



## Flowchart: Reporting Safeguarding Complaints

If you suspect that a person has acted in a manner that is inappropriate or unsafe towards a Child or Adult, follow the steps outlined below.

**If there is a life threatening or time critical situation, please call 000.**

**You receive a Safeguarding Complaint**

**Do you believe that:**

- the Respondent has committed a Reportable Crime (examples include physical or sexual abuse); or
- you have information that would assist the police in an investigation; or
- a Child or Adult is in danger?

Yes

You have a personal legal obligation to report Reportable Crimes to the police. The Safeguarding Office will assist you to report.

**Immediately notify** the Safeguarding Office through your Parish Priest/Agency Head. Complete **Form: Reporting Safeguarding Complaints** and provide it to the Safeguarding Office.

The Safeguarding Office will report to the NSW Police and will provide you with a copy of their report.

No

**Do you believe a Child is otherwise at Risk of Significant Harm or the allegation constitutes Reportable Conduct? Or is an Adult at risk of harm or abuse?**

*Examples include neglect or psychological harm by an adult towards a Child or an Adult a risk to themselves or others.*

No

Yes

You may be obliged to report to the NSW Office of the Children's Guardian and/or the Department of Communities and Justice or other statutory body.

Notify the Safeguarding Office **as soon as possible** using the *Form: Reporting Safeguarding Complaints*.

The Safeguarding Office will consider the information and initiate further steps if required.

Yes

**Is the Respondent an Employee, Volunteer, contractor, Clergy or Religious Appointee?**

No

**No further action required.**

**To report a Safeguarding Complaint, or if you have any questions, please contact the Safeguarding Office on:**

Phone: (02) 68539341

Email: [safeguarding@wf.catholic.org.au](mailto:safeguarding@wf.catholic.org.au)

Post: PO Box 775, Forbes NSW 2871