Flowchart: Child safety reporting process



Who can report? Children Parent/Carer Coaches Volunteers Any child safety concerns, including: disclosure of abuse or harm What to report? allegation, suspicion or observation breach of the Code of Conduct environmental safety issues Call 000 if a child is in immediate danger Any incidents, suspicions and disclosures of child abuse must be reported to the Child Who to? Safety Officer (Bridget Cornish) A report can be made by: contacting the Child Safety Officer (Bridget Cornish) on 0401 166 087 or by email How? on bridget.cornish@gmail.com a face to face verbal report to the Child Safety Officer The Child Safety Officer will: offer support to the child, the parents, the person who reports and the accused staff member initiate internal processes to ensure the safety of the child, clarify the nature of the What happens next? complaint and commence reporting procedures (if applicable) decide, in accordance with the child safe policy, legal requirements and duty of care, whether the matter should/must be reported to the authorities (Victoria police and/or Child Protection) and make a report as soon as possible

Outcome

- an investigation will be undertaken and outcome decided
- relevant staff, parents and child notified of outcome of investigation
- child safe framework, policies and procedures will be reviewed and updated where necessary