

Reporting a suspicion a child or young person is at risk Procedure

1. Purpose

This procedure forms part of the DCP commitment to promote safety for children and young people and applies to all forms of harm against which children and young people should ordinarily be protected. It sets out the process for reporting a suspicion on reasonable grounds that a child or young person (including an unborn child) is at risk.

2. Scope

This procedure applies to all DCP employees, regardless of whether they are mandated notifiers under section 30 of the *Children and Young People (Safety) Act 2017* (CYPS Act). The term 'DCP employee' is inclusive of volunteers, students and agency carers employed in DCP residential care environments and aligns with section 64 of the *Criminal Law Consolidation Act 1935* (CLC Act) definition of an employee as contained in the glossary of this procedure.

This procedure applies when, in the course of their work at DCP (including volunteer activities), a DCP employee forms a suspicion on reasonable grounds, that a child or young person is at risk. This includes suspected concerns about an unborn child (child in utero) where there are risk factors likely to impact the safety of the infant after birth.

This procedure also applies to any DCP employee who suspects that sexual abuse is being perpetrated by another DCP employee (including a former DCP employee), whether this suspicion is formed as part of their employment or otherwise. This includes historical allegations where the child or young person is now an adult. If a DCP employee suspects that a child or young person in care is at risk and the suspicion involves a DCP employee or carer, this procedure should be read in conjunction with [Raise a Care Concern Referral](#) in the Raising and responding to care concerns chapter of the Manual of Practice.

It is important when reporting a suspicion that a child or young person is at risk that DCP employees ascertain if the infant, child or young person is Aboriginal or Torres Strait Islander.

3. Authority

3.1 Legislative context

3.1.1 Mandated reporting pursuant to the CYPS Act

[Children and Young People \(Safety\) Act 2017](#) and [Children and Young People \(Safety\) Regulations 2017](#)

DCP employees working directly with children and young people including DCP residential care staff, and those in a management position responsible for service delivery (including providing supervision to employees working directly with children and young people) are mandated notifiers under section 30 CYPS Act. **It is a DCP policy requirement that all DCP employees (regardless of whether they are a mandated**

notifier under the CYPS Act) must follow the requirements of mandated notifiers, unless specifically stated.

If a mandated notifier in the course of their work (whether paid or voluntary) forms a suspicion on reasonable grounds that a child or young person is at risk, they are legally required to report the suspicion as soon as practicable. DCP employees should also report any suspicion formed on reasonable grounds that an unborn child is at risk, provided it meets the criteria outlined in section 4.4.2 of this procedure. However, reporting of suspicions in relation to unborn children is not a legal requirement under the CYPS Act (refer to 4.4.2 for further information).

Mandated notifiers are not required to report a suspicion if any of the following apply:

- they believe on reasonable grounds that another person has reported the matter
- the suspicion was due solely to information provided by a police officer or child protection officer acting in the course of their official duties
- they believe on reasonable grounds that DCP are already aware of all of the information that forms the basis of their suspicion.

Compliance with reporting requirements does not necessarily exhaust the duty of care that mandated notifiers have for children and young people (section 30(2) CYPS Act).

The following penalties may apply for failure to report a suspicion:

- mandated notifiers - up to \$10,000 (section 31(1) CYPS Act)
- all DCP employees (including an employee who is not a mandated notifier but required to follow mandated notifier obligations as per DCP policy) - disciplinary action.

Notifier protections

All notifiers are protected from civil or criminal liability or breach of professional code of ethics if acting in good faith. Disclosure of the identity of a notifier is prohibited by section 163 CYPS Act, unless the disclosure fits into a legislative exception contained in section 163 or in regulation 41:

- it is made with the consent of the notifier
- it is required or authorised by the Chief Executive or under the CYPS Act
- it is made by way of evidence before a court or tribunal
- it is reasonably necessary for the performance of the person's official functions and duties relating to the protection of children and young people from harm
- it is reasonably necessary for the functions and duties of a State authority relating to the protection of children and young people from harm
- it is reasonably necessary to prevent harm, or further harm being caused to the child or young person to whom the information relates.

