



CHILD SAFETY : REPORTING PROCESS

Who can report	Parent	Child	Staff member or volunteer
	↓	↓	↓
What to report	<p>Any child safety concerns, including:</p> <ul style="list-style-type: none"> • disclosure of abuse or harm • allegation, suspicion or observation • breach of Code of Conduct • environmental safety issues 		
How	Verbal report, letter, email, telephone call, meeting		
To whom	The Child Safety Officer or Head of Student Services		
What next	<p>The Child Safety Officer or Head of Student Services will:</p> <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 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 / must be referred to the police or Child Protection and make referral as soon as possible if required 		
Outcome	<p>Investigation; outcome decided. Relevant staff, volunteers, parents and child notified of outcome of investigation. Policies, procedures updated where necessary.</p>		