

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		
How	Verbal report, letter, email, telephone call, meeting		
To whom	The Child Safety Officer or Head of Student Services		
What next	The Child Safety Officer or Head of Student Services will: offer support to the child, the parents, the person who reports and the accused staff member or volunteer initiate internal processes to ensure 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 be / must be referred to the police or Child Protection and make referral 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.		