The [Public Interest Disclosure Act 2018](#) provides additional protection for DCP employees when making a disclosure about the improper or illegal conduct of a public sector employee. Further information can be found in the [Public Interest Disclosure Procedure](#).

3.1.2 Additional legislative obligations imposed by sections 64A and 65 of the Criminal Law Consolidation Act

[Criminal Law Consolidation Act 1935](#) (CLC Act)

The CLC Act imposes additional requirements on a DCP employee when there is a suspicion of sexual harm against a child or young person by another DCP employee. The term employee under the CLC Act is defined in the Glossary and includes volunteers, students and agency carers in DCP residential care environments. Section 4.8.1 also contains further information in relation to these requirements.

Failure to report suspected child sexual abuse (section 64A of the CLC Act)

DCP employees must make a report to South Australia Police (SAPOL) if they know, suspect or should have suspected that another DCP employee has engaged (whilst employed by DCP), is engaging, or is likely to engage, in the sexual abuse of a child or young person. In some circumstances this requirement applies for suspicions of sexual abuse where the child or young person is now an adult.

When DCP employees suspect previous sexual abuse by another DCP employee, this must be reported to SAPOL if any of the following conditions are met:

- the child is still under the age of 18 years; OR
- the alleged perpetrator is still employed by DCP or another institution providing services to children and young people under their care, supervision or control; OR
- the alleged sexual abuse took place within the last ten years.

Failure to comply may result in up to three years imprisonment for the DCP employee. It is a defence to the charge of failing to report if DCP employees have a reasonable excuse for failing or refusing to report such as believing on reasonable grounds that the matter has already been reported to police or as a notification under the CYPS Act.

DCP employees who make a report in accordance with this requirement in good faith are protected from any civil or criminal liability for making the report. Furthermore, the identity of notifiers who report the sexual abuse in compliance with the CLC Act is protected by section 163 (as if the notification had been made under section 31 of the CYPS Act).

Failure to protect child from sexual abuse (section 65 of the CLC Act)

DCP employees must take steps to reduce or remove the risk of abuse if there is a substantial risk that another DCP employee will engage in sexual abuse of a child or young person:

- who is under 17 years of age; OR
- 18 years of age where the perpetrator is in a position of authority (see Glossary for definition).

Failure to reduce or remove the risk may result in up to 15 years imprisonment for the DCP employee.

3.2 Whole of Government requirements

- [Code of Ethics for the South Australian Public Sector](#)
- [The Charter of Rights for Children and Young People in Care](#)

3.3 DCP requirements

- [DCP Strategic Plan 2022-2026](#)
- [The DCP Practice Principles](#)
- [Safe Environments for Children and Young People](#) training (component of the DCP mandatory training program)
- The Aboriginal and Torres Strait Islander Child Placement Principle & Core Elements

4. Procedure requirements

4.1 Secure immediate safety and wellbeing

The immediate safety and wellbeing of the child or young person must be considered and addressed before taking any other action. If there is an immediate or life threatening danger, DCP employees must request assistance from SAPOL or other relevant emergency services by calling 000. DCP employees should also consider whether immediate medical attention is required. Additional legal requirements where there is a risk of sexual abuse against a child or young person perpetrated by a DCP employee are outlined in section 4.8.1.

Compliance with reporting requirements does not necessarily exhaust the duty of care that mandated notifiers have for children and young people pursuant to section 30(2) CYPS Act.

