LOWER PLENTY PRIMARY SCHOOL OSH 

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# REPORTING GUIDELINES AND DIRECTIONS

# (FOR HANDLING DISCLOSURES AND SUSPICIONS OF HARM)

## PURPOSE

Lower Plenty Primary School OSHC actively works to provide all children with a safe and suitable environment. In the event that a child or relative discloses information to an adult, the service shall implement the following procedures to ensure that this information is managed appropriately and that all suspicions of harm are reported in accordance with relevant legislative requirements

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* Staff will receive appropriate child protection training
* Staff will receive information and support in how to handle situations where information is disclosed to them by a child or by a member of the child’s family or other person
* Staff shall report such information or suspicions of harm in a confidential manner to the Coordinator or nominated person
* The Coordinator shall take action in accordance with the Department of Human Service’s step-by-step guide to making a report to Child Protection or Child FIRST.

## FURTHER INFORMATION AND RESOURCES

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Quality Area 7

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2024.