



Government of **Western Australia**
Department of **Communities**

Mandatory Reporting Information System: User Document



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1 Introduction Screen

Purpose of this screen

- The Introduction screen is the entry point into the Mandatory Reporting Information System.
- The responses to the questions in this screen will determine whether a mandatory report is required. If it's not required, the system will provide an alternative contact point and method by which to raise your concerns.
- The screen also provides important definitions and information you should have at hand and be aware of before beginning the mandatory report.

The Timeout Function

The system will **timeout after 60 minutes of inactivity** on the screen and will clear any data from the report that has been entered.

Note – there is no time limit within which to enter and submit the report. The 60-minute timeout is only for when there are no entries being made in the report or activity on the open screen.

Warning! ✕

This site will time-out and clear your report after **60 minutes** of inactivity. Entering data or moving through the pages will reset this time period.


Please Note: The report can only be saved by pressing the Submit Report button at the end of the report. A receipt number for the report will be provided once submitted.

This is a live site! It is NOT a training site. Submitting a report from this site will lodge a report to the Mandatory Reporting Service.

If you have any queries about submitting this Mandatory Report please call MRS on 1800 708 704 prior to submitting.


[Continue](#)

Introduction / Reporter / Children and Adults / Details / Documents / Summary

Welcome to the Department of Communities Mandatory Reporting Information System 

Under the *Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008* provisions to the *Children and Community Services Act 2004*, **Mandatory Reporters** must report to the Department of Communities, a belief, formed on reasonable grounds in the course of their work, paid or unpaid, on or after your profession commencement day that a child or young person (under 18 years) has been the subject of sexual abuse or is the subject of ongoing sexual abuse. [Useful information](#).

Please enter your profession:


Profession *(required)* 

Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where

- (a) the child is the subject of bribery, coercion, a threat, exploitation or violence; or
- (b) the child has less power than another person involved in the behaviour; or
- (c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

Has a belief been formed, on reasonable grounds, in the course of paid or unpaid work, that a child (under 18 years) has been the subject of sexual abuse? *(required)*

Yes No

Did this sexual abuse occur on or after your profession commencement day, or is ongoing? To clarify the day for your profession, click the info icon. *(required)* 

Yes No

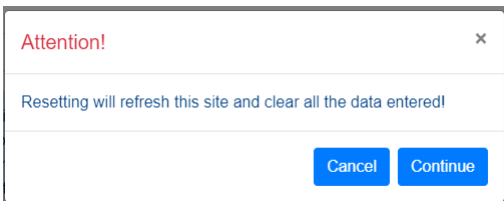
Please review the information that must be provided in this report

The Reset Button

Click the **Reset** button to clear the system of entered data at any point and any screen when making the report.



Note that clicking **Reset** will clear the entire report that's been entered, not just the screen you're currently on. A system prompt will warn that the entire report will be cleared. Click **Cancel** if you do not want to lose the information already entered.



Profession

Select your profession from the list of options that are available for selection in the **Profession** field.

The screenshot shows the 'Mandatory Reporting Information System' interface. At the top, there is a navigation breadcrumb: 'Introduction / Reporter / Children and Adults / Details / Documents / Summary'. Below this is a welcome message: 'Welcome to the Department of Communities Mandatory Reporting Information System'. A blue information box contains text about the 'Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008'. Below the information box, there is a prompt: 'Please enter your profession:'. A dropdown menu is open, showing a list of professions. The 'Early Childhood Worker' option is highlighted. The list includes: Assessor Appointed under s125A of the Children and Community Services Act 2004, Boarding Supervisor, Departmental Officer of the Department of Communities (Child Protection), Departmental Officer of the Department of Communities (Housing), Departmental Officer of the Department of Communities (Other), Doctor, Early Childhood Worker, Midwife, Minister of religion, Nurse, Out-of-Home Care Worker, Police Officer, Police Officer in Charge, Registered Psychologist, School Counsellor, School Principal, School Teacher, TAFE Lecturer, Youth Justice Worker, and Other. A blue footer bar contains the text: 'Please review the information that must be provided in this report'.

