

Mandatory Reporting Policy and Procedure – DanceArts

Summary

This policy and procedure outlines how DanceArts will ensure that Mandatory Reporting provides a safe environment for all children and young people who participate in our organisation.

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| Policy Number | 4 |
| Applies to | All DanceArts staff |
| Issued by | Principal of DanceArts |
| Content author | Donna Woodward |
| Version Implementation | July 2023 |
| Review Date | July 2026 |

What is a Mandated Report?

A mandated report is the legal documentation of suspected harm or abuse of a child or young person. The Mandatory Report can be made in three ways and anonymously if preferred.

1. Calling 000 or the police

In the case of an emergency or imminent danger

2. Calling the Child Abuse Report Line (CARL) on 131478

As above and for all serious concerns

3. Contacting the online reporting system (e-CARL) [Families SA](#)

my.families.sa.gov.au

In the case of a belief or suspicion of harm or abuse of a child/ren or young person.

(e-CARL would not be used to submit information regarding imminent danger and/or an emergency. Refer to the above contacts in this instance).

Who is a Mandated Reporter?

At DanceArts, we consider a Mandated Reporter to be:

Any employee or volunteer of DanceArts over the age of 18 years.

As defined in Section 30 of the *Children and Young People (Safety) Act 2017*, DanceArts' staff and volunteers are mandated reporter/notifiers under:

- employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children or young people, being a person who:
- provides such services directly to children or young people, or
- holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children or young people.

<https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>

As a mandated reporter you are required to notify the Department for Child Protection if you suspect a child or young person is, or may be, at risk.

It is an offence not to make a report.

When would a Mandatory Report be made?

Key to deciding whether a Mandatory Report is to be made, is the belief or suspicion that a child or young person is or has been, at risk of harm.

It is not our role as Mandatory Reporters to investigate or prove the suspicion is correct. This is the role of Child Protection Services and the Police. However, if we have a suspicion or belief that there is harm or abuse, then the policy and procedure as outlined here, MUST be followed.

The following lists should be used as a guide only to help determine if your suspicions that a child or young person is, or may be, at risk of harm should be reported to the Child Abuse Report Line.

It is important to consider cultural factors that may have an impact on how children and young people understand or describe their experience/s of harm, or otherwise have an impact on their willingness or ability to disclose harm. This may be due to experiences of intergenerational trauma, shame, fear of social exclusion, or potential adverse impacts on their standing within their cultural community.



Types of risk and harm against children and young people are:

- Sexual harm and grooming
- Physical harm
- Domestic and family violence
- Emotional harm
- Neglect
- Substance use and/or mental health or social and emotional wellbeing that impacts the safety and wellbeing of the child or young person.

Responding to a child or young person about harm

When a child or young person discloses that they have experienced harm or are at risk of harm, the most important thing is to make sure the child or young person feels supported and safe.

The lists below provide a broad overview for how to support the child or young person.

During and/or after a child or young person has made a disclosure about being harmed, or being at risk of harm; clarify the situation with open ended questions.

- Tell me more about...
- How did it happen?
- What happened?
- And then what happened?
- Who was there?
- How do you feel about it?
- How often has it happened?
- How does the other person react?
- Tell me about your relationship with...

Do not use leading questions.

A leading question implies or contains its own answer. It subtly prompts the respondent to answer in a particular way. For example, was your mother there? Or Did you feel frightened?

What not to Report

The following are examples of scenarios where contacting the Child Abuse Report Line is not necessary.

- Criminal behaviour
- Family observations
- Child or young person with mental health issues
- There are no reasonable grounds of suspicion of harm.

Alternatively to a Mandated Report, the mandated reporter/notifier should consider how they can continue to support the family within their professional capacity and explore other [support services available for children, young people and families](#) that may be able to help address the concerns, if appropriate.

The following are examples of scenarios where contacting the Child Abuse Report Line is not necessary. The mandated reporter/notifier should consider how they can continue to support the family within their professional capacity and explore other [support services available for children, young people and families](#) that may be able to help address the concerns, if appropriate.

There are a range of services providing additional support to families in South Australia such as:

- Anglicare SA
- Dads in Distress
- Domestic violence crisis service
- Grandparents for Grandchildren SA (GFGSA)
- Mensline
- Mission Australia
- Parenting SA
- Relationships Australia
- SAPOL- help and support for domestic violence
- St Vincent de Paul

Counselling Services include:

- Blue Knot Foundation
- Child and adolescent mental health service
- Drug and Alcohol Services South Australia
- Kids Helpline
- State-wide victims support service
- Uniting Communities
- Crisis helplines
- Youth health service

Additional Resources and Training

The Department for Human Services maintains a register of endorsed organisations to deliver Safe Environments training, which includes information on how to respond to the child or young person who makes a disclosure.

The Department for Education offers the Responding to Risks of Harm, Abuse and Neglect – Education and Care course.

Links:

[Safe Environments training](#)

[Responding to Risks of Harm, Abuse and Neglect – Education and Care](#)