

## SD - Child Safety - Reporting Flowchart

### Reporting Process for Incidents Related to Children:

Headway Gippsland Inc. is committed to the safety and wellbeing of all children accessing our service, including the cultural safety of aboriginal children, cultural safety of children from CALD backgrounds and the safety of children with a disability. Headway has zero tolerance for child abuse, believes the rights of the child are paramount and they should feel safe and supported accessing our service.

We have specific policies and procedures in place to support and educate our staff and volunteers and all allegations and safety concerns will be treated seriously and acted upon immediately.

The following reporting process applies to ALL Headway staff, volunteers and Board of Management.

Headway Gippsland Inc. are committed to Child Safety and all staff are to follow the below reporting procedures for all types of abuse, suspected or known.

### Allegations of Abuse:

Failure to Disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.

Failure to Protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Any personnel who are mandatory reporters must comply with their duties.

### Please follow the below reporting procedures – If you:

- **Witness or have reasonable belief sexual abuse has occurred**



1. Call Headway CEO/office 5127 7166 or after hours on call 0448 472 007 and advise of above, discuss and debrief
2. Call police 000 immediately and report all details you are aware of, confirm that police will call DFFH child protection.
3. If Police advise you to call child protection do so on 1300 655 795 (office hours) or 131278 after hours
4. Complete incident report and lodge within 24 hours see office for details)
5. Follow up support with child as appropriate in conjunction with services above and following discussions with management.

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- **Witness or believe physical abuse has occurred**



1. Call Headway CEO/office or after hours on call and advise of above, discuss and debrief
2. Call police 000 immediately and report all details you are aware of, confirm that police will call child protection
3. If police advise you to call child protection, do so on 1300 655 795 (office hours) or 131278 (after hours)
4. Complete incident report and lodge within 24 hours
5. Follow up support with child as appropriate in conjunction with services above and following discussions with management.

- **You have not witnessed or been told of any abuse but you have concerns a child may be in danger or has been treated inappropriately in some way**



1. **If immediate danger** – any form of abuse call police 000 and report and follow processes as above.
2. **If not immediate danger but you have concerns** - call Headway CEO/office or on call immediately and discuss.
3. Following discussions with management a call DFFH child protection may be made (decision on this made in conjunction with management depending on your concerns)
4. Complete incident report and lodge at Headway office within 24 hours
5. Follow up support with child as appropriate following discussion with management

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- **Breach of the Headway Code of Conduct in relation to treatment of children through your work**



If you feel another staff person, volunteer or Board Member has breached the code of conduct in relation to the treatment of children through their work with Headway you need to report this with the Headway CEO immediately. Headway has responsibilities under the Child Wellbeing and Safety Act 2005 (the Act) as part of the Reportable conduct scheme.

We understand this is a difficult process, but child safety is paramount and we encourage you to talk to Headway Gippsland Inc. management with any concerns. We will support you through this process. We encourage all staff to have open discussions with families and children they are working with to allow opportunities for children to feel comfortable enough to disclose issues if they need to.

All staff who have witnessed child abuse, suspect child abuse or mistreatment through their work with Headway Gippsland Inc. will be offered debriefing and support during discussions with management. We will do our best to support you through this process.

We will also do our best to support children and families through this process to ensure the child feels supported during and following any reports that are made.

### **Reportable Conduct Scheme:**

Headway Gippsland Inc. is required to report notifiable allegations of child abuse (A child is anybody under 18 years of age) to the Commission for Children and Young People under the Child Wellbeing and Safety Act 2005 (the Act).

The Head of the organisation is determined as: Headway Gippsland Inc. CEO and is responsible for the following actions as part of a notification:

- **Types of reportable conduct.** There are five types of 'reportable conduct':
  - sexual offences committed against, with or in the presence of a child
  - sexual misconduct committed against, with or in the presence of a child
  - physical violence against, with or in the presence of a child
  - any behaviour that causes significant emotional or psychological harm to a child
  - Significant neglect of a child.

The head of Headway Gippsland Inc. (CEO) must notify the Commission for Children and Young People of any reportable allegations made against their workers or volunteers within three business days of becoming aware of the allegation. This applies to all current workers even where the allegation occurred outside of the workplace or time of employment.

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### How to Report:

Notifications should be made by the head of the organisation using the online form:

- <https://ccyp.vic.gov.au/reportable-conduct-scheme/notify-and-update/>

### Contact Information:

- Commission for Children and Young People
  - Telephone 1300 78 29 78
  - Email [contact@ccyp.vic.gov.au](mailto:contact@ccyp.vic.gov.au)
- Police
  - Telephone 000
- DFFH child protection
  - Telephone 1300 655 795 (office hours)
  - Telephone 13 12 78 (after hours)
- Headway Gippsland Inc.
  - Telephone 03 5127 7166 (CEO/office - during office hours)
  - Telephone 044 472 007 (on call - after hours)