4.2 Support the child or young person

Making a notification does not remove any duty of care to the child or young person. If a child or young person discloses harm or being at risk of harm, they may feel a range of distressing emotions including fear, anxiety, shame, guilt, powerlessness and anger. DCP employees must:

- remember the child or young person may be experiencing a crisis
- listen carefully
- control expressions of panic or shock
- take what the child or young person says seriously
- use the child or young person's own words
- tell the child or young person that this has happened to other children and young people and that some adults do wrong things, if appropriate
- reassure the child or young person that they have done the right thing by telling someone
- tell the child or young person you will do your best to support them but do not make promises you may not be able to keep
- explain to the child or young person that the information will need to be shared with someone who can help them.

DCP employees should use open ended questions and avoid using leading questions if more information is required to assist the Child Abuse Report Line to make an informed assessment. Further information can be found on the [Responding to a child or young person about harm](#) section of the DCP website.

It is important to accurately document, preferably in question and answer format, what the child or young person has said, in their own words, as soon as possible after the disclosure.

If DCP employees have an ongoing relationship with the child or young person, they should discuss longer term responses to support the safety and wellbeing of the child or young person with their supervisor or line manager, involving relevant members of the care team as soon as practicable. This may include:

- assessment of the safety and ongoing suitability of current placement and staffing arrangements
- access to appropriate therapeutic supports
- access to culturally appropriate supports and interventions
- safety planning.

4.3 If the information has been received from another person

Information provided by a mandated notifier

If DCP employees receive information from a mandated notifier that the notifier suspects a child or young person is at risk and this suspicion has been formed in the course of their work, DCP employees must advise the notifier to make the report to the Child Abuse Report Line (CARL) on 13 14 78 or via e-CARL (pursuant to section 31, CYPS Act 2017) and confirm the mandated notifier's intention to make the report.

Refer to the [Reporting suspected harm of children and young people](#) DCP web page for further information about who is a mandated notifier and how and when to make a report.

Information provided by a person who is not a mandated notifier

If a person who is not a mandated notifier provides information to a DCP employee that they suspect a child or young person is at risk of harm and this information is not already known to DCP, the DCP employee must make a notification as outlined in section 4.4.

The DCP employee should gather detailed information from the notifier about the child, young person and their family, the issues of concern, cultural considerations and the involvement of services. This assists the DCP Call Centre to undertake a holistic assessment of the strengths, protective factors and risks to children and young people.

DCP employees should refer to the DCP web page [Preparing to report or notify suspected harm to children or young people](#) regarding the information that must be gathered.

Refer to the [DCP Assessment framework for staff](#) for further guidance about the considerations and processes that should inform a holistic assessment.

When gathering information about a report regarding an Aboriginal and Torres Strait Islander infant, child or young person, the following information should be explored:

- ask the person providing the information if the infant, child, young person or family identifies as Aboriginal or Torres Strait Islander and if they identify with any specific Aboriginal or Torres Strait Islander Nations or language groups
- when gathering information, be reflective on cultural bias and ask questions to understand the infant, child or young person and family's voice as much as possible. Refer to the [Bias in Child Protection Practice Practice Paper](#) for further guidance
- seek information about the importance and significance of culture to the family's functioning and to those involved with raising the infant, child or young person
- consider the role of parents, siblings, grandparents and extended family and kinship relationships in caring for the infant, child or young person and identify protective people within the family and kinship network from the earliest possible opportunity
- enquire about culturally appropriate community resources and supports that may be involved with the family or that could be engaged to support the family.

4.4 Make a notification

All DCP employees are required to make a notification to the Child Abuse Report Line as soon as practicable if they have suspicion on reasonable grounds that a child or young person is at risk, regardless of whether they are a mandated notifier. Informing a line manager or making a record is not adequate. DCP employees do not require evidence that harm has occurred. Child Abuse Report Line workers are responsible for assessing the appropriate response and referring information, once a notification has been made. It is important that all notifications are assessed by the Child Abuse Report Line for quality assurance and consistency.

In addition, DCP employees are required to report to SAPOL suspicions of sexual abuse against a child or young person perpetrated by a DCP employee as outlined in section 4.8.1.

