

# Reporting child safety concerns

## Swinburne flowchart



### 1 Who can report?

Child or young person      Parent or carer      Staff member (employee or contractor)      Student      Volunteer      Visitor

### 2 When and what to report?

#### Report any child safety concern immediately after:

- Receiving a disclosure of child abuse or harm.
- Receiving an allegation, suspicion or observation of child abuse or harm.
- Forming a reasonable belief of child abuse or harm.
- Becoming aware of a breach of the Code of Conduct.
- Noticing an environmental safety issue.

#### Remember:

- You do not have to witness an incident to report.
- It does not have to be an emergency to be reported.
- Proof is not required to make a report.
- A suspicion or reasonable belief is enough to make a report
- Refer to the indicators of child abuse or harm factsheet.

### 3 Who and how to report?

#### If there is an immediate risk:

1. A report must be made to Emergency Services, call: 000 and/or Campus Security, call: 9214 3333 (when on campus).
2. Followed by a report to Safer Community via email [safercommunity@swin.edu.au](mailto:safercommunity@swin.edu.au) or the Online Reporting Form.

#### If there is no immediate risk:

A report must be made to Safer Community via email [safercommunity@swin.edu.au](mailto:safercommunity@swin.edu.au) or the Online Reporting Form.

#### Note:

- A disclosure of child abuse or harm can be made to anyone in the university (e.g., staff member, contractor, student, volunteer).
- A person receiving a disclosure or who has a reasonable belief of child abuse or harm must report to Security and/or Safer Community.
- A victim of child abuse or harm can make a report directly to Security and/or Safer Community.

### 4 What happens after a report?

#### Safer Community will:

- Uphold legal requirements to report concerns to authorities such as Police and/or Child Protection as soon as possible.
- Offer support to the child/young person, parents/carers and reporter.
- Ensure safety of the child/young person through a risk mitigation plan.
- Prioritise the child's cultural and personal needs by referring them to specialist support services.
- Investigate concerns involving student conduct consulting with the Behavioural Risk Assessment and Management Committee.
- Refer concerns involving staff, contractor, and volunteer conduct to subject matter experts such as People and Culture (i.e., Human Resources), to investigate.
- Afford procedural fairness to individuals who are the subject of an allegation.

### 5 Outcome

- Investigation undertaken and outcome decided.
- Where an allegation of child abuse or harm is substantiated, the university will initiate disciplinary and misconduct proceedings towards the staff member or student of concern.
- Relevant parties (e.g., child, parents/carers, staff and volunteers) notified of the outcome.
- Legislative reporting requirements under the Reportable Conduct Scheme and duty of care obligations adhered to.
- Incident recorded on Child Safety Risk Register by Safer Community.

#### Further information

Email [safercommunity@swin.edu.au](mailto:safercommunity@swin.edu.au)

Web [swin.edu.au/safercommunity](http://swin.edu.au/safercommunity)