Flowchart: Child safety reporting process

Who can report?
- Parent
- Child
- Staff member, contractor 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

How?
- Face-to-face verbal report, letter, email, telephone call, meeting

Who to?
- Teachers, Year Level Leader, School Counsellor, Deputy Principals, Principal

What happens next?
- The person with whom you raised the concern will:
  - offer support to the child, the parents, the person who reports and the accused staff member, contractor 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.

Love one another as I have loved you