All DCP employees must complete the Safe environments for children and young people mandatory training and should refer to this training when considering whether a notification is required. The [Mandatory Notification Information Book: Safe environments for children and young people](#) provides further guidance. DCP employees will need to provide the Child Abuse Report Line with the information outlined in the [DCP notifications checklist](#).

If the DCP employee is able to raise a notification in C3MS, they should follow the guidance in section 4.5 of this procedure. DCP employees not familiar with how to raise a notification in C3MS should phone the DCP Child Abuse Report Line on [REDACTED] and make the notification.

Child Abuse Report Line workers will then conduct an assessment using the [SDM® Screening and Response Priority Policy Procedures Manual](#).

DCP employees should consider whether the situation needs to be managed in accordance with the [Significant incident reporting Procedure](#) and/or [Residential Care: Incident management Procedure](#). If there is reasonable suspicion that a criminal offence has occurred, a report must be made to SAPOL on 131 444 without delay.

If more than one DCP employee receives the same information about a child or young person at the same time, for example during a care team meeting, one DCP employee present must take responsibility for making the notification including all identified concerns and a list of other witnesses, where possible. If DCP employees receive or observe additional information about the same matter, the new information must be reported as soon as practicable to the Child Abuse Report Line. Multiple notifiers can be listed under the same notification. If the concerns relate to sexual abuse of a child or young person perpetrated by a DCP employee, then any DCP employee that has formed a suspicion that sexual abuse has or is likely to take place must make a report to SAPOL (as outlined in section 4.8.1).

DCP employees must consider the following when determining whether a notification is required.

4.4.1 Cultural considerations

When considering if a child or young person is at risk, safety must always be the paramount consideration and the response should not be minimised due to cultural considerations. However, it is important to understand that approaches to parenting can vary considerably across culturally diverse groups and DCP employees should focus on the impact to the child or young person and avoid comparison with child-rearing practices from their own cultural background.

Aboriginal and Torres Strait Islander infants, children and young people

DCP employees should refer to the [Bias in Child Protection Practice Paper](#) and the [Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper](#) for further information when considering concerns relating to Aboriginal and Torres Strait Islander infants, children and young people.

Culturally and linguistically diverse children and young people

Parenting can vary considerably for families and young people who identify as culturally and linguistically diverse and/or belonging to New and Emerging Communities (NEC). DCP employees should refer to the [Working with cultural diversity Practice Paper](#) when considering concerns relating to children and young

people from CALD backgrounds. DCP employees should also refer to the [Bias in Child Protection Practice Practice Paper](#) and the [Culturally and linguistically diverse child placement Policy](#).

DCP employees can refer to [Multicultural Services Service Delivery Model](#) for further guidance about how and when to consult with Multicultural Services when responding to reports or reporting a suspicion a child or young person is at risk.

4.4.2 Concerns relating to an unborn child

If there is existing case management involvement with the family, DCP case management staff should attempt to address the concerns with the parents of the unborn child prior to making a notification whenever possible. Additional care should be taken to work with Aboriginal and Torres Strait Islander families in a culturally safe way when there are concerns relating to unborn children, given the overrepresentation of Aboriginal and Torres Strait Islander infants in the statutory child protection system.

Although it is not a legislative requirement to report a concern in relation to an unborn child, it is specifically permitted by the legislation, and it is a requirement of this procedure that DCP employees raise a notification relating to an unborn child if **all** of the following apply:

- there are reasonable grounds to suspect that the mother is pregnant
- there are risk factors likely to impact on the safety of the infant when born, for example, alcohol and/or other drug use, domestic and family violence, unmanaged or volatile mental health, disability impacting intellectual functioning that limits capacity to recognise and meet the needs of an infant
- any attempts to address concerns with the parents (either by DCP or another agency) have been unsuccessful.

4.4.3 Infants and young children

Infants and young children are more vulnerable to harm due to their level of dependency, lack of mobility and limited communication. Refer to [Working with infants Practice Paper](#) for further information.

