

CHILD SAFETY REPORTING PROCESS

Who can report	Adult	Young Person
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 Young Person 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 Security or VU Safer Community or Responsible Person for the Activity)</p>	
How?	Face-to-face, verbal report, letter, email, telephone call, meeting (and confirmed in writing)	
Who to?	<p>Security (24/7) Phone: 9919 6666 (emergencies) 9919 4999 Email: securitycentre@vu.edu.au On campus: Security Office on <u>each campus</u></p> <p><u>OR</u></p> <p>VU Safer Community Email: safercommunity@vu.edu.au Phone: +61 3 9919 5707 <u>Report online to the VU Safer Community</u> Via <u>VU SAFE mobile app</u> ('Report a Concern')</p> <p><u>OR</u></p> <p>Responsible Person for the Activity (includes course or unit coordinator, lecturer, organiser of the activity, duty manager, instructor, coach, supervisor)</p>	
What happens next?	<p>Security/VU Safer Community/Responsible Person for the Activity will:</p> <ul style="list-style-type: none"> • Be supportive of the Adult or Young Person who reports and in the first instance record all details using the <u>Online Reporting form</u>. • 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. 	
	<ul style="list-style-type: none"> • If required by the circumstances, Staff member 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. 	

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'.