Catholic Regional College St Albans

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

Call 000 if a child is in immediate danger

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.