Swinburne University of Technology

Flowchart: CHILD SAFETY REPORTING PROCESS

Who can report?

Parent

Child

Staff (employee or contractor)

Student

Volunteer

What to report?

Report any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation
- breach of the Code of Conduct
- environmental safety issues.

Signs of child abuse or harm are described in the child safety guidelines.

Call 000 if a child is in immediate danger

Who to?

An incident may be reported to: a staff member, Swinburne Security, an employee's / volunteer's / contractor's / student's supervisor, a counsellor, the U18 International Student Adviser, or directly to Swinburne Safer Community.

The person notified must report to Swinburne Safer Community.

How?

Reporting may occur via:

- Swinburne Safer Community's online report form
- email <u>safercommunity@swin.edu.au</u>
- Swinburne Security: verbal report face-to-face at on-campus security or by telephone to 9214 3333

What happens next?

Swinburne Safer Community will:

- Offer support to the child, the parents, the person who reports, and the accused person of concern
- Initiate internal processes to ensure the safety of the child, clarify the nature of the concern and commence investigation
- Identify if the child is Indigenous, of a cultura lly and linguistically diverse background, or has a disability, and then use the relevant supports
- Consult with subject matter experts, including People & Culture, to commence disciplinary process (if req)
- Decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and, if required, make a report as soon as possible.

Outcome

- Investigation undertaken and outcome decided
- Relevant staff, volunteers, parents and child notified of outcome
- Reporting requirements under Reportable Conduct Scheme adhered to
- Included on Child Safety Risk Register by Risk Manager