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**.

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**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**

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.

**No**

**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.**

**Yes**

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

**No further action required.**

**No**

**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.

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

**Director of Safeguarding Office**  (02) 9390 5810