



Flowchart: Reporting Safeguarding Complaints

If you suspect that a person has acted in a manner that is inappropriate or unsafe towards a Child or Adult at Risk, 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); or
- you have information that would assist the police in an investigation; or
- a Child or Adult 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 assist you in reporting to the NSW Police.

Do you believe a Child is otherwise at Risk of Significant Harm or the allegation constitutes Reportable Conduct? Or is an Adult at risk of harm or abuse.

Examples include neglect or psychological harm by an adult towards a Child or an Adult at risk to themselves or others.

No

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.

Yes

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

No

No further action required.

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

Director of Safeguarding Office

(02) 9390 5810