



## 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

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.

No

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.

No

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

Yes

Yes

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.

No

No further action required.

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

Karen Larkman, Director of Safeguarding Office  
Monique Smith, Executive Assistant to Karen Larkman

(02) 9390 5810  
(02) 9390 5812