

The Child Safety Reporting Process



Who can report?

Parent

Child

Staff member or volunteer

What to report?

Any child safety concerns, including:

- Disclosure of abuse or harm
- Allegation, suspicion or observation
- Breach of Code of Conduct
- Environmental safety issues

Call 000 if a child is in immediate danger

How?

Face-to-face verbal report, letter, email, telephone call, meeting

Who to?

Child Safe Standards Representative, Faith Community Leader, Children's Ministry Leader

What happens next?

The Child Safe Standards Representative, Faith Community Leader or Children's Ministry Leader will:

- Offer support to the child, the parents, the person who reports and the accused staff member or volunteer
- Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required)
- decide, in accordance with legal requirements and duty of care, whether the matter should be reported to the police or Child Protection and make report as soon as possible if required

Outcome

Investigation: outcome decided; relevant staff, volunteers, parents and child notified of outcome of investigation; policies, procedures updated where necessary