## REPORTING ABUSE OR SAFETY-RELATED MISCONDUCT

# STEP 1 Who can report?

#### Anyone:

- Child or young person and/or their parent or carer
- Adul
- Staff member/volunteer/parishioner
- Clergy or religious person
- Any other person e.g. witness to an incident

# STEP 2 What to report?

### Abuse or safety-related misconduct:

- Current or historical disclosures of abuse or harm
- Current or historical allegations, suspicions or observations
- Breach of the Code of Conduct

IF YOU SEE OR HEAR SOMETHING. SAY SOMETHING.

STEP 3 How?

STEP 4

Who to?



Written report via email or mail

### There are a number of different ways you may choose to make a report:

- If the child or adult is in immediate danger, reports can be made by any individual directly to statutory authorities:
  - Victoria Police
     OOO or your local police station www.police.vic.gov.au
  - Child Protection

North Division intake: 1300 664 977 South Division intake: 1300 655 795 East Division intake: 1300 360 391

West Division intake—metropolitan: 1300 360 462 West Division intake—rural and regional: 1800 075 599 After hours, weekends, public holidays: 13 12 78

- After hours, weekends, public holidays: 13 12 /8
   Report the matter to a person in a leadership position within your parish e.g. clergy, Safeguarding Committee, parish staff.
- Reports should also be made to:
  - Pathways Victoria—responds to allegations of abuse in the Catholic Church across the Victorian dioceses. (O3) 7064 3940 info@pathwaysvictoria.com
- You can also contact the Safeguarding Unit, who will support and assist you.

REMEMBER! ALWAYS CALL 000 IF A CHILD OR ADULT IS IN IMMEDIATE DANGER.

STEP 5 What happens next?

### The Safeguarding Unit, together with Pathways Victoria, will:

- initiate risk-management processes to ensure the safety of the person and others, and clarify the nature of the complaint
- commence disciplinary processes as guided by the relevant head of entity
- report the matter to relevant statutory authorities and/or regulatory bodies,
   e.g. Child Protection, Victoria Police, CCYP, Reportable Conduct Scheme.
- offer support to the person(s) involved, e.g. counselling.

