Forrest School P&C Flowchart: Child Safety Reporting process

FORREST
P&C

Who can report?

- Children
- Parent/Carer
- School Staff
- Volunteers

What to report?

Any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation
- breach of the Code of Conduct
- environmental safety issues

Call 000 if a child is in immediate danger

Who to?

Any incidents, suspicions and disclosures of child abuse must be reported to the Forrest P&C Executive Member/s and then to School principal.

How?

A report can be made by:

- contacting the Forrest P&C President by email at Forrest School P&C President @gmail.com or telephone 0417690806
- a face to face verbal report to the Forrest School P&C President/Vice-President

What happens next?

The President/Vice President in consultation with the School Principal will:

- offer support to the child, the parents, the person who reports and the accused member
- initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence reporting procedures (if applicable)
- decide, in accordance with the child safe policy, legal requirements and duty of care, whether the matter should/must be reported to the authorities (ACT police and/or Child, Youth, Families Protection Service and make a report as soon as possible
- refer the child, the parents, the person who reports and the accused member to relevant support services if applicable

Outcome

- an investigation will be undertaken and outcome decided
- relevant staff, parents and child notified of outcome of investigation
- child safe framework, policies and procedures will be reviewed and updated where necessary. Review of P&C framework, policy and procedures will be undertaken after investigation
- Incident .