

# Flowchart: CHILD SAFETY REPORTING PROCESS

**Who can report?**

Parent

Child

Staff member

**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 Officer Dale Emmerson or Stephen Smith

**What happens next?**

The Child Safety Officers will:

- offer support to the child, the parents, the person who reports and the accused staff member
- 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, parents and child notified of outcome of investigation; policies, procedures updated where necessary.