



# MANDATORY NOTIFICATION POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

Navitas SA is committed to providing a child safe environment that protects children from abuse and harm. This policy covers the requirements for mandatory notification.

### A.2 Scope

This policy applies to staff at the following colleges (collectively known as Navitas SA for the purpose of this policy), in physical and online environments:

- Educational Enterprises Australia Pty Ltd (EEA) trading as Eynesbury College, Eynesbury Institute of Business and Technology, Eynesbury College Academy of English, Eynesbury International
- South Australian Institute of Business and Technology Pty Ltd (SAIBT) trading as SAIBT, CELUSA being the Centre for English Language in the University of South Australia

### A.3 Definitions

Word/Term	Definition
Abuse/neglect	Sexual, physical or emotional abuse, which causes or puts the child at risk of serious physical, psychological or emotional harm
Act	<i>Children and Young People (Safety) Act 2017</i>
Child or young person	A person aged under 18 years of age as defined in the <i>Children and Young People (Safety) Act 2017</i>
Direct supervision	A supervisor's ongoing physical presence
Mandatory notification	The process of reporting suspected abuse/neglect of a child, supported by reasonable suspicions
Manager Once Removed	The Manager that the College Director reports to
Mandated Notifier	<p>A person who, under Section 11 of the <i>Children and Young People (Safety) Act 2017</i>, are obliged to notify Families SA via the Child Abuse Report Line (CARL) if they suspect on reasonable grounds that a child has been, or is being, abused and/or neglected and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties. This includes people in the following positions:</p> <ul style="list-style-type: none"> <li>• A teacher</li> <li>• Any person who is an employee or volunteer who is engaged in actual delivery of health, welfare, education, child care or residential services to children, or</li> </ul> <p>Any person who holds a management position, the duties of which include direct responsibility for, or has direct supervision of, the provision of these health welfare, education, child care or residential services to children</p>

Partner Institution	Any institution that the provider has an agreement with to package students
Prescribed position	A position, the duties of which include a prescribed function
Reasonable suspicion	A judgement that a child is being or has been abused or neglected, based on personal observations, information, and opinions formed while carrying out official work duties
Staff	Employees (permanent and casual), volunteers, contractors, sub-contractors, work experience students, indirect service providers, any other individual involved in this organisation
Student	An enrolled student at Eynesbury College and SAIBT/CELUSA

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
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CELUSA	Centre for English Language in the University of South Australia
SAIBT	South Australian Institute of Business and Technology

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Children have the right to be emotionally and physically safe from harm at all times and as such staff at Navitas SA have a role to play in keeping children safe and protected by:

- minimising the possibility of child abuse occurring in the first place
- working to reduce the impact of child abuse and neglect after it has occurred
- doing everything possible to ensure it does not occur again
- providing ongoing support and services to children, young people and adults as appropriate

### B.2 Policy

#### 1 Introduction

- 1.1** Anyone who works with or cares for children in a paid or voluntary capacity is legally obliged to notify the Department for Education and Child Development, Families SA (Families SA) if, in the course of their paid or voluntary work, they suspect that a child has been or is being abused or neglected.

#### 2 Mandatory reporting

- 2.1** While the obligation to report applies only to parties in prescribed positions, a shared moral responsibility to contribute to a child safe environment applies to all staff at Navitas SA.

#### 3 Mandated notifiers

- 3.1** Mandated notifiers are obliged by law to notify Families SA if they suspect on reasonable grounds that a child/young person has been or is being abused and/or neglected and the suspicion is formed in the course of the person's work (whether paid or voluntary), or in carrying out official duties.
- 3.2** The identity of the mandated notifier will not be disclosed unless the disclosure is made in the course of 'official duties' to another person acting in the course of 'official duties' (e.g. police acting in the matter of a criminal prosecution) or where the court deems the identity of the mandated notifier is evidence which has critical importance to the proceedings, or when they have consented to the release of their name.

#### 4 Rights and responsibilities of mandated notifiers

- 4.1** It is the personal responsibility of the mandated notifier to [report](#) suspected abuse and/or neglect, it is not the responsibility of the employer, manager or supervisor. The mandated notifier does not have to be able to prove that abuse has occurred.
- 4.2** It is not necessary for the mandated notifier to know the identity of the alleged perpetrator to make a notification.
- 4.3** The mandated notifier is immune from civil liability for reporting suspicions in good faith, and is entitled to feedback about the way the notification is being dealt with by Families SA.

## **5 Notification of abuse or neglect**

- 5.1** A staff member/volunteer is [obliged to notify Families SA when they have reasonable grounds to suspect that a child/young person has been abused or neglected.](#)
- 5.2** The staff member/volunteer may also report their 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.
- 5.3** Any staff member/volunteer who is approached concerning abuse will respond by providing positive support and making a mandatory report where appropriate. The help and support of the Counsellor is always available.
- 5.4** Where required, staff will also abide by any Partner Institution guidelines or processes for mandatory reporting.

## **6 Duty of care (staff)**

- 6.1** Staff/volunteers may wish to undertake a personal debrief or seek support or counselling after making a report. This can be via the College Director/Principal and/or, for staff only, **Employee Assistance Program on 1300 66 77 00.**

## **7 Training and awareness**

- 7.1** In order to promote a child safe environment the College Executive Groups will ensure that staff and volunteers undertake training as appropriate and have access to information

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Mandatory Notification Policy
<b>Policy Owner</b>	Eynesbury College Director SAIBT College Director
<b>Approving Authority</b>	Eynesbury Executive Group (EEG) SAIBT Executive Group (SEG)
<b>Initial Issue date</b>	5/2011
<b>Directory Location</b>	Quality Unit, HR, Policies

### C.2 Version Control

<b>Current Version Number</b>	4.0
<b>Date of Effect</b>	3/2018
<b>Review Date</b>	3/2021
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Children and Young People (Safety) Act 2017</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Mandatory Notification Procedure

### **D.2 Related Policies**

National Police Checks and Working with Children Checks (Australia)

Criminal Record Check and Working with Children Declaration Policy