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
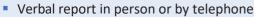- Breach of the Code of Conduct

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
  - 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

- 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

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