Flowchart: CHILD SAFETY REPORTING PROCESS

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| **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. | | |

For more information on the Child Safe Standards visit <http://www.ccyp.vic.gov.au/> or see A GUIDE FOR CREATING A CHILD SAFE ORGANISATION