

RIGHT2REPORT POLICY

Child safety and wellbeing are paramount. All children have the right to be safe, feel safe, and be protected from harm and abuse. The Right2Report process provides a clear pathway for educators, staff, and families to raise concerns and report risks, ensuring that timely, appropriate, and transparent action is taken to protect children.

PURPOSE

The purpose of this policy is to establish clear expectations and responsibilities for reporting concerns relating to child safety, protection, and abuse. The Right2Report process enables educators, families, and community members to report risks or incidents directly and confidentially, ensuring that concerns are responded to in accordance with legal requirements and REED's commitment to a child safe culture. This policy supports compliance with mandatory reporting laws and ensures all stakeholders understand their role in safeguarding children.

Educators, families and community members **may remain anonymous** if reporting through the dedicated **phone number (9852 1234)** or by **scanning the QR code** on the Right2Report poster. Anonymity may not be maintained by emailing right2report@reedwa.org.au direct.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisors, Educators, Staff, students, volunteers, visitors, children and Families.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

S.167	Offence relating to protection of children from harm and hazards	R.168	Education and care service must have policies and procedures
S.174	Offence to fail to notify certain information to Regulatory Authority	R.176	Time to notify certain circumstances to Regulatory Authority
R.84	Awareness of child protection law		

THE APPROVED PROVIDER WILL ENSURE:

To maintain a strong child safe culture by ensuring clear policies, procedures, and reporting systems are in place. They will provide access to the Right2Report platform, ensure all reports are logged and actioned, and meet external reporting requirements within legislated timeframes. Training and resources will be provided to support staff understanding of child protection, mandatory reporting, and their responsibilities.

NOMINATED SUPERVISOR WILL ENSURE:

All educators and staff understand their duty of care and child protection obligations. They will respond promptly to reports made through the Right2Report system, support risk assessments, and take immediate action as required. Where a child may be affected, families will be informed with sensitivity and confidentiality maintained. The Nominated Supervisor will also oversee compliance with all external reporting requirements within required timeframes and provide guidance and support to staff throughout reporting and investigations, fostering a culture of safety, openness, and accountability.

EDUCATORS AND OTHER STAFF WILL:

Act immediately if they believe a child is at risk, including calling emergency services if the child is in immediate danger. They will follow mandatory reporting obligations where required and make timely reports through the Right2Report system, providing accurate details to support action. Staff will maintain confidentiality, cooperate with investigations, and follow management or authority

directions. Through vigilance and professional practice, they will actively contribute to a safe and supportive environment where children are protected from harm.

FAMILIES WILL:

Families are encouraged to use the Right2Report platform to raise any concerns about child safety, wellbeing, or educator conduct. Reports can be made confidentially by phone or online and will be actioned promptly. Families can also speak directly with the Nominated Supervisor if they prefer. All concerns will be treated with sensitivity, respect, and confidentiality.

RELATED DOCUMENTS

RESOURCES	POLICIES	PROCEDURES
Mandatory Reporting Guidelines (Dept of Communities WA)	Child Safeguarding Policy Child Safe Environment Policy Code of Conduct Child Protection Policy Mandatory Reporting Policy	Right2Report Procedure Mandatory Reporting Procedure Child Protection Procedure

SOURCE

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0.](#)
 Australian Children's Education & Care Quality Authority. (2023). *Child Safe Standards*.
 Department of Communities WA – Mandatory Reporting Guidelines.
[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)
[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
September 2025	<ul style="list-style-type: none"> New Policy 	September 2028