

BSV Flowchart: Child Safe Reporting Process

Who can report?

Parent, Child, Volunteer, Any body

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

Call 000 if a child is in immediate danger

How to report?

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

Who to?

Child safe contact, President or Committee Member

What happens next?

The Child Safe Contact, President or Committee Member: will offer support to the child, the parents, the person who reports and the subject of the allegation

Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint

Outcome

Investigation; outcome decided; relevant people, Sangha committee, volunteers, parents and child and subject of the allegation notified of outcome of investigation. Commence disciplinary processes (if required). Policies and procedures reviewed and updated where necessary.

If the incident is considered reportable the President or Representative has **3 business days** to report to the Commission for Children and Young People (CCYP) and **30 days** to submit a report.

If the matter is considered to be of a criminal nature the Victoria Police must be notified. The Police investigation takes priority. The BSV investigation must not commence or continue until confirmation is received from the Police for the BSV to proceed.

Where to get help?

For clarification or guidance contact the CCYP
Mon-Fri 9am-5pm tel: 03 8601 5281,
email childsafe@ccyp.vic.gov.au or www.ccyp.vic.org.au