



Child Safety Reporting Procedure

Corporate Document

Version: 1 / ECM: Fixed Reference No: 6091207

Adopted by: General Manager on 10 November 2021

Ownership: Manager Community Services

Purpose

This procedure ensures Mosman Council employees, volunteers and contractors are aware of their obligations and responsibilities under child safety and protection legislation and Mosman's Child Safety Policy to report known, suspected or alleged child abuse, misconduct or inappropriate behaviour. The procedure details the steps to be made by Mosman employees, volunteers, contractors and Councillors when making these reports.

This procedure should be read in conjunction with Mosman Council Child Safety Policy and Child Safety Code of Conduct.

Scope

The procedure applies to the following:

- Full-time, part-time, fixed-term contract employees, casual and agency staff
- Volunteers
- Contractors and
- Councillors

Legislative Framework

Children and Young Persons (Care and Protection) Act 1998

Children's Guardian Act 2019

Crimes Act 1900

Definitions

- **Child or young person:** is a young person under the age of 18. For the purpose of this procedure this includes children under 18 years of age who may otherwise be described as youth or young people in other Council policies, protocols and corporate practices
- **Child Protection:** means any responsibility, measure or activity undertaken to safeguard children from harm.
- **Child Safety:** Keeping children from harm or risk of physical violence, sexual offences, serious emotional or psychological abuse and neglect. This procedure acknowledges that harm can occur in both face-to-face and online environments.
- **Mandatory Reporter:** is anybody who delivers services, wholly or partly, to children as part of their paid or professional work. At Mosman Council all staff, volunteers and contractors who work directly with children are Mandatory Reporters.
- **Mandatory Reporter Guide (MRG):** The MRG is a decision making tool to assist Mandatory Reporters to help determine how the suspected risk of significant harm of a child or young person is reported.

Procedure

All Mosman employees, volunteers, contractors and Councillors have reporting obligations under child safety and protection legislation and Mosman Council's Child Safety Policy to report any child safety concerns, including:

- Disclosure of abuse or harm
- Allegation, suspicion or observation of abuse or neglect
- Breach of Child Safety Code of Conduct
- General safety and environmental concerns

The following steps **must** be followed when reporting child safety concerns:

1. In an emergency, where there are immediate danger or urgent concerns to a child/young person's health and safety **CALL POLICE on 000**
2. Immediately notify your direct Supervisor or Manager. If the concern is about your supervisor or a colleague, you are able to report directly to the Manager Human Resources on (02) 9978 4012.
3. Report the incident to Council in writing by completing the Child Safe Incident Reporting Form and registering in ECM. The form is located on the intranet. Make sure to provide thorough and concise facts and information as well as attach any supporting document when completing the form.
4. If you continue to be concerned or other issues arise – repeat this process

If you are a **mandatory reporter**, the following steps **must** be undertaken in addition to the above:

1. If you called the Police, you must also call NSW Department of Communities and Justice's (DCJ) Child Protection Helpline on 132 111 and follow their instructions. The Child Protection Helpline is open 24 hours a day, 7 days a week. The Child Safe Incident Reporting Form will assist you when making a report to DCJ Child Protection Helpline.
2. If it is not an emergency and you did not call the Police about a concern that a child or young person is being abused or neglected or is likely to be abused or neglected, use the [Mandatory Reporting Guide](#) (MRG) to assist you in making decision whether to report to the Child Protection Helpline. The MRG outcome report must be registered in ECM along with the Child Safe Incident Reporting Form.

Should a staff member be suspected of putting a child or young person at risk, a report must be made immediately to Mosman Council Human Resources for their investigation in addition to the mandatory report to the NSW Department of Communities and Justice. An additional report will be made by Council to the NSW Ombudsman by Human Resources within 30 days.

It is your responsibility, together with your supervisor/manager to make the report. All reported allegations will be kept strictly confidential.

[Related Information/Glossary](#)

Appendix A – Child Safety Reporting Flowchart

Appendix B: Child Safe Incident Reporting Form

[Contact](#)

Enquiries should be directed to the Manager Community Services on 9978 4006 or Manager Human Resources on 9978 4012.

