



Child Safety Reporting Flowchart

WHO CAN REPORT?





Staff member or volunteer

What to report?

Any child or young person safety concerns, including:

- Disclosure of abuse or harm
- Allegation, suspicion or observation
- Breach of code of conduct
- Environmental safety issues
- Grooming type behaviour

Call 000 if a child or young person is in immediate danger

How to report?

Face-to-face verbal report, by letter, email, phone call or meeting

Who to report to?

Managers, Principal and CEO are considered child safety officers

What happens next?

The child safety officer will:

- Offer support to the child or young person, the parents/carer/guardian, the person who reports and the person subject of allegation (if a staff member or volunteer)
- Initiate internal processes to ensure the safety of the child or young person
- Report to DHHS/Child First/CCYP/DET/Police/SOCIT (as appropriate)
- Complete an incident report and Responding to Suspected Child Abuse Form (as applicable)

Outcome

Liaise with and seek advice from regulatory bodies, complete investigation and report findings as required. Communicate with all parties involved as required/appropriate.