

Procedure for Mandatory Notification Responsibilities Flowchart

RESPOND

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

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



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, who are responsible for safeguarding **8210 8159** matters.

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

No



SUPPORT

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.

Yes



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.



Important Numbers

Reporting or Discussing Concerns

Child Abuse Report Line (CARL):	13 14 78
SAPOL (non emergency):	13 14 44
Archdiocesan Child Protection Unit:	82108159
Professional Standards Office:	8210 8275

Support for Children and Families

Centacare Catholic Family Services	(08) 8215 6700
<i>Individual and family support services</i>	
St Vincent de Paul	(08) 8112 8700
<i>Financial counselling, emergency food assistance, housing and homeless support</i>	
1800 Respect	1800 737 732
<i>National sexual assault, domestic violence counselling service</i>	
Kids Helpline	1800 737 732
<i>Free 24/7 service for 5-25 years old</i>	

What can I DO if I'm concerned about a CHILD or FAMILY?

A guide to:

- Responding
- Reporting
- Supporting



You can help to make your Parish or community and the Catholic Archdiocese of Adelaide a Safe Environment for All.



Child Protection Unit

Safeguarding Children and Young People

For support and guidance or to discuss any matters relating to a concern about children, please call the Child Protection Unit on (08) 8210 8159.

If the matter relates to historical abuse of a person who is no longer a child, call the Professional Standards Office on (08) 8210 8275



www.adelaide.catholic.org.au

Catholic Archdiocese of Adelaide—Child Protection Unit

“Speak up for those who cannot speak for themselves, for the rights of all who are destitute. Speak up and judge fairly; defend the rights of the poor and needy.”

- Proverbs 31: 8-9

God calls us to speak up for those who need help and support, those who do not have a voice. Children who are suffering abuse or neglect are often not able to speak up or seek help for themselves.

As a Church community that has a heart for all in need we have an responsibility to ensure that if we notice children or families in need of help, we support them using the avenues that will best ensure their safety and well-being.

This guide will help you to offer pastoral care that meets both the needs of children and families and fulfils our legal and moral obligations to make our Church a *Safe Environment for All*.

A Safe Environment For All is one that:

- Welcomes children and supports them
- Respects children and acknowledges their rights
- Prioritises the safety and well-being of children and young people.
- Listens to children and values their opinions

To learn more about child safe initiatives in your parish or community to create a Safe Environment For All, you can talk to your Parish Priest, Chaplain, Child Safe Contact Person, or the Archdiocese Child Protection Unit (CPU) phone: 08 8210 8159.

What can I do if I am concerned

Responding

If a child discloses abuse you should:

- Listen with care and support the child
- Take time and allow them to tell their story in their own way
- Do not investigate or ask leading questions
- Let them know what will happen next, and whose job it is to help

Reporting

If you are noticing signs that make you think a child may be at risk of, or is being abused or neglected, you may need to report your concerns to the Child Abuse Report Line CARL (13 14 78) or to SA Police (13 14 44) - see flowchart on reverse page.

You can also discuss your concerns with a Parish Priest, another trusted parish member and/or contact the CPU for professional advice and guidance.

You should also record your worries as soon as practical using the ‘Safeguarding Record Form’ available at either your parish office, the CPU or the Catholic Archdiocese of Adelaide website. This ensures that your observations and actions are on record.

Supporting

Often, support for the family of the child or young person is the best way to ensure their safety and well-being.

It’s good to know about services in your community which are available to assist children, young people, and their families/caregivers so you can pass on this information and/or refer if necessary. Turn over for a list of organisations who can offer support for those in need.



Myth vs Truth

There are many reasons why people might not report abuse but some of these reasons may be based on misunderstanding. It’s good to know what is true about child abuse:

Myth: What happens in other people’s families is none of my business.

Truth: Keeping children safe is everyone’s business – children often need help from outside the family to keep them safe.

Myth: Children often lie about being abused.

Truth: Children rarely lie about abuse. If a child has trusted you enough to disclose, this should be believed, taken seriously and acted upon.

Myth: I should only report concerns if I am sure abuse has happened.

Truth: It’s okay to contact the Child Abuse Report Line or CPU to discuss your concerns even if you are unsure whether abuse has occurred.

Myth: A person I like and trust could never abuse a child.

Truth: It’s impossible to tell if someone is capable of abusing a child. If there is cause for concern or a disclosure by a child, don’t let your perception of an adult cloud your judgement, always remain child focussed.

What to observe

Things you might observe that would be cause for concern include:

- Unexplained or unusual bruising
- Child who is fearful of caregiver
- A child with sexualised behaviour
- A parent who appears fearful of their spouse/partner