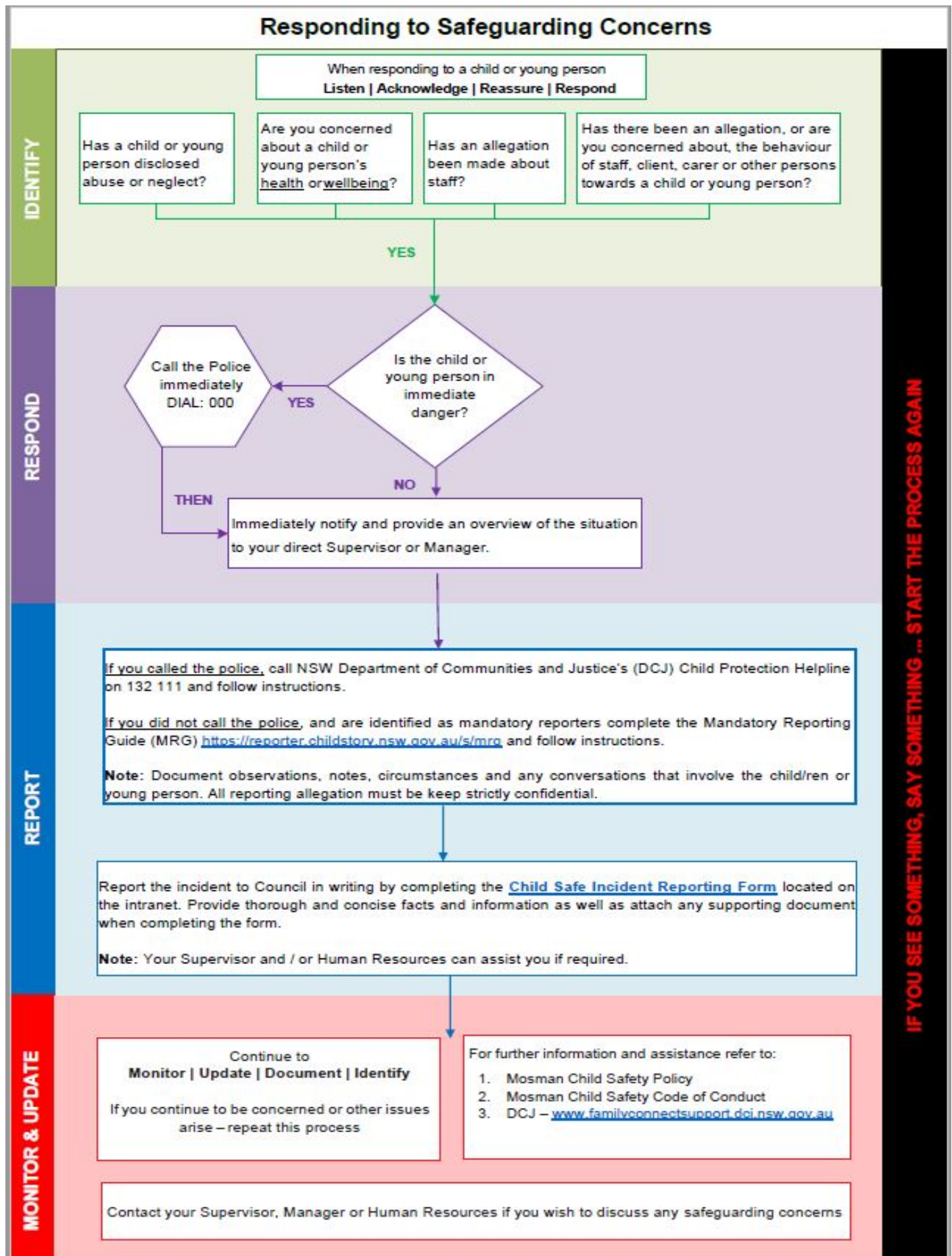
[Review](#)

This procedure will be reviewed every four years unless otherwise directed by the General Manager.

[Amendments](#)

Date	Amendment	Reference

Appendix A: Child Safety Reporting Flowchart



IF YOU SEE SOMETHING, SAY SOMETHING ... START THE PROCESS AGAIN

Appendix B: Child Safe Incident Reporting Form

Child Safe Incident Reporting Form

The Child Safe Standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. All incident reports must be stored confidentially.

Councillors, **ALL** staff members, volunteers and contractors should use this resource to report any child safety concerns including:

- Disclosure of abuse or harm
- Allegation, suspicion or observation of abuse or neglect
- Breach of Child Safety Code of Conduct
- General safety and environmental concerns

If you believe a child/young person is in immediate danger or at risk of significant harm call police on 000.

Does the incident involve a staff member, volunteer, contractor being suspected of putting a child or young person at risk? (Mark with an 'X' as applicable)

No

Yes

Details of person reporting the incident:

Name of person reporting the incident:	
Department of reporter (if/where applicable):	
Contact Details of reporter:	Phone: _____ Email: _____ Address: _____

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Date Identified (if different from date of incident)	
Name(s)/detail of child/young person involved:	
Age/DOB if known:	
Gender:	
Cultural background:	
Disability:	

Please categorise the incident (Mark with an 'X' as applicable)

Physical abuse	<input type="checkbox"/>
Sexual abuse	<input type="checkbox"/>
Emotional or psychological abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>
Grooming	<input type="checkbox"/>
Breach of Council's Child Safety Code of Conduct	<input type="checkbox"/>
Reportable Conduct	<input type="checkbox"/>

Please describe the incident

Name(s)/details of person(s) being suspected	
Relationship to child/young person involved	
When did it take place and what were the circumstances:	
Who was involved?	
What did you see / hear?	
Other information:	

Has the incident been reported?

Police	
DCJ child protection via MRG	
Another third party (please specify)	

ECM Registration

Print the completed form, scan and register into ECM using the following protocol:

Summary:	Child Safe Incident Reporting - <Date>
Classification:	5 Human Resources Restricted
Responsible Officer:	<Employee Name>
Customer:	Mosman Child Safe
Subject:	Child Safety Incident Reporting
Task:	<ul style="list-style-type: none"> • Manager Human Resources • Manager Community Services

Office use only

Corrective action and mitigation:

Action	Responsible Person	Date (Completion)	Status

Register form into ECM: Protocol

QAP Name: DCS – HR- Child Safe Incident Reporting

Classification: 5 Child Protection

Customer: Human Resources – Child Protection Incident Reports

Subject: Human Resources - Child Protection Incident Reports

DW Summary:

Child Incident Report Form – <Employee Name> -

Workflow to: Automatic workflow has been set up to Manager Community Services and Human Resources