

# Leaders\* – Reporting Child Safe Concerns at St Margaret's

## If a report is made to you as a Leader:

1

- Listen without interrupting or giving opinions.
- Check that steps have been taken to ensure the child's safety.
- Check if the police have been called.
- Let the person know you will support them to go through the process of reporting.

2

- Report to Priest in Charge or Child Safe Officer, or Wardens.
- Child Safe Officer and Wardens will consult with the Priest where available, unless the Priest is the subject of the complaint.

3

- Priest/Child Safe Officer will call DHHS 1300 360 391 and Kooyoora 1800 135 246 and if appropriate the Police.
- If necessary Priest/Child Safe Officer will contact the child's parents and will arrange support for the child as appropriate.

4

- Kooyoora will ask for a written report and consent of the person making complaint.
- Priest/CSO will help to fill out the appropriate form and in writing the complaint, and will help you to sign consent for Kooyoora to proceed in investigating the complaint.
- Priest/CSO will forward the report to Kooyoora.

5

- Kooyoora will keep you informed of process and outcome.
- For further information about the process refer to Kooyoora's "Information for people thinking about making a complaint", or online: <https://www.kooyoora.org.au/client-institutions/anglican-diocese-of-bendigo/complaints/complainants/>.

\*Leaders: Leaders include the Vicar, other ministry staff, the Child Safe Officer, and Wardens.

