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 the **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.

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**

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**

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

**Yes**

**No further action required.**

**No**

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

**Director of Safeguarding Office**

(02) 9390 5810

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