

Child safety reporting process

Who can report?	Parent/Carer	Child	Director, employee, contractor, or volunteer
What to report	<p>Any Child Safety concerns, including:</p> <ul style="list-style-type: none"> • Disclosure of abuse or harm • Allegation, suspicion, or observation • Breach of Code of Conduct relating to Child safety • Environmental safety issues 		
Concerned and don't know what to do	<p>What if I am concerned about something but not sure if anything inappropriate has happened yet? Complete child safety incident form.</p>		
<p>Call 000 if a child is in immediate danger</p> <p>Otherwise Call PCA Families Child Safety Officer and get advice about whether to make a report</p>			
How?	<p>Child Safety Incident Form, Face-to-face verbal report, letter, email, telephone call or meeting</p>		
Who to?	<p>Child Safety Officer (PCA Families' Program Director) or employee</p>		
What happens next?	<p>The Child Safety Officer or employee will:</p> <ul style="list-style-type: none"> • Offer support to the child, the parents/carers, the person who reports and the accused staff member or volunteer • Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence the disciplinary process (if required) • Decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to Victoria Police or Child Protection and make the report as soon as possible. 		
Outcome	<p>Investigation: outcome decided; relevant employee, volunteers, parents/carers and child notified of outcome of investigation; policies, procedures updated where possible (subject to Victoria Police and/or Child Protection investigation requirements).</p>		