Note: New reporter groups are added to this list prior to their specified commencement day. The following groups are not yet mandatory reporters but have been added to the screen above for illustrative purposes only:

- Early Childhood Worker (commencement 1 November 2024)
- Youth Justice Worker (commencement 1 May 2025)

If you choose “**Other**” as your Profession, you are not required to make a mandatory report and a prompt will appear to complete an online “**Professional Referral Form**” to the Department of Communities. You should also refer to the child protection policy and procedures for your organisation.

Attention!

You are not a mandatory reporter of child sexual abuse.

A Mandatory Reporter is one of the following:

- Police Officer
- School Teacher
- Nurse
- Doctor
- Midwife
- Boarding Supervisor
- Minister of religion
- TAFE Lecturer (under the definition of teacher in the CCS Act)
- Departmental Officer of the Department of Communities
- Assessor Appointed under s125A of the Children and Community Services Act 2004
- Out-of-Home Care Worker

If you or anyone is concerned that a child is suffering any form of abuse or neglect, report your concerns by filling out the following:

[Professional Referral Form](#)

[Exit Report](#)

If you click “Exit Report”, you will be redirected to the Department of Communities Child Protection site for further information.

Forming a belief

You are required to select “yes” or “no” for each of the two questions below:

Has a belief been formed, on reasonable grounds, in the course of paid or unpaid work, that a child (under 18 years) has been the subject of sexual abuse? *(required)*

Yes No

Did this sexual abuse occur on or after your profession commencement day, or is ongoing? To clarify the day for your profession, click the info icon. *(required)* ⓘ

Yes No

If you respond “**No**” to either question you **are not** required to make a mandatory report and a prompt will appear to complete an online “**Professional Referral Form**” to the Department of Communities.

Attention!

You are not required to make a Mandatory Report!

If you or anyone is concerned that a child is suffering any form of abuse or neglect, report your concerns by filling out the following:

[Professional Referral Form](#)

[Exit Report](#)

If you click “Exit Report”, you will be redirected to the Department of Communities Child Protection site for further information.

Commencement day

Commencement day is the date on which the person becomes a mandatory reporter under the law. Commencement day varies for the different mandatory reporter groups.

1 January 2009

- Police Officer
- Nurse
- Teacher
- Midwife
- Doctor

1 January 2016

- Boarding Supervisor

1 November 2022

- Minister of religion

15 July 2023

- TAFE Lecturer (under the definition of teacher in the *Children and Community Services Act 2004*)

1 November 2023


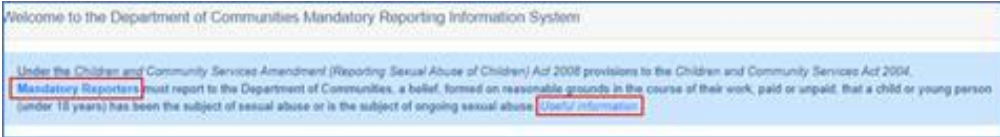

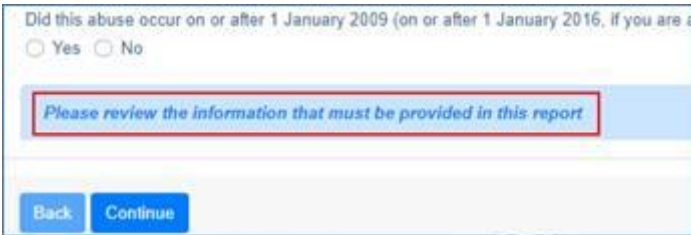
- Departmental officer of the Department of Communities
- Assessor appointed under s125a of the *Children and Community Services Act 2004*
- Out-of-home care worker

1 May 2024

- School counsellor
- Psychologist

Once you have entered your profession and answered “**yes**” to the two questions, click “**Continue**” to go to the next screen - Reporter.

