**PROTOCOL FOR THE REPORTING OF A MANDATORY REPORT TO CEB**

If there is a requirement for a school to make a mandatory report, there is an expectation that the guidelines as set out in the [“PROTECT” Four Critical Actions For Schools](https://content.sdp.education.vic.gov.au/media/four-critical-actions-childabuse-973) are followed. Once schools have reported to authorities there is a legislative requirement that the Diocesan education office (CEB) is informed of the mandatory report made. To comply with this requirement, it is necessary for the relevant regional Educational Consultant and CEB’s Manager of Safeguarding [safeguarding@dobcel.catholic.edu.au](mailto:safeguarding@dobcel.catholic.edu.au) to be informed via an email with the following information:

**CONFIDENTIAL MANDATORY REPORT**

|  |  |
| --- | --- |
| **Date of report** |  |
| **Name of School** |  |
| **Name of person making report** |  |
| **Student Name** |  |
| **Date of Birth** |  |
| **Year Level** |  |
| **Nature of Report** | *Highlight which form/s of abuse you are reporting:*  Physical child abuse  Child sexual abuse  Grooming  Emotional child abuse  Neglect  Peer to Peer Harmful Sexual Behaviours/ Student Sexual Offending  [Four Critical Actions For Schools Responding to Sexual Student Offending](https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf)  *\*For staff, contractor, volunteer or visitor alleged offences against students contact Manager Safeguarding directly.* |
| **Characteristics of student** | *Highlight which characteristic/s are relevant to the student*  Female  Male  LGBTQIA+  Aboriginal or Torres Strait Islander  Culturally Diverse Background  Disability  Out Of Home Care  Experiences Domestic Violence  Refugee  Lives in a Rural or Remote location  **Other issue/s of concern:**  *eg- multiple reports made for this student* |

[Responding to Incident, Disclosure and Suspicions of Child Abuse recordkeeping PROTECT Template](https://www.education.vic.gov.au/Documents/about/programs/health/protect/PROTECT_Responding_TemplateSchools.pdf)

[Responding to Student Sexual Offending recordkeeping PROTECT Checklist](https://content.sdp.education.vic.gov.au/media/protect-sso-principals-check-interactive-977)

[Responding to Student Sexual Offending Recordkeeping Template](https://content.sdp.education.vic.gov.au/media/sso-template-interactive-980)