

# Responding to Incidents, Disclosures or Suspicions of Child Harm or Abuse

## Who can report?

Parent

Carer

Visitor

Child

Staff Member  
Contractor  
Volunteer

## What to report?

### Any child safety concerns, including:

- disclosure of harm or abuse.
- allegation, suspicion or observation.
- breach of Code of Conduct.
- environmental safety issue.

### If a child is in immediate danger

- Ensure their safety – remove from harm
- Administer First Aid
- Call 000 for assistance

## How?

- Face-to-face verbal report.
- Letter / Email.
- Telephone call.
- Meeting.

### If a child is not in immediate danger

- Listen ~ be calm, let child use own words.  
~ do not ask leading questions.
- Reassure ~ provide comfort.  
~ that it is OK they have told you.  
~ that it is not their fault.
- Respect ~ they may only reveal some details.  
~ acknowledge their bravery.  
~ avoid making promises.  
~ explain you will need to report.

## Who to?

**Mr. Andrew Cook** ~ Child Safety Officer  
and/or ... **Mr. Steve Hicks** ~ Principal  
and/or ... **Mr. Leigh Symons** ~ Deputy Principal  
( *St. Joseph's Primary School - 5762 1347* )

## What happens next?

### The Child Safety Officer, Principal or Deputy will...

- Offer support to the child, the person who reports and the accused person.
- Initiative internal processes.
- Assist if the report should/must be reported to police / Child Protection.
- Make a report as soon as possible if required.

### Outcome:

- Investigation.
- Outcome decided.
- Relevant parties notified.
- Policy, procedure updated where necessary.

