Reporting Child Abuse – External to your Workplace

The chart below outlines the process that a person working with children in a specific setting should follow to protect a vulnerable child from actual or possible abuse, from someone with no relationship or connection with the organisation.

Disclosure

By a child who is being abused. By another child or adult By personal observation

'Reasonable Belief'

Through observation, listening, checking with other adults you come to a **reasonable belief** that a child <u>has been</u> abused, <u>is being</u> or <u>in danger</u> of being abused. (See definitions of abuse)

Recording/Documenting

Make notes of observations and information gathered. Record data on the name, age, gender, current location or address of the child; describe any visible injuries or relevant behaviours; any info on the abuser (if known). Do not interrogate the child!

Fill out a Complaint Report Form, if possible.

Severity

Criminal – sexual or physical abuse, grooming. Misconduct: physical, emotional abuse, bullying or severe neglect.

Report to:

The Police
Risk of immediate harm or risk
to life: Call 000

Child Protection Services For relevant numbers see the following pages

Lodge Complaint Report Form with Child Protection Officer or <Head of entity>.

These officers may also report to the appropriate agencies.

There is nothing else you need to do, as a responsible adult.

Your identity as notifier will remain confidential unless you choose to inform the child or family.