

# CHILD SAFETY REPORTING PROCESS



**Who can report?**

**Parent/ carer**

**Child/ young person**

**Community Member**

**What to report?**

**Any child safety concerns, including:**

- Disclosure of abuse or harm
- Allegation, suspicion or observation
- Inappropriate behaviour of staff, volunteers, contractors.
- Environmental safety issues

**Who to?**

**Call 000 if a child is in immediate danger**

**If child not in immediate danger, see authorities to report on webpage**

**How to report ?**

## **Incident involves a Child / Young Person**

Concerns about/disclosures from/about a child / young person

- Matter should/must be reported as soon as possible to the Police (all instances of suspected sexual abuse including grooming must be reported to Police) and/ or Child Protection.
- All other child safe incidents must be reported to Child Protection or Child First. (See Authorities to Report)
- Incident recorded and securely stored to protect privacy.

**What happens next?**

## **Incident involves Inappropriate Behaviour of Council Workforce**

Concerns/disclosures about the behaviour of a workforce participant.

- As above, report to Police/Child Protection as soon as possible.
- Report incident to appropriate Council supervisor Tel: 1300 368 333

## **Protecting the Safety of Children Investigation**

Council Internal processes initiated and followed in accordance with the Commission for Children and Young People's Reportable Conduct Scheme.