Flowchart: Child safety reporting process



Who can report? Child/Student Parent/Carer **Guild Staff Pharmacy Staff** Any child safety concerns, including: disclosure of abuse or harm What to report? allegation, suspicion or observation breach of the Code of Conduct environmental safety issues Call 000 if a child is in immediate danger Any incidents, suspicions and disclosures of child abuse must be reported to the Child Safe Who to? Representative (Melissa Nassios) A report can be made by: contacting the Child Safe Representative (Melissa Nassios) on 0428 222 433 or by How? email on melissa.nassios@vic.guild.org.au a face to face verbal report to the Child Safe Representative calling Guild Training on 03 9810 9988 The Child Safe Representative will: offer support to the child, the parents, the person who reports and the accused staff member initiate internal processes to ensure the safety of the child, clarify the nature of the What happens next? complaint and commence disciplinary process (if required) decide, in accordance with the child safe policy, legal requirements and duty of care, whether the matter should/must be reported to the authorities (Victoria police and/or Child Protection) and make a report as soon as possible

Outcome

- an investigation will be undertaken and outcome decided
- relevant staff, parents and child notified of outcome of investigation
- child safe framework, policies and procedures will be reviewed and updated where necessary