

A SIMPLE GUIDE TO REPORT A CHILD SAFEGUARDING OR FAMILY VIOLENCE CONCERN.

Have you formed a sense or a 'reasonable belief' that a Child Safeguarding or Family Violence matter needs to be reported or shared with/to another agency?

I think so, but I'm not sure

Need to talk it through? Speak to a Child Safeguarding Officer (CSO). List of CSOs can be found on the school website. They will listen to you and help you check our policies, procedures, definitions or explanations.
OR: Email safety@assumption.vic.edu.au

Doesn't need to be reported? Keep your notes just in case.

Yes

Is the Child in immediate Danger?

No

Report the Matter to a SENIOR Child Safeguarding Officer
Senior CSOs:
Kate Fogarty (Principal),
Peter Augustin (Deputy Principal, Wellbeing),
Leonie Farrugia (Wellbeing Leader)
OR: Email safety@assumption.vic.edu.au

Yes

Call the Police immediately (000), and keep notes.

Matter has already been reported or is below reportable threshold?

Provide a copy of your notes to the SENIOR CSO & keep a copy for yourself, including notes of your conversation with the CSO.
Keep your notes secure.

Is this a new matter?

1. Work with the Senior Child Safeguarding Officer to complete a PROTECT document or Information Sharing document & assess who to make the report to.
2. Be present or provide information for when the official report is made.
3. Help ensure school records are current.
4. Keep your records up to date & secure.

