

Child Protection Safety Response Process

Trigger

Directly observe or receive a report, complaint or allegation that a child is harmed or is at risk of harm

Protect

Call 000 for immediate risk

- Arrange for the nearest staff member trained in first aid to assist, where there is a medical emergency
- Follow 000 and Police instructions
- Ensure any physical or electronic evidence remain untouched/untampered

Respond

- Remain calm
- Reassure that it is not their fault and that they are doing the right thing by telling you about it
- Do not make promises not to tell anyone
- Do not ask leading or probing questions
- Document the disclosure objectively and as soon as possible

Report

Report to External Agencies

- Mandatory Reporters – report child in need of protection to Child Protection
- All Adults- report sexual offence against a child under 16 to Victoria Police

Report to your Supervisor

Report to the Child Safety Compliance Officer

- childsafety@cgd.vic.gov.au
- 0418 100 919
- Online Child Protection Form – The Source

Next steps

Child Safety Compliance Officer with your Supervisor/Manager/Director/CEO and the Child Safety Internal Response Team (which includes the Chief People Officer and Manager Governance, Legal and Risk) will ensure:

- Immediate risks are managed
- Any outstanding reports to external agencies (e.g. CCYP) are made and regulatory authorities are cooperated with
- Coordinator of Children's Services is informed of any reports related to Council owned kindergarten facilities
- Support to those involved is provided
- Internal investigations as required are conducted and finalised with accurate record keeping

Review

You may be asked to assist with a final evaluation and review

Any general child safety concern or misconduct with or in the presence of children by any individual associated with Council should be immediately reported to your Supervisor and the Child Safety Compliance Officer:
childsafety@cgd.vic.gov.au.