



Safeguarding Children Reporting Process

Observation
/ Disclosure

- staff document the observation; or
- staff follow procedure for receiving a disclosure
- ensure the immediate safety of children
- staff to complete an **Incident report**

Discuss with
Area
Supervisor

- provide details of observation / disclosure and copy of incident report (immediate)
- Area Supervisor & Coordinator to assess circumstances against the 'Traffic Light System'. **Completed assessment section on page 3 of Incident Report**
- if classified as green behaviour continue to support and observe children. Follow suggestions in "Is this Normal?"
- If classified as orange behaviour discuss with Operations Manager (within 24 hours) for appropriate next steps

Reporting to
Operations
Manager

- Area Supervisor phones / emails OM with details and current assessment
- If behaviour is confirmed as 'orange' discuss monitoring and support required, which may include liaising with the family, school and Support Services where deemed appropriate
- Reporting to OECEC (through NQITs) to be completed (**NL01 or SI01**)
- A **Risk Minimisation Plan** to be completed, if required (Governance & Risk Consultant to assist)
- If assessment indicates 'red' behaviour, continue reporting process (immediate)

Reporting

- if concern is related to an adult, complete the Archdiocesan form "**Safeguarding Children Recording Form**"
- Contact Police (CIPU) to report
- Send copy of the form via email to:
 - Police (CIPU)
 - Professional Standards Officer (if adult involved is a staff member)
 - Safeguarding Children Officer
 - Director, CCCS (who will inform Executive Director, Centacare)
- if concern is related to inappropriate peer interactions, complete the "**CCCS Safeguarding Children Recording Form - Peer Interaction**"
- Contact Child Safety Office
- Send copy of the form via email to:
 - Child Safety Office
 - Safeguarding Children Officer
 - Director, CCCS (who will inform Executive Director, Centacare)