



# Procedure for Mandatory Notification Responsibilities Flowchart



Acknowledge allegations or concerns of child abuse. Listen, be responsive and supportive. Do not investigate or ask leading questions. Ensure the child's immediate safety.



Record what has been disclosed, heard and or observed as soon as possible using the Safeguarding Record form. Sign and date the report



Make a notification to the Child Abuse Report Line – phone **13 14 78**. Ring SA Police phone **13 14 44** if a child or young person is in immediate danger or if the abuse is extra-familial. Seek support and guidance from the Child Safe Contact Person, Parish Priest or Director. Alternatively, call the Child Protection Unit - phone **8210 8159**, who are responsible for safeguarding matters.

**Is this allegation or concern against an Archdiocesan Clergy, religious, employee or volunteer?**



Refer to the Procedure for Managing Allegations or concerns of current child abuse against an Archdiocesan clergy, religious, employee or volunteer which is located in the Parish Office or obtained by contacting the Child Protection Unit.



Cooperate with any investigations conducted by the Department for Child Protection who are responsible for investigating and planning for intervention.



Where appropriate provide ongoing pastoral care to the child or young person and their family. Monitor situation in consultation with the Child Protection Unit and record any ongoing concerns.

