



# BALLARAT HIGH SCHOOL

## Flowchart: CHILD SAFETY REPORTING PROCESS

(Adapted from COMMISSION FOR CHILDREN AND YOUNG PEOPLE: <http://www.cyp.vic.gov.au/>)

Who can report?

Parent

Child

Staff member,  
Contractor, or  
Volunteer

*ALL adults in Victoria have a personal obligation to report suspicions of sexual abuse. Failure to report, is not just a failure to follow BHS requirements, but could also be a criminal offence. Complying with obligations under the BHS reporting process can go some way to also fulfilling this personal obligation.*

What to report?

Any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation
- breach of Code of Conduct

**Call 000 if a child is in immediate danger**

How do you report?

Face-to-face conversation, email (marked urgent), telephone call.

Who do you report to?

Principal, Assistant Principal, member of Student Services Team, School Liaison Person (for volunteers)

What happens next?

The school will:

- offer support to the child, the parents, the person who reports and any accused staff member or volunteer
- initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence disciplinary process (if required)
- decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.

Outcome of your report ?

Investigation; outcome decided; relevant staff, volunteers, parents and child notified of outcome of investigation; policies, procedures updated where necessary.

