

REPORTING ABUSE OR SAFETY-RELATED MISCONDUCT

STEP
01

WHO CAN REPORT?

Anyone:

- Child or young person and/or their parent or carer
- Adult
- Staff member or volunteer
- Clergy or religious person
- Any other person e.g. witness to an incident

STEP
02

WHAT TO REPORT?

Abuse or safety-related misconduct:

- Current or historical disclosures of abuse or harm
- Current or historical allegations, suspicions or observations
- Breach of the Code of Conduct

IF YOU SEE SOMETHING SAY SOMETHING

STEP
03

HOW?

- Verbal report in person or by telephone
- Written report via email or mail

STEP
04

WHO TO?

If you feel comfortable and it is appropriate to do so, report the matter to a person in a leadership position within your parish, as they can assist and support you to make a report.

All reports are to be directed to:

Professional Standards Unit

Phone: 9926 5621 Email: psu@cam.org.au

Or you can contact Victoria Police directly. Remember! Always call 000 if a child or adult is in immediate danger.

STEP
05

WHAT HAPPENS NEXT?

The Professional Standards Unit will:

- Offer support to the person(s) involved
- Initiate risk management processes to ensure the safety of the person and others, clarify the nature of the complaint and commence disciplinary processes
- Report the matter to relevant authorities in accordance with legal requirements and duty of care as soon as possible e.g. Child Protection, Victoria Police
- Wait for clearance from authorities before starting an investigation
- Report the matter to regulatory bodies (if applicable) e.g. Commission for Children for Children and Young People

PROFESSIONAL STANDARDS UNIT Phone: 9926 5621 Email: psu@cam.org.au

This flowchart is adapted from the Commissioner for Children and Young People, Victoria. Flowchart: Child Safety Reporting Process & from the National Office for Child Safety, Australian Government. Flowchart: Child Safety Reporting Process Within an Organisation.



CATHOLIC ARCHDIOCESE
OF MELBOURNE