

## **Appendix 1. Reporting Procedure 1**

### **1. Clarifying, Recording Evidence and Specific Information about the Child**

*A Report is required if you believe, based on reasonable grounds, that a child has suffered, or is at risk of suffering, significant harm as a result of physical, sexual, emotional abuse or neglect AND that the child's parents or caregivers have not, or are unlikely to, protect the child from such harm.*

The following information will be required when making a formal report to either the Police or Child Protection Services.

- The child's name, age (date of birth is preferable) and address
- The name, age and address of any known siblings
- Your reasons (observations or disclosures) for believing that the child is at risk of abuse, or actually being abused or neglected
- Your assessment of the immediate danger to the child
- Current whereabouts of the child or vulnerable person (if not in the home)
- Your description of injuries or 'sign' behaviours you have observed
- Any other information you may have of relevance to the investigation

### **2. Fill out a Complaints Report Form (Appendix 3)**

*N.B. You do not have to be given permission by college authorities to make such a report. Your identity as notifier will remain confidential unless you choose to inform the child or family.*

**3. Reporting.** Making a report is to lay a serious allegation of a criminal offence against another person, so clarify your perceptions carefully before reporting.

You can make your report to:

- **the College Child Protection Officer**, using a Complaint Form. Attach your notes to the form, keeping a copy. Please note, the CPO will inform the senior leadership of the college of your report, and they will act in accordance with the law. You may still make an independent report to:
- **The Police.** (Ring 000) The police are the most appropriate first responders if the report is regarding abuse that is immediate, criminal or endangering the child on college premises in another location.