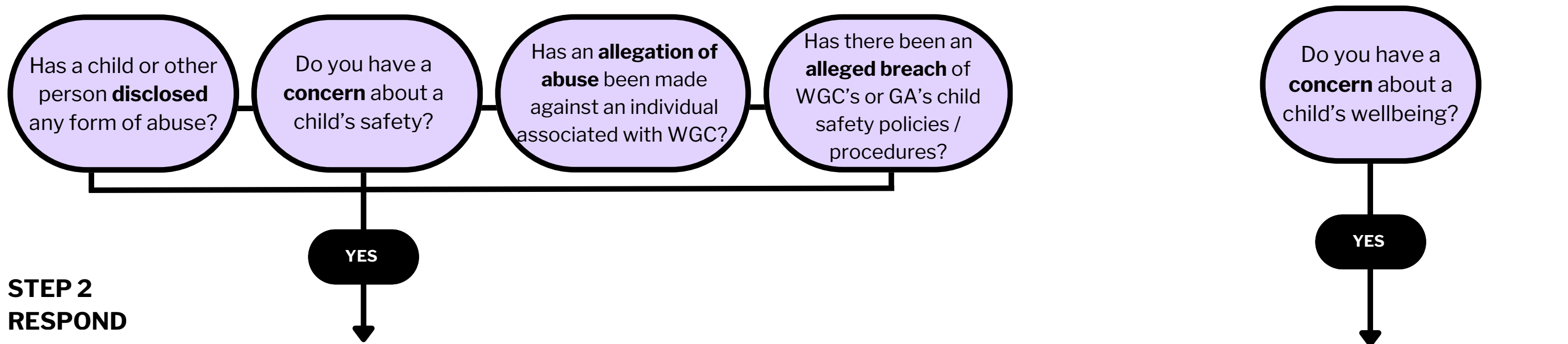
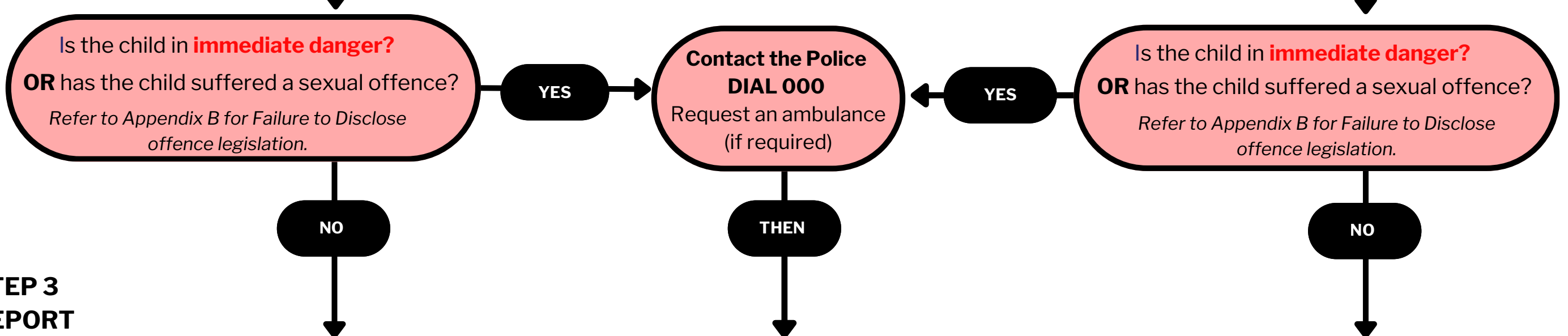


CHILD SAFETY REPORTING PROCESS

STEP 1 IDENTIFY AND RECEIVE



STEP 2 RESPOND



STEP 3 REPORT

Immediately

- Report to the **Child Safeguarding & Wellbeing Manager (CSWM)** on 0424 141 509 or (childwellbeing@wgc.org.au). If CSWM is not available then report to the relevant Department Leader or to the **Child Safeguarding and Wellbeing Committee Officer (CSWO)** on 0407 529 101 or (childprotection.committee@wgc.org.au).
- Complete the Child Safety Incident Report Form (**Appendix C**). The CSWM and/or the CSWO will assess the complaint and determine whether an Incident Report Form is required or whether the complaint will be recorded in the Child Safeguarding and Wellbeing Safety Register.
- If the complaint involves alleged Prohibited Conduct under the GA Safeguarding Children and Young People Policy, the CSWM will report to either GA or SIA (**refer to Appendix D**).
- If the complaint relates to a child who has or is likely to suffer significant harm as a result of abuse or neglect the CSWM will report to the Department of Families, Fairness and Housing and any other relevant authority.

Contact the **High Performance Manager Jess Mason** at jessica@wgc.org.au or the **Educational Programs Manager Shae Christian** at shae@wgc.com.au

OR if the HP or EDU Managers are unavailable, contact the **CSWM Manager Olivia** on 0424 141 509 or childwellbeing@wgc.org.au

All wellbeing concerns are recorded in the child safety + wellbeing register by the CSWM who has oversight of all child safety and wellbeing matters.

STEP 4 INVESTIGATE AND RECORD

THEN

- When deemed necessary by the CSWM, WGC to commence internal investigatory (**refer to 5.5 of this Procedure**) and disciplinary action in accordance with WGC's policies and procedures.

Note: If the complaint is reported to SIA and is determined to be in-scope under the GA Safeguarding Children and Young People Policy, SIA may manage the complaint in accordance with the GA Complaints, Disputes and Discipline Policy. The CSWM will liaise and co-operate with GA/SIA in this regard. **Refer to Appendix D.**

- Record and store:
 - The Child Safety Incident Report Form
 - All information relating to the investigation findings, reasons and outcomes
 - Advice received from Child Protection Authorities and case reference number (if reported)
 - Any correspondence with GA / SIA
 - All other relevant information including about referral and support services

STEP 5 DEBRIEF

THEN

The Child Safety and Wellbeing Manager is responsible for:

- If appropriate, debriefing the affected child (and/or their family)
- Providing information about support and referral services to affected parties (if appropriate)
- Communicating with the Police and Child Protection Authorities (as required)
- Liaising with GA / SIA throughout the investigation and at the conclusion of the complaint process, as required.