

# REPORTING ABUSE OR SAFETY-RELATED MISCONDUCT

## STEP 1

### WHO CAN REPORT?

#### Anyone:

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

## STEP 2

### 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 OR HEAR SOMETHING, SAY SOMETHING

## STEP 3

### HOW?

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

## STEP 4

### WHO TO?

#### There are a number of different ways you may choose to make a report:

- If the child or adult is in immediate danger, reports can be made by any individual directly to statutory authorities:
  - Victoria Police  
000 or your local police station [www.police.vic.gov.au](http://www.police.vic.gov.au)
  - Child Protection  
North Division intake: 1300 664 977  
South Division intake: 1300 655 795  
East Division intake: 1300 360 391  
West Division intake - metropolitan: 1300 664 977  
West Division intake - rural and regional: 1800 075 599  
After hours, weekends, public holidays 13 12 78
- Report the matter to a person in a leadership position within your parish e.g. clergy, Safeguarding Committee, parish staff.
- Reports should also be made to:
  - Pathways Victoria—responds to allegations of abuse in the Catholic Church across the Victorian dioceses.  
(03) 7064 3940  
[info@pathwaysvictoria.com](mailto:info@pathwaysvictoria.com)
- You can also contact the Safeguarding Unit who will support and assist you.

#### REMEMBER! ALWAYS CALL 000 IF A CHILD OR ADULT IS IN IMMEDIATE DANGER.

## STEP 5

### WHAT HAPPENS NEXT?

#### The Safeguarding Unit, together with Pathways Victoria, will:

- 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 statutory authorities and/or regulatory bodies, e.g. Child Protection, Victoria Police, CCYP, Reportable Conduct Scheme.
- offer support to the person(s) involved, e.g. counselling.

**SAFEGUARDING UNIT** Phone: 9926 5621 Email: [safeguardingunit@cam.org.au](mailto:safeguardingunit@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*.



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