Additional care should be taken to work with Aboriginal and Torres Strait Islander families in a culturally safe way when there are concerns relating to infants and young children, given their overrepresentation in the statutory child protection system.

4.4.4 Children and young people with a disability and/or developmental delay

Children and young people with disability or developmental delay are particularly vulnerable to harm. This can be a result of being less able to communicate their needs, more dependent on others, and less able to recognise harmful behaviours. DCP employees should be mindful of this when considering disclosures made by children and young people with a disability and when determining whether there is suspicion on reasonable grounds that they have been harmed or are at risk of harm. For further information, refer to [Working with children and young people with disability Practice Paper](#).

4.5 Recording a notification in C3MS

Suspicions about sexual abuse perpetrated by a DCP employee must be notified by telephone to the Child Abuse Report Line and not recorded directly into C3MS (see section 4.8.1).

In all other situations, DCP employees should raise a notification in C3MS if they are familiar with the process. DCP employees who are not familiar with how to raise a notification in C3MS should phone the DCP Child Abuse Report Line on [REDACTED] and make the notification.

The [C3MS Guides - Care and Protection](#) and [C3MS Guides Care Concerns](#) pages provides further information on creating a Child Protection case, recording an Intake, Familial New Allegation or Care Concern. The following C3MS guides should be used to assist DCP employees on raising a notification in C3MS depending on the report type:

- Notification on a new case
 - [C3MS Guide: Intake Report – Recording a child protection notification on a new case](#)
- Notification on a current/open case
 - [C3MS Guide: Recording Familial New Allegations](#)
 - [C3MS Quick Reference Guide: Familial New Allegations – Recording Guidelines](#)
- Notification about extra-familial concerns
 - [C3MS Guide: Recording an Extra-Familial Notification in the EXF Component in C3MS](#)
- Notification about an unborn child
 - [C3MS Summary Guide: Report on Unborn Intake Sub-Type](#)
- Recording a Care Concern Referral
 - [C3MS Care Concern Guides and Videos.](#)

Refer to [Determine report type](#) in the DCP Call Centre chapter of the Manual of Practice for further information about report types. A notification must be raised for each child or young person involved in the concern or copied across a person group (if relevant).

The child protection history for the child or young person, adults involved and other relevant persons connected to the child or young person must be reviewed and summarised. This will assist the Child Abuse Report Line with their assessment, confirming any recent contact with DCP or other services, if the child or young person is in care and the alleged perpetrator's contact with other children or young people.

DCP employees must advise the DCP Call Centre by telephone [REDACTED] when the notification is ready for assessment. It is a legislative requirement that notifications are made to the Child Abuse Report Line.

4.6 Recording requirements for DCP residential care staff

Relevant behaviours, observations or physical presentations that cause concern must be recorded accurately in the E-log or Observation log, if appropriate. Refer to the [Residential Care: E-log \(electronic log\) Procedure](#) and [Residential Care: Observation logbook recording and records management Procedure](#) for further guidance.

If there are concerns about information security, for example an allegation that involves a DCP employee who has E-log access, the information should not be recorded in the E-log and must be recorded in a password protected attachment to an email and sent to the line manager. In cases where the line manager may be involved in the allegation, this email should be sent to the next most senior and appropriate person. This process also applies to images or digital media files that might be relevant to a notification.

This is in addition to making a report to the Child Abuse Report Line and any requirements outlined in 4.8.1 if the suspicion relates to sexual abuse of a child or young person perpetrated by a DCP employee.

4.7 If there is an allegation that a child or young person has caused harm

If a child or young person is alleged to have harmed another child or young person, or there is a risk of harm, the legal obligation to notify remains the same. For DCP residential care placements, DCP residential care staff caring for the children or young people involved should be made aware of the concerns. DCP residential care staff must then consult with their supervisor or line manager for advice on how to support and protect the children or young people involved. For further information, refer to the [Practice Approach: Trauma lens for children and young people Iceberg Model](#) and [Supporting children and young people who display problem harmful sexual behaviours Practice Paper](#).

