



University of
South Australia

Centre for
English Language

MANDATORY NOTIFICATION POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

SAIBT-CELUSA 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 covers staff of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

A.3 Definitions

Word/Term	Definition
Abuse/neglect	Sexual, physical, psychological or emotional abuse, which causes or puts the child at risk of serious physical, psychological or emotional harm. Neglect or exposure to family violence resulting in actual or potential harm detrimental to the child's health and wellbeing.
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	A person who, under Section 11 of the <i>Children and Young People (Safety) Act 2017</i> , are obliged to notify Department for Child Protection 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: <ul style="list-style-type: none"> • A teacher • 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 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
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 SAIBT/CELUSA

A.4 Acronyms

Abbreviation	Phrase or Word
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CARL	Child Abuse Report Line
CELUSA	Centre for English Language in the University of South Australia
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1 Principles

Children have the right to be emotionally and physically safe from harm at all times and as such staff at SAIBT-CELUSA 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, Department for Child Protection 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 SAIBT-CELUSA.

3 Mandated notifiers

- 3.1** Mandated notifiers are obliged by law to notify the Department for Child Protection via (CARL) 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 Department for Child Protection.

5 Notification of abuse or neglect

5.1 A staff member/volunteer is [obliged to notify the Department for Child Protection via \(CARL\) 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 Department for Child Protection.

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.**

7 Training and awareness

7.1 In order to promote a child safe environment the SAIBT Executive Group will ensure that staff and volunteers undertake training as appropriate.

7.2 SAIBT-CELUSA will ensure that students are provided with their respective Student Code of Conduct and Sexual Assault and Sexual Harassment Prevention and Response Policy at Orientation.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Mandatory Notification Policy
Policy Owner	College Director
Approving Authority	SAIBT Executive Group
Initial Issue date	April 2023
Directory Location	Quality Unit, Document Management, Policies, SAIBT, College Director

C.2 Version Control

Current Version Number	1.0
Date of Effect	04/2023
Review Date	04/2026
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Children and Young People (Safety) Act 2017

SECTION D - PROCEDURE

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