



Flowchart: CHILD SAFETY REPORTING PROCESS

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?

Manager, Administration, Tutor, Child Safety Officer

What happens next?

The Manager, Office Manager or Tutor 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.