



SAFEGUARDING REPORTING FLOWCHART FOR PARISH MINISTRIES

WHEN YOU HAVE IDENTIFIED A CONCERN ABOUT CHILD



IS IT AN EMERGENCY? CONTACT POLICE 000

DOES THE COMPLAINT INVOLVE A DIOCESE OF PARRAMATTA MEMBER OF THE CLERGY, EMPLOYEE OR VOLUNTEER?
CONTACT SAFEGUARDING 02 8838 3419

DID THE CHILD DISCLOSE TO YOU DIRECTLY?

YES, the child told me directly

NO, I heard from another person or I observed a harm.

STEP 1: REASSURE THE CHILD

STEP 2: RECORD

- THE DETAILS YOU HAVE BEEN TOLD &/OR OBSERVED
- THE LOCATION OF WHERE YOU ARE
- PRINT YOUR NAME & ROLE
- SIGN & DATE YOUR WRITTEN RECORD

STEP 3: REPORT

IN WHAT MINISTRY WERE YOU WORKING?

PARISH MINISTRY

Use the details in the written record to **REPORT** to:

1. PARISH PRIEST

2. SAFEGUARDING
(02 8838 3419)

3. DEPARTMENT OF COMMUNITIES & JUSTICE
(13 21 11)

SRE CATECHIST

Use the details in the written record to **REPORT** to:

1. SCHOOL PRINCIPAL

2. HEAD CCD
(02 8838 3400)

3. DEPARTMENT OF COMMUNITIES & JUSTICE
(13 21 11)

**DOES THIS MEET RISK OF
SIGNIFICANT HARM?**

Use the **Mandatory Reporting Guide**
to help you measure the risk.
reporting.childstory.nsw.gov.au