

CHILD SAFETY REPORTING PROCESS

Please Note: Terms in *italics* have the same meaning as the Policy and Procedure.

Who can report	<i>Adult</i>	<i>Young Person</i>
What to report?	Any Child Safety Concerns , including - <ul style="list-style-type: none"> • Disclosure of abuse or harm • Allegation, suspicion or observation • Breach of the Staff Code of Conduct (inappropriate behaviours) 	
	<p>If you believe that a <i>Young Person</i> is at immediate risk of abuse or if there is sexual abuse involved - Phone the Police on 000</p> <p>(All child safety concerns reported to Police <u>must</u> also be reported to VU Safer Community or <i>Responsible Person</i> for the Activity)</p>	
How?	Face-to-face, verbal report, letter, email, telephone call, meeting (and confirmed in writing)	
Who to?	<p>VU Safer Community Email: safer.community@vu.edu.au Phone: +61 3 9919 5707 Report online to the Safer Community</p> <p><u>OR</u></p> <p><i>Responsible Person for the Activity</i> (includes course or unit coordinator, lecturer, organiser of the activity, duty manager, instructor, coach, supervisor)</p>	
What happens next?	<p>VU Safer Community/<i>Responsible Person for the Activity</i> will:</p> <ul style="list-style-type: none"> • Be supportive of the <i>Adult</i> or <i>Young Person</i> who reports and record all details using the Incident Reporting form. • Initiate internal processes in consultation their line manager/supervisor to ensure the safety of the <i>Young Person</i>, 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 or Child Protection and make a report as soon as possible. 	
	<ul style="list-style-type: none"> • If required by the circumstances, <i>Staff member</i> (includes contractors and volunteers) against whom an allegation is made will be offered support as appropriate. 	
Outcome	<ul style="list-style-type: none"> • Investigation and outcome decided. • Relevant persons notified of outcome of investigation. • Policies and procedures updated where necessary. 	
Internal Reporting	All incidents relating to child safety concerns <u>must</u> be reported to: <ul style="list-style-type: none"> • Dean of Students • <i>Head of the Organisational Unit</i> 	

Refer: [APPENDIX 2 - Child Safety Reporting Guidelines](#) for more information.