

# St Joseph's Parish, Northcote

## Child Safety Reporting Procedure

### What should you report?

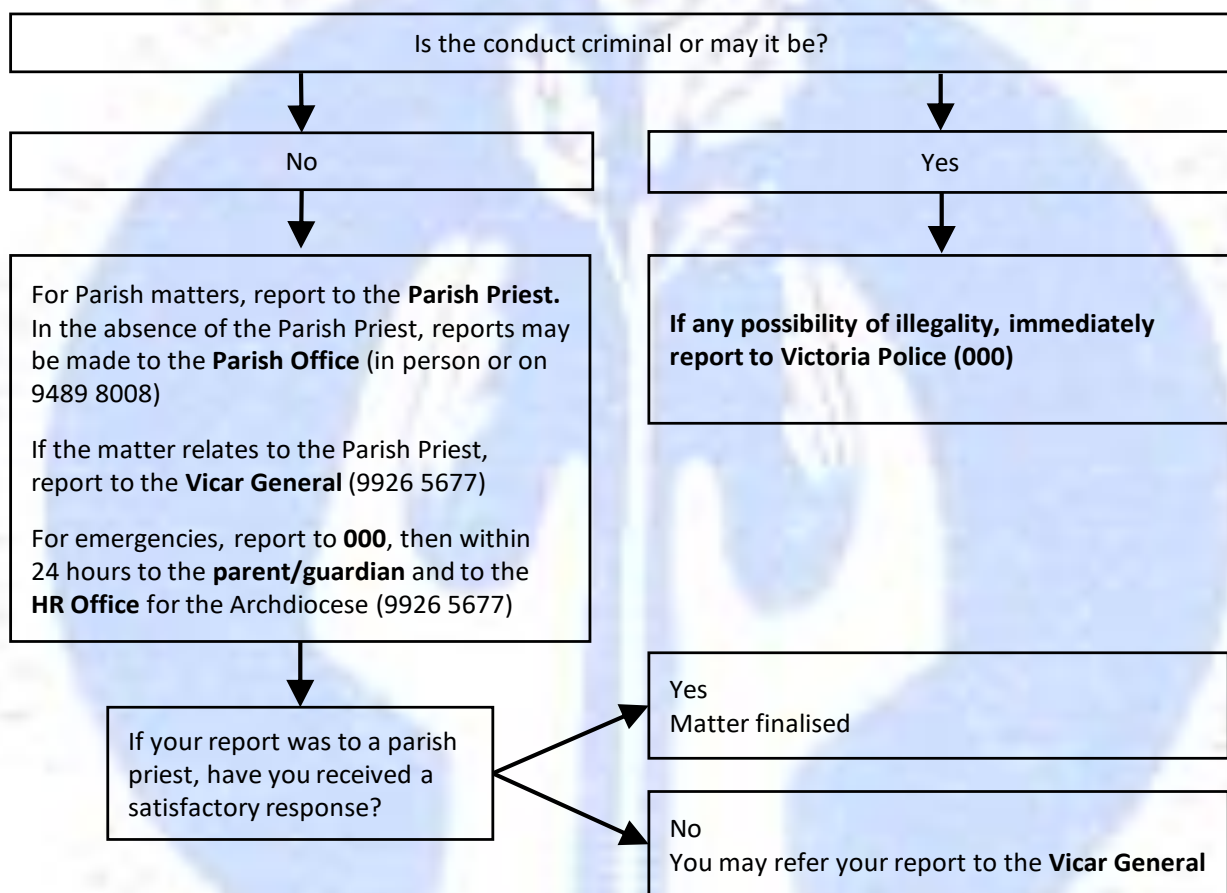
Any breaches of the Parish *Child Safety Code of Conduct*, matters that cause you concern, or incidents that occur during an activity that you are responsible for.



### Who may make a report?

Anyone who has witnessed an event or incident or otherwise formed a reasonable belief that a child is (or is at risk of) being harmed or abused. The report does not need to be made by the child involved.

### How do you make a report?



### What happens when a report is made?

The person taking your report will record any relevant details for further action or follow-up by the Parish Priest or Child Safety Officer. This may be done using a confidential incident reporting form.

The action taken in response to a report will depend on the nature of the issue or concerns raised. In some cases it may be appropriate or necessary to inform the relevant authorities or others within the Parish or Catholic Archdiocese of Melbourne. Further information is given in our Parish's *Child Safety Policy*.

Where appropriate, the Parish will keep you informed of the progress of your report and any actions or outcomes. You may expect to receive an initial response to your report within five business days.

The details of your report, all action taken, and any initial or follow-up communications will be kept on file in the Parish Office. Confidentiality will be maintained at all times to the extent that this is possible.