The screenshot displays the 'Reporter' section of the Mandatory Reporting Information System. At the top, there is a breadcrumb trail: 'Introduction / Reporter / Children and Adults / Details / Documents / Summary'. Below this, a header reads 'Welcome to the Department of Communities Mandatory Reporting Information System'. A blue information box states: 'Under the Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008 provisions to the Children and Community Services Act 2004, Mandatory Reporters must report to the Department of Communities, a belief, formed on reasonable grounds in the course of their work, paid or unpaid, that a child or young person (under 18 years) has been the subject of sexual abuse or is the subject of ongoing sexual abuse. Useful information.' The main form area prompts the user to 'Please enter your profession.' with a 'Profession (required)' dropdown menu currently set to 'Doctor'. Below this, another blue information box defines 'Sexual abuse' and lists three criteria: (a) the child is the subject of bribery, coercion, a threat, exploitation or violence; or (b) the child has less power than another person involved in the behaviour; or (c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour. Two questions follow: 'Has a belief been formed, on reasonable grounds, in the course of paid or unpaid work, that a child (under 18 years) has been the subject of sexual abuse? (required)' with 'Yes' selected; and 'Did this abuse occur on or after the commencement day, or is ongoing? (required)' with 'Yes' selected. A final blue box says 'Please review the information that must be provided in this report'. At the bottom, there are 'Back', 'Continue', and 'Reset' buttons, and a version number 'Version: 1.1.0.423'.

Questions and information on the Introduction screen	
Profession	<p>➤ The Profession you select will determine whether you are an “Approved Class of Person” – i.e. if you are making the report on behalf of another Mandatory Reporter - and will determine the format and the information you will need to provide in the Reporter Details section of the system.</p> <p>Click the information icon to view the professions that fall under the “Approved Class of Person” category.</p>  <p>➤ Note – if you are a School Principal you will be provided with an extra question in which to indicate if you are submitting the report as an “Approved Class of Person” on behalf of another Mandatory Reporter, or if you are making the report as the Mandatory Reporter yourself.</p>
Information links	<p>Click on “Mandatory Reporters” in the text in the banner at the top of the screen to view the list of Mandatory Reporting occupations.</p>  <p>Click on Useful Information for links that open relevant information sites and resources. These will open in a separate tab while the tab in which the Mandatory Reporting system’s Introduction page also remains open and from which you will be able to progress into the system to make your report.</p> <p>Click on the information icon beside the Profession field to see which occupations in the Profession list are classed as an “Approved Class of Person” and which are classed as “Mandatory Reporters”.</p>  <p>Click on the “Please review” text at the bottom of the Introduction screen to see the information that you should have at hand to provide in your report.</p> 

2 Reporter Screen

Purpose of this screen

- Provide the name and contact details of the Mandatory Reporter.

Note: If you are submitting a report as an “approved class of person” refer to the help icon for further information.

Introduction / Reporter / Children and Adults / Details / Documents / Summary

Mandatory Reporter ?

Title First Name *(required)* Last Name *(required)*

Profession *(required)*

Doctor

Organisation Name *(required)*

Org. name e.g. Belmont Primary School, Cannington Police Station

Address Line 1 Address Line 2

Suburb State Postcode

Contact Number *(required)* - mobile preferred - privacy disclaimer Alternate Number

Email Address *(required)* - please supply a non-generic email address

Postal Address same as above

Address Line 1 Address Line 2

Suburb State Postcode

What is your preferred method for receiving the acknowledgement letter? ?

Email Post

Do you give us permission to contact your line manager in relation to this matter?



