

**CEC 191****MANDATORY REPORTING POLICY**

Catholic Education Northern Territory, as a ministry of the Catholic Church, upholds the overarching Diocese of Darwin Child Safety and Protection Policy and Procedure. Therefore, Catholic Education is committed to providing a safe environment which promotes the dignity and worth of all persons and supports the care, wellbeing and protection of children and young people.

In the Northern Territory, legislation promotes the wellbeing of all persons, including children, and provides measures to safeguard the wellbeing of children and the protection of all persons. One of these measures is Mandatory Reporting.

Catholic Education is committed to:

- compliance with relevant legislation, including the legal responsibilities of Mandatory Reporting
- the execution of the Mandatory Reporting Training procedures and programs necessary to support and implement this policy.

This policy articulates the reporting obligations on Catholic Education; the employees and personnel who work in the schools, colleges, Early Learning Centres, preschools, Out of Hours School Care facilities and in the Catholic Education Office.

There are two areas to this policy -

1. The Mandatory Reporting requirements of the Care and Protection of Children Act (NT) which is safeguarding the wellbeing and safety of children; and
2. The Mandatory Reporting requirements of the Domestic and Family Violence Act (NT) which ensures protection of all persons, including children, who experience or are exposed to domestic/family violence.

Catholic Education will:

- induct leaders in their responsibilities in ensuring Mandatory Reporting training is provided in each school, college, Early Learning Centre, preschool, Out of Hours School Care facility and in the Catholic Education Office
- review this policy and training every two years in order to comply with the legal responsibilities and reporting obligations (mandatory reporting).
There are two procedures linked to this policy:
 - *Mandatory Reporting - Harm to a Child Procedure*
 - *Mandatory Reporting - Safety and Protection of all Persons Exposed to Domestic and Family Violence Procedure*

Leaders will:

- train employees and volunteers in each school, college, Early Learning Centre, preschool, Out of Hours School Care and in the Catholic Education Office in their responsibilities and legal obligations of Mandatory Reporting
- keep records of the Participation in Mandatory Reporting Training of staff in schools, colleges, Early Learning Centres, preschools, Out of Hours School Care and the Catholic Education Office.

Number	CEC 191	MANDATORY REPORTING POLICY	
Approved by	Director CENT	Signature	
Date approved	19/08/2015	Version number	1
Document application	CEO staff All Catholic Education employees and volunteers in schools, colleges, Early Learning Centres, preschools, Out of Hours School Care, whether paid or unpaid	SIRF area	Leadership, Pastoral Care and Wellbeing, Teaching and Learning.