
[Western Australian Education and Care Services National Regulations](#)

## REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
AUGUST 2025	<ul style="list-style-type: none"> <li>Modification to reduce notification timeframe to 24hrs to meet regulatory requirements</li> <li>Modification of template</li> <li>Revision of content (succinct and explicit)</li> </ul>	AUGUST 2027

NOVEMBER 2024	<ul style="list-style-type: none"> <li>• Modification of template</li> <li>• Revision of content (succinct and explicit)</li> </ul>	NOVEMBER 2025
AUGUST 2024	<ul style="list-style-type: none"> <li>• policy maintenance</li> <li>• added legislation and information added: Reportable Conduct Scheme (effective 1 Jan 2023)</li> <li>• update to amendment to Working with Children (Criminal Record Check) Act 2022</li> <li>• continuous improvement section added</li> <li>• CCD related resources added</li> </ul>	NOVEMBER 2024