Yes No

Line Manager First Name Line Manager Last Name Contact No Email

Address

Back
Continue
Reset

Version: 1.1.0.423

Completing the Reporter section	
Mandatory fields Information that must be provided	<p>The required information fields that must be completed in this section are:</p> <ul style="list-style-type: none"> ➤ First and Last names ➤ Organisation Name ➤ Contact number and email address <p>Required fields are clearly marked as required on the screen and must be completed to proceed to the next screen in the system.</p> 
Organisation Name and Address	<ul style="list-style-type: none"> ➤ Enter the name of your organisation into the Organisation Name field. ➤ As you enter the name of your organisation, a list of organisations whose name contains a match with the entry being made, in any part of their name, will display for selection.  <ul style="list-style-type: none"> ➤ Click to select your organisation's name from the displayed list. ➤ The organisation's Address fields will automatically be completed when an organisation is selected from the displayed list. <p>If your organisation is not shown in the list of names, continue typing your organisation's name and its address into the Organisation Name and Address fields.</p> <p>On receipt of your report, the Mandatory Reporting Service will arrange for your Organisation and its address to be added to the system to be available for selection in the future.</p> <p>If the address is incorrect, you will be able to remove and replace the incorrect address by entering the correct address into the Address fields. You may wish to email the Mandatory Reporting Service at mrs@communities.wa.gov.au to advise of the updated address so they can arrange for the address to be corrected on the system for future reports.</p>
Contact Number and Email Address	<p>Contact Number:</p> <p>Please provide your mobile number where possible.</p> <p>The Mandatory Reporting Service will only use this number to contact you in relation to the report. No confidential information will be sent to the</p>

	<p>number and your number will not be disclosed to any party including any of the people included in the report.</p> <p>Click on the Privacy disclaimer link beside the Contact Number field to see further information in relation to the number you provide.</p>
	<p>Email Address:</p> <p>Please provide a specific email address for you rather than a generic email address for your organisation.</p>

Once you have completed all information click “**Continue**” to progress to the next screen – Children and Adults.


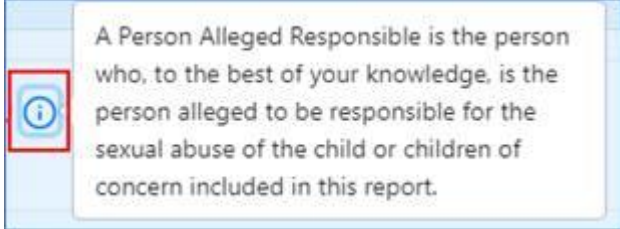

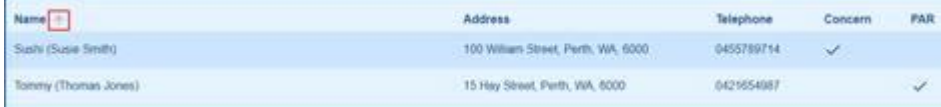
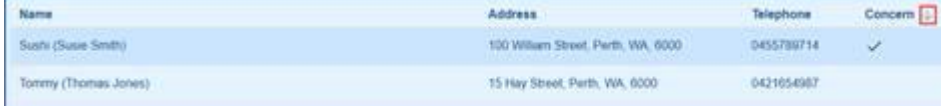
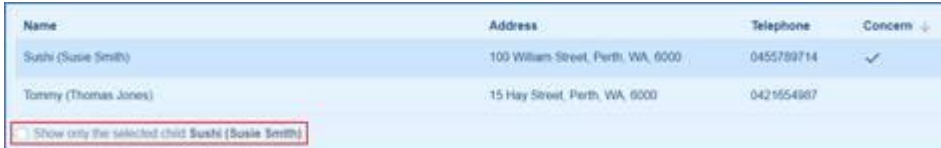




3 Children and Adults Screen

Screen layout

The screen is divided into 3 separate sections:

- **Children** section: details of the child/ren of concern and any other children that are relevant to this report are entered here.
- **Adults** section: details of the parents, guardians or carers and any other adults that are relevant to this report are entered here.
- **Relationships** section: details of how the people included in this report are related to or are known to one another are entered here.

