

REPORTING GUIDELINES - Sample

Who reports?

- Leaders, Staff, Volunteers, Imams, Church Ministers, Pastoral carers, Rabbis, Chaplains, Special Religious Education (SRE)/Catechist teachers, Parents, Guardians, Adults, Children, Everyone!

What can be reported?

- Disclosure of abuse or harm
- Allegation, suspicion or observation
- Misconduct behaviour and reportable conduct
- Knowledge of relevant criminal offences
- Breach of the Code of Conduct

Who to inform?

All allegations of child abuse will be reported to statutory authorities, such as police or child protection. A report may/will also be made to the faith communities professional standards unit - but this will not replace or negate the report to obligation to report to statutory authorities.

General Concerns

- Program Coordinator
- Senior* Faith Community Leader
- Head Teacher and/or School Principal
- Child Safe Standards Representative

Child at Imminent Risk of Harm

- Child Protection Authorities
- The Police
- Child Safe Standards Representative

Allegation against Faith Community Personnel

- Professional Standards Office/Unit
- Senior* Faith Community Leader
- Child Safe Standards Representative

Criminal Act

- Police,
- Senior* Faith Community Leader
- Child Safe Standards Representative

What else do I need to do?

- Make immediate environment safe for children
- Complete an incident report and other relevant paper work required
- Seek support or debriefing for all involved
- Follow up on any actions required from reports
- Observe privacy and confidentiality legislation and only inform relevant or appropriate people. Information should not be shared otherwise.

***Special Information**

In the case that the allegation involves a Senior Faith Community Leader, this matter must be referred directly to the 'Faith Communities Professional Standards Office.'

IN THE CASE OF AN EMERGENCY

Contact 000 – if a child is in immediate danger.

Child Protection Authorities

Victoria Department of Health and Human Services

Tel. 131 278 (after hours emergency)

www.dhs.vic.gov.au/for-individuals/crisis-and-emergency/reporting-child-abuse

