

MANDATORY REPORTING PROCEDURE

This procedure is to be followed if you reasonably believe or suspect a child has been sexually abused or a child discloses, they have been or are being sexually abused. It is recommended that this procedure is read in conjunction with the Mandatory Reporting Guide, WA. REED acknowledges the sensitivity of this subject and encourages all educators to contact the REED EAP or their direct line manager for support.

A. You believe a child is in immediate danger		
1	Call Police on 000	
2	Go to Section C	
B. I have not yet formed a belief that a child may be being sexually abused but have concerns		
1	If you are a mandatory reporter and you have not formed a belief that a child has been or is being sexually abused but are sufficiently concerned, it is recommended that you consult with the Mandatory Reporting Service on 1800 708 704.	
2	If at any point you form a belief, please refer to section C	
3	Document your concerns on the child safe referral form (1place) in as much detail as possible including any disclosures exactly as stated by the child	
4	Contact your line manager and Child Safe Officer immediately to advise of your concerns	
5	Do NOT investigate suspicion of child sexual abuse	
6	Any documentation must be given to the Nominated Supervisor or Child Safe Officer to be stored in line with the Record Keeping and Retention Policy	
7	Continue steps 1 – 5 if any further concerns arise	
C. I have formed a belief that a child may be being sexually abused		
1	Within 24hrs lodge a written report using the Department's secure Mandatory Reporting Web System (MRWeb) (If needed seek support from your line manager)	
2	Immediately contact your line manager and Child Safe Officer to advise of your concerns in a confidential and appropriate manner	
3	Any documentation must be given to the Nominated Supervisor or Child Safe Officer to be stored in line with the Record Keeping and Retention Policy	
D. The report relates to sexual abuse within the early childhood service		
1	The Cluster Manager will notify the Assistant Operations Manager Immediately and report to the Regulatory Authority within 24hours. They will notify the parent or guardian as soon as reasonably possible	
2	The Assistant Operations Manager will notify the Operations Manager and commence investigation with relevant REED personnel	
3	The Operations Manager will notify the General Manager and Chief Executive Officer and complete all reporting obligations within the legislative timeframes	

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

REVIEW

PROCEDURE REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
August 2025	- Modification of template - Revision of content (succinct and explicit)	August 2027