

## **MANDATORY NOTIFICATION**

If the need for Mandatory Notification arises staff should contact the -

Dept of FAYS Report Line, on their 24 hour telephone no: **13 14 78**

The Report Line covers the whole state and can take reports of either sexual, physical and emotional abuse and neglect.

### **Information to Consider**

**What will the FAMILY AND YOUTH SERVICES want from me?**

When you phone the FAMILY AND YOUTH SERVICES Office, ask to speak with the Duty Officer. The following page outlines some of the information the Duty Officer may require. **However, it is important to remember that even if you do not have ALL the information requested, you must still make a report with whatever information you have so that an assessment of the situation can be made.**

### **Basic Information**

- o Child's name, age, date of birth, gender, and address.
- o Parent or caregiver's name, age, address, phone number.
- o Alleged maltreater's name, age, address, phone number, and relationship to the child.
- o Other members of the child's household and their relationship to the child.
- o Description of abuse.
- o Detailed description of any injury/abuse/neglect, current or previous (e.g. details of disclosure or incident observed, size and location of physical injuries, specific description of abusive acts or omissions of care).
- o Detailed description of any behavioural indicators, current or

previous, including

frequency and circumstances.

o When did the informant first become aware of the abuse?

o How does the informant know this and what leads them to suspect it is the result of

abuse?

o Who else is aware of this?

### **Current situation**

o Whereabouts of the child, parent, caregiver, and alleged maltreater.

o Who is aware of this report being made?

### **Other background information**

o Other agencies known to be involved with the child and/or family (including schools,

doctors, and the Family and Youth Services).

o Relevant family information: history of violence, patterns of interaction, extended

family relationships, significant others, interaction with the community, and so on.

o Any other relevant information.

### **Details of informant**

o Name, address, and phone number.

o Relationship with child/parent/caregiver/alleged maltreater.

## **MANDATORY NOTIFICATION (Continued)**

## **What does the FAMILY AND COMMUNITY SERVICES do with my report?**

On receipt of your notification, the FAMILY AND COMMUNITY SERVICES worker will determine whether your report constitutes a notification requiring investigation. You will be advised accordingly. An Urgency Rating is recommended by the worker and decided by the Senior or Manager, Welfare Services, in consultation with the worker. (Urgency Ratings are guidelines which set outside limits for action. However, all investigations should be initiated as soon as possible).

## **WHO WOULD YOU SHARE YOUR SUSPICIONS WITH?**

It is suggested that staff suspecting child abuse discuss the matter with one of the School Principals so that :-

- he/she is aware of what is happening
- she/he can support the staff member carrying out the report
- the staff can feel more confident in their efforts to reduce child abuse through

mutual support

The onus of responsibility lies with the person who has the first hand information leading to a suspicion of child abuse. Teachers are required to make reports themselves, even when supported by Senior Staff.

Parents helping children will be invited to attend a Mandatory/Notification Training session run by two staff members on an annual basis.