Note it is likely you will need to scroll up and down through the screen multiple times to add additional children and adults and relationships in the relevant sections of the screen before moving onto the next screen of the report

Helpful tools and functions	
<p>Information</p> 	<p>Click on these information icons at various point in the screen to display additional information and definitions:</p> 
<p>Sorting arrows</p> 	<p>The summary tables contain sorting arrows to sort the listed children, adults, and relationships in the tables by ascending or descending order.</p> <p>For example, children or adults can be sorted by the Name column to display the listed children or adults by ascending or descending alphabetical name order.</p>  <p>Click on any of the tables' column headings to sort the table by that column's entries.</p> 
<p>Using the Show only the selected child or adult tick box</p>	<p>The Show only the selected tick boxes below the Children and Adults Summary tables will filter the tables to only show the selected child or adult in the table.</p>  <p>It's a useful tool to use when there are many children or adults included in the report. Using it will reduce the amount of screen space taken by an extended table which contains multiple children or adults.</p> <p>Refer to the Children and Adults sections above for instructions on how to use this function.</p>
<p>Hide and Unhide sections of the screen</p>  	<p> Click the hide icon to contract the display on the screen by hiding selected sections from the screen.</p> <p> Click the unhide icon for the screen display to be expanded to re-display the section that was hidden.</p> <p>It is a useful tool by which to reduce the amount of information displayed and the length of the screen's display.</p>

3.1 Children Section

Adding children to the report

- Add the **child/children of concern** to the report and provide their details
- Add the **person/s alleged to be responsible (PAR)** for the sexual abuse to the report and provide their details in the Children’s section if the PAR is a child
- Add any **other children** that may be relevant to this report and provide their details – for example:
 - Children who may have been witnesses to or are aware of the sexual abuse
 - Children who have a close or significant relationship with the child of concern or the person alleged responsible

How to use the Children’s section

Adding more than one child to the report

When there is more than one child to be included in the report – each child and their details should be added to the report, one at a time.

It is recommended that the child of concern and his/her details are entered as the first child in the report.

Click the **Add an additional child** button at the bottom of the Children’s section to add additional children and their details to the report.

If there is an additional child to be added to this report, please click button to add the additional child

Add an additional child

Child of Concern

Introduction / Reporter / Children and Adults / Details / Documents / Summary

Children - details of the children of concern and any other children that are relevant to this report

Name ↑	Address	Telephone	Concern	PAR

Show only the selected child

Child Details - details will show in the selected row in the table above as you enter information below

Please provide the child's name or description if the name is unknown. The child's date of birth and current address must be provided if known.

Is this a child of concern? (required) ⓘ

Yes No

Is this child a Person Alleged Responsible? (required) ⓘ

Yes No Unknown

Clicking the child of concern “information icon” provides the below:

A child is defined as anyone under the age of 18. A child of concern specifically relates to a child that has been the subject of sexual abuse or is the subject of ongoing sexual abuse.

Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where

- a) the child is the subject to a bribery, coercion, a threat, exploitation or violence; or
- b) the child has less power than another person in the behaviour or
- c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour

Person Alleged Responsible

Introduction / Reporter / Children and Adults / Details / Documents / Summary

Children - details of the children of concern and any other children that are relevant to this report

Name ↑	Address	Telephone	Concern	PAR

Show only the selected child

Child Details - details will show in the selected row in the table above as you enter information below

Please provide the child's name or description if the name is unknown. The child's date of birth and current address must be provided if known.

Is this a child of concern? (required) Yes No

Is this child a Person Alleged Responsible? (required) Yes No Unknown

Clicking the Person Alleged Responsible “information icon” provides the below:

A Person Alleged Responsible is the person who, to the best of your knowledge, is the person alleged to be responsible for the sexual abuse of the child or children of concern included in this report.

Information about a child/children

This section requires you to provide the information/details of a child/children relevant to this report.

Preferred Name (required) - this will be used to identify the child throughout the report

Enter 'Unknown' if not known...

First Name Middle Name(s) Last Name

Alias Aliases ↑

Description (required if the name of the child is unknown)

Please provide a description of the child including any distinguishing features...

Gender (required)

Date of Birth Information (must be less than 18 years old)

Type Date Year(s) Month(s)

dd/mm/yyyy

Is the address known?
 Yes No

[Copy Address](#)

Address Line 1 *(required if known)* Address Line 2

Suburb State Postcode

Contact No - mobile preferred Alternate No

Is this child aware of this report? *(required)*
 Yes No

Has the child been formally diagnosed with sexually transmissible infection? *(required)*
 Yes No

Is this child's parent aware of this report? *(required)*
 Yes No

STI Type Other STI Please specify if other is selected

Where is the child now?

