



University of
South Australia

Centre for
English Language

MANDATORY NOTIFICATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Mandatory Notification Policy

D.1 Procedure

Responsible	Procedure Steps		W/ I
	1	Identification	
	1.1	If you are unsure whether or not you should make a report, refer to the Children and Young People (Safety) Act 2017 to identify whether a report is required.	
	2	Documentation	
Staff/Volunteer	2.1	Provide a report .	
	2.2	You may also report your suspicions to the College Director/Principal or Manager Once Removed however this does not negate the responsibility of the staff member/volunteer to make a report to Families SA. If you choose to, advise the College Director/Principal or Manager Once Removed of your suspicion.	
	3	Making the Notification	
Staff/Volunteer	3.1	Ring the Child Abuse Report Line 13 14 78 .	
	3.2	Finalise the report, include any actions recommended by Families SA.	
	3.3	If you have chosen to report your suspicions, provide your College Director/Principal or Manager Once Removed with the completed report and communicate any actions recommended by Families SA.	
College Director/Principal/Manager Once Removed	3.4	Secure the report outside of the student file.	
	4	Duty of Care	
Staff	4.1	If you wish to discuss the report you can do so with the College Director/Principal and/or contact EAP for personal debriefing, support or counselling.	
Volunteer	4.2	If you wish to discuss the report contact your nominated person at the school/college.	

Responsible	Procedure Steps			W/ I
College Director/Principal/ Staff/Volunteer/		4.3	Take any recommended actions and provide support to the child.	

D.2 Supporting Documentation

None

D.3 Version Control

Current Version Number	1.0
Date of Effect	05/2023
Privilege Level	Public