



KNOWLEDGE IS THE ULTIMATE SOLUTION

Procedure for Mandatory Reporting

Western Grammar School
15 Cannery Road, Plumpton NSW 2770

Western Grammar School (WGS) has the following procedure for mandatory reporting:

1. The Principal and all staff members of WGS are mandatory reporters.
2. The Admin Manager (AM) maintains Child Protection folder containing staff records including staff positions, titles, their role and responsibilities.
3. If a staff member has information about or suspects that a child is at risk of significant harm or injury, they should immediately report to the Principal or Principal's delegate about the matter. The mandatory reporter does not have authority to investigate any incident.
4. In accordance with best practice, it is the expectation at WGS that the reporting of matters to the relevant authorities is generally undertaken by the Principal or Principal's delegate. However, any person can make a report about a child protection concern to the relevant authority. Information is available in the Mandatory Reporting Guide at <https://reporter.childstory.nsw.gov.au/s/mrg>.
5. If the Principal is unavailable, the matter should be reported to the Principal's delegate or the next most senior staff member.
6. The Principal or Principal's delegate will assess the matter using the Mandatory Reporting Guide whether the case reaches the threshold of 'risk of significant harm'. The Principal will also seek advice from the relevant Division at AISNSW.
7. The Principal or Principal's delegate will notify the relevant authority and, where necessary, the police when it is assessed that a child or young person is at risk of significant harm.
8. In a situation when there is an immediate danger to the child or young person and the Principal or Principal's delegate is not contactable the person making the report should contact the police and/or Child Protection Helpline and advise the Principal or Principal's delegate as soon as possible.
9. If the concern relates to the Principal, concern should be reported to the Chairman of the School Board.
10. The Assistant Principal files relevant records in a register of reports following a mandatory reporting incident. The register is maintained in the designated secure, lockable cabinet in the Principal's office accessible by the Principal or the Principal's delegate or in the password protected digital folder.
11. Any staff or members of the school community must not comment on the CPP related matter to anyone including the media unless expressly authorised in writing by the Principal or Principal's delegate.