## Child Safety and Child Abuse Response and Reporting Procedure

Who can report?

Child

Student

Staff or volunteer

Parent or other adult

What to report?

Report any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation.

How to identify a child is in need of protection is described in the *Child Safety and Child Abuse Response and Reporting Procedure*.

## Call 000 if you believe a child is in immediate danger.

Who to?

A Child Safe Advisor (where nominated) Chief of Staff

and/or

External authority (Police and/or Child Protection as discussed with Chief of Staff).

How?

You can report in person or via email, letter or phone or by using the Suspected Child Abuse Notification Form at appendix B.

The Child Safety Advisor or Chief of Staff will provide further advice on the procedure for contacting external authorities.

What happens next?

The Child Safety Advisor or Chief of Staff will:

- offer support to the child or young person and any others involved
- provide clear information about responding to the allegation or disclosure
- use appropriate supports if the child is Indigenous, of a culturally and linguistically diverse background, or has a disability
- initiate internal processes to ensure the safety of the child and clarify the concern
- inform the University General Counsel and the Director Human Resources where relevant.
- ensure the matter is reported to external authorities as soon as possible.

Outcome

An external investigation may be undertaken and an outcome decided. Due to privacy and confidentiality rights of any child or parent or other parties, the reporter may not be provided with the outcome for the report.

University disciplinary processes may be taken against a student or staff member as determined by any investigation.