

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 Appropriate Workplace Behaviour Policy (inappropriate behaviours) 	
	<p style="text-align: center;">If you believe that a Young Person is at immediate risk of abuse or if there is sexual abuse involved:</p> Phone the Police on 000 (All child safety concerns reported to Police must also be reported to the Manager or Responsible Person for the Activity)	
How?	Face-to-face, verbal report, letter, email, telephone call, meeting (and confirmed in writing)	
Who to?	Glenroy Neighbourhood Learning Centre Manager: Karen Fitzsimons 9304 3910 OR Responsible Person for the Activity (includes course or unit coordinator, teacher, organiser of the activity, instructor)	
What happens next?	The Manager or Responsible person will: <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 Reporting form. • 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 must be reported to the police, Child Protection and/or Commission for Children and Young People. • If required by the circumstances, the 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 or:
 - 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 GNLC
- b) all contractors and consultants performing work at the GNLC site;
- c) visiting teachers 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'.

Status	Current
Effective Date	19/6/20
Review Date	19/6/23
Approval Authority	Committee of Management
Enquiries	9304 3910