



Child Safety Reporting Process Guideline

Child safety reporting process

Who can report?	Parent	Child	Staff member or volunteer
What to report?	Any child safety concerns, including: <ul style="list-style-type: none">■ 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 Safety Officer, teacher, supervisor		
What happens next?	The Child Safety Officer, teacher, or supervisor will: <ul style="list-style-type: none">■ 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/must 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.		