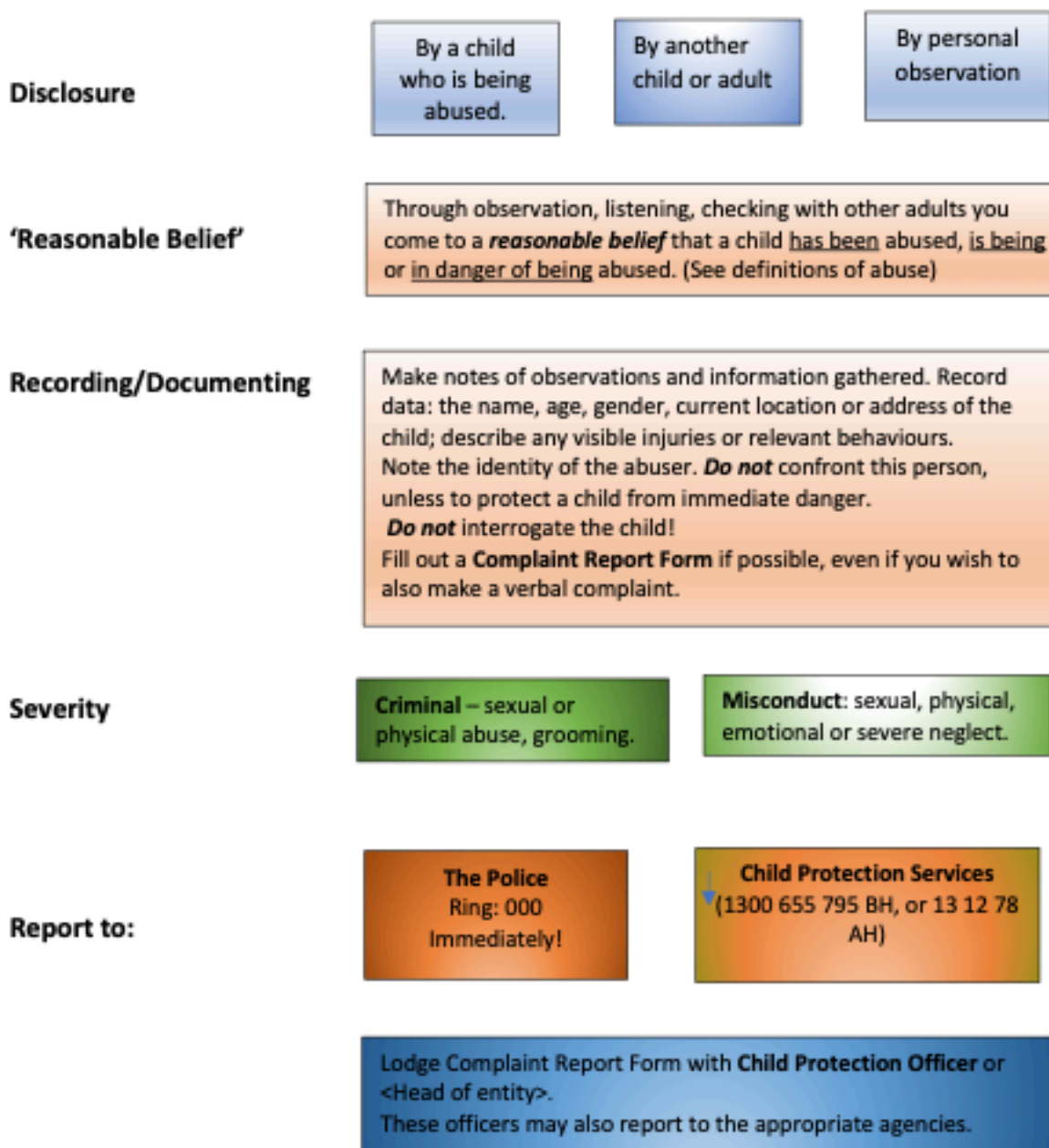


Reporting Child Abuse – In your Workplace

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.



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 (<i>subject to Police clearance on criminal matters</i>); 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).