Aboriginal or Torres Strait Islander?
 Yes No Unknown

Does this child have a disability?
 Yes No Unknown

Culturally and Linguistically Diverse?
 Yes No Unknown

Is an Interpreter required?
 Yes No Unknown

If there is an additional child to be added to this report, please click button to add the additional child [Add an additional child](#)

If you do not know if a child has been formally diagnosed with a sexually transmissible infection, click “No”.

If there is an additional child to be added to this report, click “**Add an additional child**”.

3.2 Adults Section

The Adults section is to be completed for each adult being included in the report.

Adults - details of the parents, guardians or carers and any other adults that are relevant to this report ?

You must provide details of adults relevant to this report, including:

- parents, carers, or guardians of the children included in this report
- details of the person alleged to be responsible (PAR) for the sexual abuse being reported when the PAR is an adult
- any other adult that may be relevant to the report

Name ↑	Address	Telephone	PAR

Show only the selected adult

Adult Details - details will show in the selected row in the table above as you enter information below

Preferred Name *(required)* - this will be used to identify the adult throughout the report

Enter 'Unknown' if not known...

Title First Name Middle Name(s) Last Name

Alias Aliases ↑

Date of Birth Information *(must be greater than or equal to 18 years old)*

Type Date Year(s) Month(s)

Is the address known? Yes No

?

Address Line 1 *(required if known)* Address Line 2

Suburb State Postcode

Contact No - *mobile preferred* Alternate No

Email Address

Is this adult a Person Alleged Responsible? *(required)* Is this adult aware of this report?

Yes No Unknown Yes No

If there is an additional adult to be added to this report, please click button to add the additional adult

Click **“Add an additional adult”**, if there is an additional adult to be added to this report.

3.3 Relationships Section

This is the section of the Children and Adults screen in which Relationships are added between all the people that have been added to the report – i.e. how the people are related to or are known to one another.

The best case is to provide as many linkages and relationships between the people included in the report to provide the Mandatory Reporting Service with as detailed a picture as possible of the incident or abuse being reported and the background to it.

At the minimum, these are the relationships that should be provided with this report:

- the relationship between the child/ren of concern and the child’s parent/s, carer/s or guardian/s
- the relationship between the child/ren of concern and the person/s alleged to be responsible for the sexual abuse (PAR)
- the relationship between each child included in the report and their parent/s, carer/s or guardian/s

Relationships - details of how the people included in this report are related or known to one another

Whether the relationship between any of the people is known or not known, please select the Add Relationship button. If the relationship is not known then select "Unknown". If the relationship becomes known after this report has been submitted, then you must inform the Mandatory Reporting Service of the relationship.

This information can be provided by email: mrs@dcp.wa.gov.au or by phone: 1800 708 704.

Name	Relationship	Name	Class
<input type="checkbox"/> Show only the relationships for the selected child			

Add relationship

Back Continue Reset

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To add a relationship, click “Add relationship”.

Add relationship - you can relate an adult to a child, a child to another child, or an adult to another adult

Where it is known, you must

(a) add the relationship between the child of concern and the Person Alleged Responsible for the sexual abuse; and
 (b) add the relationship between the child of concern and the child’s parent/s, or carer/s, or guardian/s.

Similarly, for all other children included in this report and where known, you must add the relationship between each child and that child’s parent/s, or carer/s, or guardian/s.

Name	Concern	PAR	Relationship (required)	Name	Concern	PAR
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	is e.g. Father...	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Child Adult

Save Cancel

Once you have completed all three sections, click “continue” to go to the next screen – **Details**.

4 Details of the Sexual Abuse Screen

Purpose of this screen

- Provide the details of the alleged sexual abuse being reported.
- Provide any known family and background information of the child/ren of concern that may be relevant.
- Provide any known family and background information of the person/s alleged to be responsible (PAR) for the sexual abuse that may be relevant.
- Provide the Police Incident Report Number if known.
- Indicate if the report being submitted follows a verbal report that has already been made to the Mandatory Reporting Service (MRS).

