



## Fact Sheet 7 - WHAT INFORMATION SHOULD BE PROVIDED IN A MANDATORY REPORT

There are three tiers of information to be provided in a mandatory report:

1. information that must be provided under the legislation
2. information that must be provided, if known, and
3. other important information.

In order for the Mandatory Reporting Service to assess the child's safety and determine the most appropriate response, it is important that the mandatory reporter provide as much information as possible.

### 1. Information that must be provided

Information that must be provided includes the:

- reporter's name and contact details
- name of the child, or if this is not known, a description of the child
- grounds on which the reporter's belief of child sexual abuse has been formed.

Reporters need to articulate the grounds on which they formed the belief that a child has been, or is being, abused.

### 2. Information that must be provided, if known

- The child's date of birth.
- The child's current address.
- The names of the child's parents or other responsible persons.

### 3. Other important information

When a report is made, the Mandatory Reporting Service may ask for further information about the child and their circumstances. This will assist in assessing the safety of the child. Mandatory reporters may be asked to provide information about:

- the child's current whereabouts
- the telephone number of the child's current address

- the child's school, day care centre or kindergarten
- the child's cultural background
- whether the child or family needs an interpreter
- the child's family arrangements, such as siblings and carers
- the name of the person alleged to have harmed the child (if known), including whether they have threatened to further harm the child
- whether the child and the child's family/carers are aware of the report.

Mandatory reporters may not know all of the information they are asked to provide. It is important not to interview the child to obtain information, as this is the task of the Department for Child Protection and the Western Australia Police. Mandatory reporters should provide as much information as they can.

### Further information

Mandatory Reporting Service  
Department for Child Protection  
Telephone: 1800 708 704  
Fax: 1800 610 614  
Web: [www.mandatoryreporting.dcp.wa.gov.au](http://www.mandatoryreporting.dcp.wa.gov.au)  
Email: [mrs@dcp.wa.gov.au](mailto:mrs@dcp.wa.gov.au)  
Post: PO Box 8146  
PERTH BC WA 6849

The Mandatory Reporting Service operates 24 hours a day, seven days a week.