4.8 If there is an allegation that a DCP employee or another professional has caused harm

If a DCP employee or another professional is alleged to have harmed a child or young person, or there is risk of harm, the legal obligation to notify remains the same. The Child Abuse Report Line will assess and determine the appropriate response. If required, the Care Concern Management Unit or SAPOL may investigate.

DCP employees are not required to discuss the concerns with any other person including their line manager prior to making a notification, regardless of the identity of the alleged perpetrator. However, if there are immediate safety or wellbeing concerns for the child or young person, the notifier must discuss this with their line manager (or next most senior person if appropriate).

If contact with the alleged perpetrator is expected and the child or young person, or other children or young people may be at risk of harm, immediate action must be taken to address their safety. DCP employees are subject to additional responsibilities to protect children and young people that are at risk of sexual abuse by another DCP employee as outlined in section 4.8.1. It is the responsibility of the supervisor or manager to manage the situation with sensitivity to ensure the safety of all children and young people in their care. The supervisor or manager should ensure that any DCP employee involved in the allegations has access to appropriate supports and counselling pending an investigation outcome.

Further information about concerns involving a DCP employee or carer can be found in [Raise a Care Concern Referral](#) in the Raising and responding to care concerns chapter of the Manual of Practice.

4.8.1 Suspicions of sexual abuse perpetrated by a DCP employee

DCP employees are subject to additional responsibilities where there is a suspicion that another DCP employee has sexually abused a child or young person, which are outlined below. DCP employees can also refer to the [Criminal Law Consolidation Act 1935 flowchart](#) for further information.

If a DCP employee knows or suspects that another DCP employee, while employed by DCP, has sexually abused a child or young person or is likely to, they must do the following:

- make a notification to the Child Abuse Report Line by calling [REDACTED]. DCP employees MUST NOT raise the notification themselves in C3MS to ensure the confidentiality of sensitive information
- attend a police station to report the information in person
- maintain their own personal records of actions taken. Noting that these records are considered as case records under the [Case recording Procedure](#) and DCP staff should be mindful of storage, retention and disposal requirements.



It is important that any information relating to the identity of the perpetrator is not recorded in C3MS, E-Log or the Observation logbook.

DCP employees are required to report the information to both the Child Abuse Report Line and SAPOL even if they believe that a report has been made by another DCP employee.

The requirements to report (outlined above) apply in all of the following situations:

- the alleged or likely abuse did not occur in a DCP setting or as part of the perpetrator’s work activities
- the identity of the child or young person is unknown
- the child or young person is now an adult, if:
 - the perpetrator is still an employee of DCP; or
 - the perpetrator is employed (including voluntary activities) by another organisation that provides services to children that are under their care, supervision or control; or
 - the sexual abuse occurred during the last ten years.
- the alleged perpetrator of suspected sexual abuse is no longer an employee of DCP, if:
 - the child or young person is still under the age of 18 years old; or
 - the alleged abuse occurred during the last ten years; or
 - the perpetrator is employed (including voluntary activities) by another organisation that provides services to children that are under their care, supervision or control.

In addition to requirements outlined above, DCP employees must take steps to reduce or remove the likelihood that a child or young person will be sexually abused by another DCP employee if there is a substantial risk of this occurring. The appropriate response will vary depending on the DCP employee’s level of responsibility and power to intervene. Unless the DCP employee has direct line management of the alleged perpetrator, this will involve informing a manager (or next most senior person if appropriate) of their observations or knowledge. Any further actions can then be discussed in consultation with the manager.

DCP employees who have an authority to reduce or remove the risk of abuse occurring must act accordingly.

If a child or young person is at imminent risk of sexual abuse, DCP employees should not delay intervening to ensure the safety of the child or young person in order to discuss the matter with a manager. However, discussion with a manager should take place as soon as possible after.

