## Child Safety Reporting Flowchart

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 Safety Person, manager, supervisor

What happens next?

The Child Safety Person, manager or supervisor 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/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.

Category 03 Clients
Set Client Safety
Owner General Counsel & Governance

Approved By
Approved Date
Review Date
Approved 17/12/20
Review Date
17/12/23

VMC