If you answer “**Yes**” to the question “is this a written report following a verbal report that has been made to the Mandatory Reporting Service”, you will be prompted to provide the **Verbal Report Number**.

Introduction / Reporter / Children and Adults / Details / Documents / Summary

Details of the sexual abuse

Is this a written report following a verbal report that has been made to the Mandatory Reporting Service? (required)

Yes No

Verbal Report Number - e.g. MR00001234

Police Incident Report Number (if known)

If the report is **not a follow up to a verbal report**, then continue to provide information on:

- **Police Incident Report (if known)**

Introduction / Reporter / Children and Adults / Details / Documents / Summary

Details of the sexual abuse

Is this a written report following a verbal report that has been made to the Mandatory Reporting Service? (required)

Yes No

Verbal Report Number - e.g. MR00001234

Police Incident Report Number (if known)

- **Details of incident or circumstances - Describe your concerns and provide details of the alleged sexual abuse.**

Details of Incident or Circumstance (required) - useful information

Children of concern: TEST
Persons alleged responsible: Test 1

Describe your concerns and provide details of the alleged sexual abuse.

Are the parents of the child of concern aware of these concerns? Please provide details.

If the person(s) alleged responsible for the sexual abuse being reported is a child, are the parents of that child aware of these concerns? Please provide details.

- **Relevant family information – Describe the current family situation of the child of concern and include any details that may be relevant to this report.**

Relevant family information - useful information

Describe the current family situation of the child of concern and include any details that may be relevant to this report.

Are you aware of or do you believe the child of concern experiences family violence? If so, provide details.

Has the child of concern or the child's family been referred to any support services? If so, what are those services and are those services currently in place?

If the person(s) alleged responsible for the sexual abuse is a child, has that child or the child's family been referred to any support services? If so, what are the services and are those services currently in place?

- **Other relevant information – Any other child protection concerns for the child of concern.**

Other relevant information - useful information

Do you have any other child protection concerns for the child of concern?

Are there any other known details about the child of concern's history that may be relevant? If so, provide details.

Are there any known details about the history of the person(s) alleged responsible for the sexual abuse that may be relevant? If so, provide details.

If the person(s) alleged responsible for this incident is a child, do you have any child protection concerns for that child?

Back Continue Reset

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Click **“Continue”** to go to the next screen – **Documents**.

5 Documents Screen

Purpose of this screen

- Attach any additional documentation that may be relevant to the report.
- The documents attached in this screen will be submitted with the system’s report to the Mandatory Reporting Service

Government of Western Australia
Department of Communities

Mandatory Reporting Information System

Introduction / Reporter / Children and Adults / Details / Documents / Summary

Additional Documentation ?

Would you like to attach any additional documentation? (required)

Yes No

Back Continue Reset

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Warning: If you have additional documentation to add/attach, please **do not upload any child exploitation image or materials.**

The maximum allowed file size of each attachment is 10 MB.

The total allowable attachments size limit is 100 MB.

File name for each attachment must be no more than 64 characters.

Introduction / Reporter / Children and Adults / Details / Documents / Summary

Additional Documentation ?

Would you like to attach any additional documentation? (required)

Yes No

Warning!
Please do not upload any child exploitation images or materials.

Attach files

Filename

The maximum allowed file size of each attachment is 10 MB. The total allowable attachment size limit is 100 MB. File names for each attachment must be no more than 64 characters.
Supported file formats are: 3GP, AVI, BMP, DOC, DOCX, FLV, JPEG, JPG, M4V, MOV, MP3, MP4, MPEG, PDF, PNG, RM, TIF, TXT, VOB, WEBP, WMV, XLS, XLSX.
Any files that are empty, exceed the size or name length or are of a format that is not supported will be ignored.
If you wish to pass further documentation to the Mandatory Reporting Service please email them to mrs@dcp.wa.gov.au

Back Continue Reset

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If you do not have any additional documentation, click **“No”** and then **“Continue”**.

