

# Reporting Protocol for Clergy and Workers for Any Child Related or Vulnerable Adult Concerns



**Clergy and Workers** including Volunteers of the Archdiocese of Sydney are personally obligated to report the following serious offences as shown below. Included on this document are the relevant contact phone numbers you will need for the Safeguarding and Ministerial Integrity Office, the NSW Department of Communities and Justice and the NSW Police. Follow the steps below if you have reason to suspect any of the following matters:

Contact numbers for reporting concerns	
<b>Safeguarding and Ministerial Integrity Office</b> Archdiocese of Sydney Safeguarding Director	02 9390 5810
<b>Department of Communities and Justice (DCJ)</b> Child Protection Helpline (24 hours/7 days)	132 111
<b>NSW Police</b> If an emergency Police Assistance Line Police Area Command (PAC)	000 131 444 Look up PAC in your local area

**EMERGENCY CONTACT NUMBER FOR THE PARISH PRIEST/ AGENCY HEAD:**

For further information please refer to the Catholic Archdiocese of Sydney *Protocol: Reporting reportable crimes to the NSW Police*. Anyone in the Catholic Archdiocese of Sydney can report a crime to the NSW Police.

**If you suspect:**

- \* Physical Abuse
- \* Sexual Abuse

By an adult towards a child, young person or vulnerable adult

**If you suspect:**

- \* Neglect
- \* Psychological Harm

By an adult towards a child, young person or vulnerable adult

**Step 1 - Parish Priest or Agency staff/ volunteers to:**

Report to the Parish Priest/Agency Head **unless there is an emergency, then report directly to NSW Police**

**Step 1 - Parish Priest or Agency staff/ volunteers to:**

Report to the Parish Priest or Agency Head

**Step 2 - Parish Priest/ Agency Head to:**

Report the matter to the Safeguarding Office

The Safeguarding Office can provide assistance reporting to NSW Police or relevant agencies

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**Step 3 - Safeguarding Office to:**

Provide advice and support to Parish Priest/ Agency Head and staff regarding reporting to NSW Police and DCJ

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