

NCC Child Safe Reporting Flowchart

Who can report?

Parent

Child

all staff members or volunteers

What to report

Any child safety concerns, including;

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

If you are in doubt, report to Principal of Orange Door

CALL 000 IF A CHILD IS IN IMMEDIATE DANGER

Who to?

Disclosures of abuse or harm: Orange Door, Child Protection
All other matters: NCC Child Safety Team - Meggan James, Julie Catton, Hanna Stekla, Lani Edwards, Sarah Witnish, Bryan Roberts

How?

Face to face verbal report, letter, telephone call, meeting

Principal: 9877 3555

Orange Door, Maroondah Area: 1300 369 146 or refer to dhs.vic.gov.au for other areas

Child Protection: East Division 1300 360 391 or after hours 13 12 78

What happens next?

The Child Safety Team will:

- offer support to the child, the parents, the person who makes the report
- initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and comment disciplinary process (if required)

If the report is made to Orange Door or Child Protection, they will take over the investigations and actions. They are likely to follow up with calls to NCC Administration for any contextual or additional information. If you have reported to these agencies, please notify NCC Administration ASAP as a professional courtesy. The Principal will also notify the CCYP regarding any reportable conduct.

Outcome

NCC investigation outcome decided relevant staff, volunteers, parents and child notified of outcome of investigation, policies, procedures updated where necessary. Orange Door or Child Protection investigation processes put in place as per DHS directives.