Click **“Continue”** to go to the next screen – **Summary**.

6 Summary Screen

Purpose of this screen

This is the final screen in the system. No entries are required in this screen. Use this screen to:

- View a summary of the report’s entries from the previous screens to verify and ensure that all information has been provided as intended
- Submit the report to the Mandatory Reporting Service

Government of Western Australia
Department of Communities

Mandatory Reporting Information System

Introduction / Reporter / Children and Adults / Details / Documents / Summary

Summary

If you wish to change any information in this report, please navigate to the relevant page using the Back button or the navigation links to the page above and make any amendments required.

Reporter: Example Example

Approved Class of Person:

Profession: Doctor

Profession:

Organisation Name: Example

Organisation Name:

Children

Name ↑	Concern	PAR
Example (Example)	✓	

Adults

Name ↑	PAR
(Test Test)	

Relationships

Name ↑	Relationship	Name
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Documents

Filename ↑

Details

Example

Example

Example

Confirmation

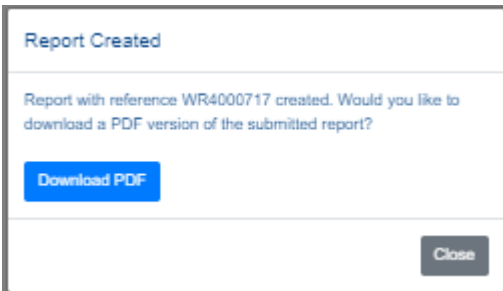
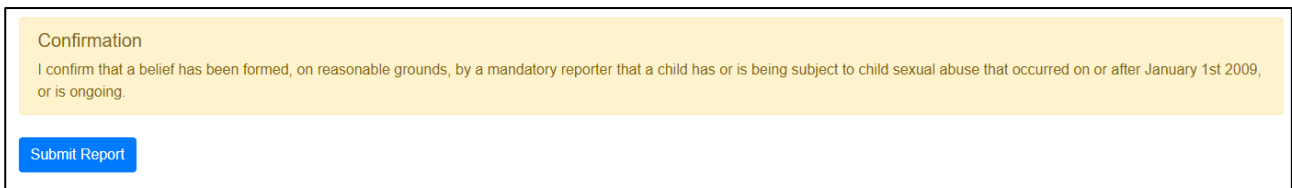
I confirm that a belief has been formed, on reasonable grounds, by a mandatory reporter that a child has or is being subject to child sexual abuse that occurred on or after January 1st 2009, or is ongoing.

Submit Report


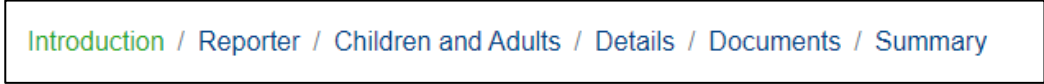


Back Continue Reset

If you wish to change any information in this report, you can navigate to the relevant screen using the “**Back**” button or **the navigation links** at the top of the screen and make any amendments required.

Once you are ready to submit your mandatory report click “**Submit Report**” – you will be prompted that the report is created, and you can download the report if you would like to.



7 Additional Helpful Tools and Functions

<p>Navigating through the system - Continue & Back buttons</p>	<p>Use the Continue button to progress through the screens. Click the Back button to return to completed screens to review and amend information you’ve already entered. The buttons are located at the bottom left of each screen.</p>  <p>Alternatively, use the links located at the top of each screen to navigate backward through the screens already completed to review and amend as required. Click on the screen you wish to revisit in the link to navigate directly into that screen.</p>  <p>Note - this function does not allow you to progress forward into screens not yet completed.</p>
<p>Information</p> 	<p>Click on any of these information icons at various points through the system to display additional information and definitions.</p>
<p>Help</p> 	<p>Click on the Help icons located within each screen to access system help and tips to assist you with completing your report. Each Help icon in each screen links to the specific screen and/or area of its location and will provide a guide on how to complete that specific area of the system.</p>