
CHILD PROTECTION AND MANDATORY REPORTING POLICY

This policy details the responsibilities and actions required of staff to protect children in circumstances where abuse is suspected or when allegations of child abuse are made against staff, children or other people in the community.

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Registration Standard/s

- ☐ Standard 1
- ☐ Standard 2
- ☐ Standard 3
- ☐ Standard 4
- ☐ Standard 5
- ☐ Standard 6

- ☒ Standard 7
- ☐ Standard 9
- ☒ Standard 10
- ☐ Standard 11
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1. RATIONALE

- 1.1. All staff employed by Perth Montessori are responsible for the care, safety and protection of children. This responsibility extends to the identification and timely response to concerns regarding the possible sexual, physical, psychological and emotional abuse or neglect of a student.
- 1.2. This policy clarifies responsibilities of all stakeholders and provides processes for responding to concerns and incidents. It links to legislative requirements and other Perth Montessori policies.

2. DEFINITIONS

TERM	DEFINITION
Child Abuse	Abuse of a child can be physical, sexual, emotional, or psychological, and includes neglect.
Physical Abuse	Any non-accidental physical injury or harm.
Sexual Abuse	Any act where an adult, adolescent, or older child uses their power over a child to involve them in sexual activity. Includes grooming behaviour.
Emotional Abuse	Persistent emotional maltreatment, rejection, hostility, or exposure to family violence that damages a child's self-worth.
Neglect	Failure to provide for a child's basic needs including food, clothing, shelter, supervision, health care, and safety.
Grooming	Behaviour designed to gain the trust of a child, family, or community with the intent of sexually abusing the child.
Mandatory Reporter	Under the Children and Community Services Act 2004 (WA), teachers and boarding supervisors must report beliefs of child sexual abuse to the Department of Communities – Child Protection and Family Support.
Reportable Conduct	Conduct by staff that may constitute child abuse or misconduct.

3. SCOPE

- 3.1. This policy applies to all Perth Montessori staff, volunteers, contractors, students, parents/carers, visitors, and Board members.
- 3.2. The policy governs conduct on school premises, during school activities (on and off site), excursions, camps, and in online environments associated with the school.

4. POLICY STATEMENT

4.1. Roles and Responsibilities

- 4.1.1. Board – Ensures governance frameworks, approves policies, monitors compliance, and supports a child safe culture.
- 4.1.2. Principal – Leads implementation of this policy, ensures staff training, and fulfils external reporting obligations.
- 4.1.3. Staff and Volunteers – Must comply with this policy, complete child protection training, and report any concerns immediately.
- 4.1.4. Parents and Carers – Support child safety practices and raise concerns appropriately.
- 4.1.5. Students – Are encouraged to speak up if they feel unsafe or uncomfortable.

4.2. Child Safety Commitments

- 4.2.1. Perth Montessori upholds the National Principles for Child Safe Organisations.
- 4.2.2. Children's safety and wellbeing are central to all decisions and actions.
- 4.2.3. Children and young people actively provide voice through Student Council, class meetings, and direct consultation. Students are informed of their rights and given accessible ways to raise concerns. Posters and child-friendly materials are displayed to help students understand their rights and pathways to seek help.
- 4.2.4. Families and the community are informed of school policies, provided with opportunities for input, and engaged in building a safe and inclusive school culture.
- 4.2.5. Perth Montessori upholds equity and respects diversity, ensuring cultural safety for Aboriginal and Torres Strait Islander children, children with dis/abilities, culturally and linguistically diverse students, and diverse gender/sexual identities.
- 4.2.6. Recruitment, Working with Children Checks, induction, supervision, and professional development ensure that all staff and volunteers reflect child safety values in practice.
- 4.2.7. The complaints system is accessible, child-friendly, and culturally safe. Allegations are treated seriously, reported to external authorities, and managed with fairness and transparency.

4.2.8. Staff and volunteers receive regular training on recognising, preventing, and responding to harm, including online and cultural safety.

4.2.9. Perth Montessori assesses and manages risks in both physical and online environments, ensuring safe supervision and technology use.

4.3. Identification and Reporting

4.3.1. All staff have a legal obligation to report concerns of child sexual abuse under the Children and Community Services Act 2004 (WA).

4.3.2. Concerns of abuse and/or neglect must be reported immediately to the Principal (or delegate).

4.3.3. The Principal will:

4.3.3.1. Activate and follow the School's Procedure for Responding to Child Abuse Concerns and Mandatory Reporting.

4.3.3.2. Report sexual abuse to the Department of Communities.

4.3.3.3. Notify the Teacher Registration Board of WA where required.

4.3.3.4. Report to the Ombudsman WA under the Reportable Conduct Scheme.

4.3.4. All allegations of abuse involving school staff will be treated as reportable conduct and referred to the relevant external authority.

4.3.5. Internal records of reports will be maintained securely and confidentially.

4.4. Communication and Support

4.4.1. The school will provide clear information to parents and carers about child safety practices.

4.4.2. Children who disclose abuse will be listened to respectfully and provided with appropriate support.

4.4.3. The school will cooperate with external agencies in all child protection matters.

4.5. Review and Continuous Improvement

4.5.1. Child safety practices are reviewed regularly with feedback from students, families, and staff.

4.5.2. Complaints and incidents are monitored to identify systemic improvements.



Figure 1: Wheel of Child Safety, National Principles for Child Safe Organisations

5. RELATED DOCUMENTS

5.1. Relevant Legislation or Authority:

- 5.1.1. Children and Community Services Act 2004 (WA)
- 5.1.2. Disability Discrimination Act 1992 (Cth) & Disabilities Discrimination Act: Standards for Education 2005 (Cth)
- 5.1.3. Sex Discrimination Act 1984 (Cth)
- 5.1.4. Working with Children (Criminal Record Checking) Act 2004 (WA) & Regulations 2005 (WA)
- 5.1.5. Teacher Registration Act 2012 (WA)

5.2. Related School Policies and Procedures:

- 5.2.1. Procedure for Responding to Child Abuse Concerns and Mandatory Reporting
- 5.2.2. Child Friendly Child Safe

- 5.2.3. Concerns, Complaints & Disputes
- 5.2.4. Critical and Emergency Incidents
- 5.2.5. Privacy and Records Management
- 5.2.6. Staff Code of Conduct

REVISION HISTORY

#	Date	Owner	Change
v1.0	21 Jan 2005	Board	Initial drafting and proposal to the Board.
V1.1	10 Jul 20012	Board	Rewritten to include definitions, legislation and responsibilities, as well as new procedures.
v1.2	27 Apr 2015	Nerida Doherty	Reformatted, removal of procedures.
v1.3	01 May 2017	Nerida Doherty	Review and incorporation of Child Safe Organisations WA: Guidelines.
v1.4	13 Jun 2020	Marg Pontin	Amended to ensure policy is in line with audit findings.
v1.5	04 Aug 2022	Andrew Marsh	Reformatted with Perth Montessori template.
v1.6	29 Jan 2023	Sally Alderton	Amended list of related policies to reflect changes since publication.
V1.7	27 Sep 2025	Sally Alderton	Amended relevant legislation, expanded child safety commitments. Changed name to include 'Mandatory Reporting'. Added note on procedure.