



Flowchart: Reporting Safeguarding Complaints

If you suspect that a person has acted in a manner that is inappropriate or unsafe towards a Child, follow the steps outlined below.

If there is a **life threatening or time critical situation**, please call **000**.

You receive a Safeguarding Complaint.

Do you believe that:

- the Respondent has committed a Reportable Crime (examples include physical or sexual abuse by an adult towards a Child); or
- you have information that would assist the police in an investigation; or
- a Child is in danger?

Yes

No

You have a personal legal obligation to report Reportable Crimes to the police. The Safeguarding Office will assist you to report.

Immediately notify the Safeguarding Office through your Parish Priest/Agency Head. Complete **Form: Reporting Safeguarding Complaints** and provide it to the Safeguarding Office.

The Safeguarding Office will report to the NSW Police and will provide you with a copy of their report.

Do you believe a Child is otherwise at Risk of Significant Harm or the allegation constitutes Reportable Conduct?

Examples include neglect or psychological harm by an adult towards a Child.

Yes

No

Is the Respondent an Employee, Volunteer, contractor, Clergy or Religious Appointee?

Yes

No

No further action required.

You may be obliged to report to the NSW Office of the Children's Guardian and/or the Department of Communities and Justice.

Notify the Safeguarding Office as soon as possible using the Form: Reporting Safeguarding Complaints.

The Safeguarding Office will consider the information and initiate further steps if required.

To report a Safeguarding Complaint, or if you have any questions, please contact:

Karen Larkman, Director of Safeguarding Office	(02) 9390 5810
Monique Smith, Executive Assistant to Karen Larkman	(02) 9390 5812