Reporting Child Abuse – In 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 who is an employee, volunteer, member or adherent of the church or organisation. Even if you know the person as a colleague, your first duty of care is to safeguard the child.

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 of being</u> abused. (See definitions of abuse)

Recording/Documenting

Make notes of observations and information gathered. Record data: the name, age, gender, current location or address of the child; describe any visible injuries or relevant behaviours. Note the identity of the abuser. **Do not** confront this person, unless to protect a child from immediate danger.

Do not interrogate the child!

Fill out a Complaint Report Form if possible, even if you wish to also make a verbal complaint.

Severity

Criminal – sexual or physical abuse, grooming.

Misconduct: sexual, physical, emotional or severe neglect.

Report to:

The Police Ring: 000 Immediately! Child Protection Services (1300 655 795 BH, or 13 12 78 AH)

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.

Reporting Obligations of the 'Head of Entity' under a Reportable Conduct Scheme:

Notify: 'head of entity has 3 working days to notify the Agency responsible for of a

reportable conduct allegations.

Investigate: You must investigate an allegation (subject to Police clearance on criminal

matters); advise the Agency as to who is investigating; manage the immediate

risks to children (e.g. remove alleged offender from any contact with children)

Update: Within 30 days, provide a report which updates the Agency with information

and actions you have taken.

Outcomes: Notify the Agency of findings and actions (or why non action was taken).