# Child Safety Reporting Process

<table>
<thead>
<tr>
<th>Who can report</th>
<th>Adult</th>
<th>Young Person</th>
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| **What to report?** | Any Child Safety Concerns, including -  
• Disclosure of abuse or harm  
• Allegation, suspicion or observation  
• Breach of the Staff Code of Conduct (inappropriate behaviours) | | |
| **If you believe that a Young Person is at immediate risk of abuse or if there is sexual abuse involved - Phone the Police on 000**  
(All child safety concerns reported to Police must also be reported to VU Security or VU Safer Community or Responsible Person for the Activity) | | |
| **How?** | Face-to-face, verbal report, letter, email, telephone call, meeting (and confirmed in writing) | | |
| **Who to?** | Security (24/7)  
Phone: 9919 6666 (emergencies)  
9919 4999  
Email: security.centre@vu.edu.au  
On campus: Security Office on each campus  
OR | VU Safer Community  
Email: safer.community@vu.edu.au  
Phone: +61 3 9919 5707  
Report online to the VU Safer Community  
Via VU SAFE mobile app ('Report a Concern')  
OR | Responsible Person for the Activity (includes course or unit coordinator, lecturer, organiser of the activity, duty manager, instructor, coach, supervisor) |
| **What happens next?** | Security/VU Safer Community/Responsible Person for the Activity will:  
• Be supportive of the Adult or Young Person who reports and in the first instance record all details using the Online Reporting form.  
• Vice-President, Planning and Registrar will initiate internal processes in consultation with the person who made the report to ensure the safety of the Young Person, clarify the nature of the concern/complaint and commence an investigation (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 Commission for Children and Young People. |
| | • If required by the circumstances, Staff member against whom an allegation is made will be offered support as appropriate. | | |
| **Outcome** | • Investigation and outcome decided.  
• Relevant persons notified of outcome of investigation.  
• Policies and procedures updated where necessary. | | |
Definitions

Adult – Means anyone aged 18 years and over (and includes staff, students, researchers, visitors, parents, carers and guardians).

Child Abuse or Harm – Includes:
   a. any act committed against a child involving –
      i. a sexual offence; or
      ii. the offence of grooming under the Crimes Act 1958 (Vic);
   b. the infliction on a child of –
      i. physical violence; or
      ii. serious emotional or psychological harm;
   c. serious neglect of a child;
   d. racial, cultural or religious vilification or discrimination of a child.

Staff – Means -
   a. all employees of VU and those working at student residences;
   b. all contractors and consultants performing work on VU sites or on behalf of VU;
   c. visiting academics, honorary, adjunct and exchange staff;
   d. the Council and its committees;
   e. students as staff;
   f. any volunteer.

Young Person – Means a person who is currently under 18 years of age whether or not enrolled as a student. The plural of ‘young person’ is ‘young people’.