

# REPORTING ABUSE OR SAFETY-RELATED MISCONDUCT

STEP  
01

## WHO CAN REPORT?

### Anyone:

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

STEP  
02

## 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 SOMETHING SAY SOMETHING

STEP  
03

## HOW?

- Verbal report in person or by telephone
- Written report via email or mail

If you feel comfortable and it is appropriate to do so, report the matter to a person in a leadership position within your parish, as they can assist and support you to make a report.

STEP  
04

## WHO TO?

All reports are to be directed to:

### Safeguarding Unit

Phone: 9926 5621 Email: [safeguardingunit@cam.org.au](mailto:safeguardingunit@cam.org.au)

Or you can contact Victoria Police directly.  
Remember! Always call 000 if a child or adult is in immediate danger.

### The Safeguarding Unit will:

- Offer support to the person(s) involved
- Initiate risk management processes to ensure the safety of the person and others, clarify the nature of the complaint and commence disciplinary processes
- Report the matter to relevant authorities in accordance with legal requirements and duty of care as soon as possible e.g. Child Protection, Victoria Police
- Wait for clearance from authorities before starting an investigation
- Report the matter to regulatory bodies (if applicable) e.g. Commission for Children for Children and Young People

STEP  
05

## WHAT HAPPENS NEXT?

**SAFEGUARDING UNIT** Phone: 9926 5621 Email: [safeguardingunit@cam.org.au](mailto:safeguardingunit@cam.org.au)

This flowchart is adapted from the Commissioner for Children and Young People, Victoria, Flowchart: Child Safety Reporting Process & from the National Office for Child Safety, Australian Government, Flowchart: Child Safety Reporting Process Within an Organisation.



CATHOLIC ARCHDIOCESE  
OF MELBOURNE