5. Compliance, monitoring and evaluation

This document will be reviewed every three years to ensure currency and applicability, or more frequently if there are any changes to workplace practices and/or relevant legislation.

6. Related documents

Related documents, forms and templates
Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper
Bias in Child Protection Practice Practice Paper
C3MS Care Concern Guides and Videos
C3MS Guide: Intake Report – Recording a child protection notification on a new case
C3MS Guide: Recording an Extra-Familial Notification in the EXF Component in C3MS

C3MS Guide: Recording Familial New Allegations
C3MS Quick Reference Guide: Familial New Allegations – Recording Guidelines
C3MS Summary Guide: Report on Unborn Intake Sub-Type
Criminal Law Consolidation Act 1935 flowchart
Culturally and linguistically diverse child placement Policy
DCP Assessment framework for staff
DCP notifications checklist
Determine report type key step of the Call Centre chapter of the Manual of Practice
Mandatory Notification Information Book: Safe environments for children and young people
Practice Approach: Trauma lens for children and young people Iceberg Model
Raise a Care Concern Referral in the Raising and responding to care concerns chapter of the Manual of Practice
Residential Care: E-log (electronic log) Procedure
Residential Care: Incident management Procedure
Residential Care: Observation logbook recording and records management Procedure
SDM® Screening and Response Priority Policy Procedures Manual
Significant incident reporting Procedure
Supporting children and young people who display harmful sexual behaviours Practice Paper
Working with children and young people with disability Practice Paper
Working with cultural diversity Practice Paper
Working with infants Practice Paper

7. Glossary

Term	Meaning
Employee	An employee of an institution is defined under section 64 of the CLC Act to include: <ol style="list-style-type: none"> i. a self-employed person who constitutes, or who carries out work for, an institution; or ii. carries out work for an institution under a contract for services; or iii. carries out work as a minister of religion or as part of the duties of a religious or spiritual vocation; or iv. undertakes practical training with an institution as part of an educational or vocational course; or v. carries out work as a volunteer for an institution; or vi. is of a class prescribed by the regulations
Position of authority	A person is in a position of authority in relation to a person under the age of 18 years (the child) under section 65(3) the CLC Act if— <ol style="list-style-type: none"> a) the person is a teacher and the child is a pupil of the teacher or of a school at which the teacher works; or



Term	Meaning
	<ul style="list-style-type: none"> b) the person is a parent, step-parent, guardian or foster parent of the child or the de facto partner or domestic partner of a parent, step-parent, guardian or foster parent of the child; or c) the person provides religious, sporting, musical or other instruction to the child; or d) the person is a religious official or spiritual leader (however described and including lay members and whether paid or unpaid) in a religious or spiritual group attended by the child; or e) the person is a health professional or social worker providing professional services to the child; or f) the person is responsible for the care of the child and the child has a cognitive impairment; or g) the person is employed or providing services in a correctional institution (within the meaning of the <i>Correctional Services Act 1982</i>) or a training centre (within the meaning of the <i>Young Offenders Act 1993</i>), or is a person engaged in the administration of those Acts, acting in the course of the person's duties in relation to the child; or h) the person is employed or providing services in a licensed children's residential facility (within the meaning of the <i>Children and Young People (Safety) Act 2017</i>), or a residential care facility or other facility established under section 36 of the <i>Family and Community Services Act 1972</i>, or is a person engaged in the administration of those Acts, acting in the course of the person's duties in relation to the child; or i) the person is an employer of the child or other person who has the authority to determine significant aspects of the child's terms and conditions of employment or to terminate the child's employment (whether the child is being paid in respect of that employment or is working in a voluntary capacity).



Document control

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3 December 2021	1.0	New procedure which has consolidated the Mandatory notification practice guidance and DCP Residential Care – Procedure: Mandatory Reporting.
21 June 2022	1.1	Amendments to align with new requirements in the Criminal Law Consolidation Act 1935
6 September 2024	2.0	Review as per the DCP policy review cycle.