

Parish – Reporting Child Safe Concerns at St Margaret's

If a child discloses to you

- Listen without interrupting or giving opinions.
- Tell the child that you believe them and that the abuse is not their fault.
- Let the child know that you will need to contact other people to help keep them safe.

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If you witness an incident

- Do not engage directly with the alleged perpetrator.
- If the child is in immediate danger call 000.
- Remove the child to a safe place.
- If possible consult with the Priest, Child Safe Officer or Warden.

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- Decide if you have formed a reasonable belief that the child is in danger through what you have seen or heard. This might involve not only what the child has said but other reports from another child or church member.
- Ascertain whether the child has a disability, or is from an Aboriginal or cultural or linguistically diverse background.
- Obtain child's name and if possible address, age and parent's names.

- In a private space, ask the child an open ended question to gain more information (eg. I'm worried about what just happened then - are you OK?).
- Listen without interrupting or giving opinions.
- Let the child know that you will take steps to keep them safe.
- Ascertain whether the child has a disability, or is from an Aboriginal or cultural or linguistically diverse background.

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- Consult with Priest or Child Safe Officer first (unless the disclosure/incident involves them, or the child is in immediate danger in which case call 000).
- Priest/Child Safe Officer will support you to call Kooyoora (Diocesan Office of Professional standards) and Department of Health and Human Services (DHHS) and/or Police, will contact the child's parents and will arrange support for the child as appropriate, including any special services that may be relevant for the child (eg, Aboriginal, CALD, disability, etc).

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- If the CSO is the subject of the complaint, consult with the Priest.
- If the Priest is the subject of the complaint, consult with the CSO who will assist you to ring Kooyoora 1800 135 246 or ChildFirst 1300 369 146.
- If neither the Priest nor the CSO are available, call Kooyoora immediately.

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- Priest or Child Safe Officer will record incident with your assistance.