Child Protection Reporting Procedures
Ainslie Preschools

The following procedures will be followed if there is suspicion of a child being at risk.

- Educators who consider the risk of harm for a child to require immediate police attention should ring emergency service (000).
- Educators must report any belief on reasonable grounds that the child has experienced or is experiencing sexual abuse and/or non-accidental physical injury. Educators are also required to report any reasonable belief of emotional abuse or neglect. Reports are to be made to Care and Protection Services Centralised Intake Service as soon as possible on 1300 556 728 or by fax to 6205 0641 (24 hours service).
- Educators must report any suspicions or beliefs that a child or young person is experiencing or likely to experience any type of abuse or neglect to the Principal of Ainslie School.
- If the subject of the report is a Directorate staff member, educators must make a report to the school principal. Refer to the ‘Child Abuse and Neglect Guidelines for Schools’ on Index for further information.
- If the subject of the report is the school principal, educators must also immediately report the matter to the relevant School Network Leader. Please refer to the ‘Child Abuse and Neglect Guidelines for Schools’ on Index for further information.
- Information about concerns of neglect or abuse and reports made to Care and Protection Services Centralised Intake Service should be stored in a secure and confidential location. This information is sensitive information and must be protected under the Children and Young People Act 2008. Information should not be kept on the Student Record File or files that can be accessed by or passed onto general school staff.
- Educators are required to co-operate with Care and Protection Services and the Australian Federal Police when they are investigating child abuse and/or neglect of a child or young person.