



## CHILD SAFETY REPORTING PROCESS

**Who can report?**

Child

Parent  
Guardian

Any Person

Staff member  
or volunteer

**What to report?**

Any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation
- breach of Code of Conduct
- environmental safety issues.

**Call 000 if a child is in immediate danger and notify the Parish Priest. If the complaint involves a member of the clergy contact the Diocesan Child Safety Officer 03 5445 3612**

**How?**

**Face-to-face verbal report, letter, email, telephone call, meeting**

**Who to?**

Parish Priest or Child Safety Officer (03) 5445 3612 email [childsafety@sandhurst.catholic.org.au](mailto:childsafety@sandhurst.catholic.org.au) or The Commission for Children and Young People (03) 8601 5281

**What happens next?**

The Parish Priest or Child Safety Officer will:

- offer support to the child, the parents, 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 disciplinary process (if required)
- decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police, Child Protection and or the Commission for Children and Young People

**Outcome**

Investigation; outcome decided; notify relevant staff, volunteers, parents and child the outcome/progress of investigation; policies, procedures updated where necessary.