

Mandatory Reporting - Quick Guide

For all schools staffs including volunteers

The School of Chinese Education | Staff quick reference | Version 1.0 | 02 August 2026

! IMMEDIATE DANGER Call 000. Do not wait for the Principal, Child Safety Officer or the next school day.

When a child tells you, or you notice something

1	2	3	4	5
MAKE SAFE 000 if urgent	LISTEN Stay calm. Believe them.	REPORT Police / Child Protection	TELL SCHOOL After urgent reporting	RECORD & SUPPORT Exact words and actions

- Do not promise secrecy. Say: 'You did the right thing by telling me. I need to tell someone who can help keep you safe.'
- Do not investigate, confront the alleged person or ask repeated questions.
- Write the child's exact words, date, time, what you saw, and every action or phone call.
- Do not contact parents/carers until Police or Child Protection says it is safe.

Know the three legal duties

Duty	Plain meaning
Mandatory reporting	VIT-registered teachers/PTT and other listed professionals must report the legal threshold to Child Protection. The duty is personal.
Failure to disclose	Every adult must report to Police a reasonable belief that an adult sexually offended against a child under 16.
Failure to protect	A leader who can reduce a known substantial sexual-abuse risk to a child under 16 must act immediately.

Online channel: study contact can continue - private personal contact cannot

Use	Do not use
School-approved group or role account; study/admin only; parent/carer or second staff member visible for direct contact; professional and retained; preferably 8 am-5 pm.	Personal social-media account; secret or disappearing messages; personal/sexual talk; gifts or special treatment; unapproved one-to-one calls, tutoring or meetings.

Need	Contact	Number
Immediate danger	Victoria Police	000
Non-urgent police	Police Assistance Line	131 444
Child Protection - weekend/after hours	DFFH	13 12 78
Child Protection - business hours	North 1300 598 521 South 1300 555 526 East 1300 360 452 West 1300 360 462	Call area where child lives

Child Safety Officer: __Chang Zhou_____ Mobile: _____0430479321_____ | If the concern is about this person or the Principal, contact Police/Child Protection and the Committee President.

强制报告 - 教职员工速查

适用于本校所有志愿者及教职员工

The School of Chinese Education | 员工速查手册 | Version 1.0 | 02 August 2026

！ 如孩子有即时危险 立即拨打 000。不要等校长、儿童安全负责人，也不要等到下一个上课日。

当孩子向你诉说，或你发现异常时

1	2	3	4	5
先保安全 紧急拨 000	认真听 冷静，相信孩子	马上报告 警察／儿童保护专员	通知学校 并完成紧急报告	记录并支持孩子 保留所有沟通及相应的行动

- 不要答应保密。可以说：‘你告诉我是对的。我需要告诉能帮助保护你的人。’
- 不要自行调查，不要质问被指控的人，也不要反复追问孩子。
- 记录孩子的原话、日期、时间、你看到的情况，以及你打过的每一通电话和采取的相应行动。
- 在警察或儿童保护部门确认安全之前，不要自行联系家长／监护人。

必须了解的三项法律责任

责任	简单说明
强制报告	VIT 注册教师、获准任教人员及法律列明的专业人员，达到法定条件时必须亲自向儿童保护部门报告。
未披露罪	任何成年人如有合理理由相信某成年人曾对 16 岁以下儿童实施性犯罪，必须尽快向警方报告。
未保护罪	有权采取措施的负责人，如知道 16 岁以下儿童面临重大性侵风险，必须立即降低或消除风险。

网上沟通：仅可用于学习，但不得私下发展个人联系

可以	不可以
使用学校批准的群聊或工作账号；只谈学习及校务；一对一联系时让家长或第二名员工可见；内容专业并可保存；日常信息尽量在上午 8 点至晚上 5 点之间发送。	使用未经批准的私人社交账号；使用加密或自动删除的信息；涉及私人或性话题；送礼或特殊待遇；未经批准的一对一通话、补习、见面或外出。

情况	联系单位	电话
孩子有即时危险	维州警察	000
非紧急警务协助	Police Assistance Line	131 444
周末／下班后儿童保护	DFFH Child Protection	13 12 78
工作时间儿童保护	北区 1300 598 521 南区 1300 555 526 东区 1300 360 452 西区 1300 360 462	按孩子居住地区拨打

儿童安全负责人： _____ chang zhou _____ 手机： _____ 0430479321 _____ | 如果被反映的人是该负责人或校长，请直接联系警察／儿童保护部门及管理委员会主席。