

The Partnered Catholic Parishes of:

Sacred Heart Diamond Creek, St. Mary's Greensborough & St. Thomas the Apostle Greensborough North



RESPONDING TO AND REPORTING POLICY

Clergy, employees and volunteers in the Partnered Parishes are committed to upholding the right to safety of all persons, and participating in creating a culture of safety supported by policies, practices and procedures that strive to prevent abuse in the first instance and to respond appropriately and effectively if abuse does occur. As this is our belief and with a commitment to protecting the safety of our children and young people, we have developed and actively promote our Responding to and Reporting Policy.

OVERVIEW OF ISSUES RELEVANT TO REPORTING

This Policy document addresses a range of issues including:

- Reporting obligations
- Professions with legislated mandatory reporting requirements
- When to act and the concept of “reasonable belief”
- Need for sensitivity and confidentiality
- The process for making a report, including assistance available
- Role of various agencies and contact details.

As a community of people invested in the Christian principles of love, care and respect of others, the Partnered Parishes acknowledges its moral, legal and ethical duty to effectively respond to and report concerns, allegations or complaints of child-safety related misconduct and/or child abuse to the appropriate authorities such as the Victoria Police, Child Protection (Department of Health and Human Services) and the Reportable Conduct Scheme (Commission for Children and Young People).

We encourage all in our Parishes to Report any incidence of abuse of children and young people. For some members of our community, there is a mandated requirement that reports of abuse of children and young people is made to relevant authorities.

Unless a child or young person is in imminent danger, in which case a report to Victoria Police must be made immediately (phone 000), it is preferable that reports are made to the Professional Standards Unit (PSU) of the Catholic Archdiocese of Melbourne. Assistance from a Child Safety Officer (member of the Parishes' Child Safeguarding Committee) is available. In

some situations, for Parish staff and volunteers, assistance from their supervisor, may also be sought. It is also possible to directly report to the relevant statutory authorities; however, Parish employees and child-safety officers are obligated to advise the PSU of any report.

The form "*Reporting Child Safety Related Misconduct and/or Child Abuse*" which is to be completed and submitted to the Professional Standards Unit is included as an Attachment.

WHO CAN REPORT

Any person (e.g. child, young person, parent, priest, employee, volunteer, parishioner) can make a report in relation to child-safety related misconduct and/or child abuse.

REPORTING OBLIGATIONS: CLERGY, EMPLOYEES AND VOLUNTEERS

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child safety related misconduct and/or child abuse.

It is a requirement of the Safeguarding Children and Young People Policy that clergy, employees and volunteers make a report if they have formed a reasonable belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm (even if others do not hold a reasonable belief or do not believe a report should be made).

Not reporting child safety concerns, complaints or allegations or preventing, influencing or coercing a person from making a report is a breach of the Safeguarding Children and Young People Policy and may result in disciplinary action and/or possible legal action.

- It is important for all child safety concerns, allegations or complaints to be taken seriously. Too often in the past those reporting child abuse were not believed, their concerns were dismissed, and the interests and status of the alleged perpetrator (or the organisation) were given priority over the welfare of the victim.
- Legal action cannot be taken against a person if a report is made in good faith in compliance with the expectations set out in the Safeguarding Children and Young People Policy. For example, if there is a reasonable belief that abuse may be occurring, this would constitute a report in good faith.
- Victimising or harassing behaviour toward a person who has made a report is unacceptable and may result in disciplinary action.
- Support (e.g. counselling, pastoral support) will be provided to all parties involved in relation to any child safety concerns, allegations or complaints.

MANDATORY REPORTERS

The Children, Youth and Families Act 2005 (Vic) and the Family Law Act 1975 (Cth), and as amended, establish a legal obligation for certain professionals to report child abuse to statutory authorities if they have formed a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse and the child's parents are unable or unwilling to protect the child. The failure of a mandatory reporter to make a report is considered a criminal offence.

In Victoria, the following professionals are mandated to report:

- Registered medical practitioners
- Nurses and midwives
- Registered teachers, including early childhood teachers
- School principals
- Members of the police force.
- Out-of-home care workers
- Early childhood workers
- Youth justice workers
- Registered psychologists
- School counsellors
- People in Religious Ministry

WHEN TO ACT?

Reporting child abuse requires a person to form a 'reasonable' belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm.

A reasonable belief is formed if a reasonable person in the same position would have formed the same belief on the same grounds. Definitive proof or evidence that abuse has occurred, is occurring, or that a child or young person is at risk is not required and it is not appropriate to undertake an investigation.

It is important to note that each concern, allegation or complaint that arises will vary. In some instances, we can immediately form a reasonable belief and proceed to make a report (e.g. a child has made a disclosure of abuse). In other instances, forming a reasonable belief may require careful observation and monitoring of the situation (e.g. observing possible indicators that may suggest that a child is experiencing abuse) over a period of time.

The disclosure of abuse can be a very difficult and emotionally challenging process for a child, young person or adult and needs to be handled sensitively and respectfully.

A reasonable belief might be formed by one or more of the following indicators:

- A child or young person discloses abuse
- Observing one or more physical and/or behavioural indicators of abuse
- A complaint or allegation is made about behaviour that compromises the safety, health or wellbeing of children or young people
- Witnessing behaviour that suggests that a child or young person is being harmed or at risk of abuse. A child or young person reports that someone else is experiencing abuse (they may be referring to themselves). A perpetrator discloses that they are harming a child or young person
- A child or young person creates drawings or stories that involve themes or events involving abuse
- An adult discloses historical abuse that occurred when they were a child.

SENSITIVITY AND CONFIDENTIALITY

All information relating to a concern, allegation or complaint is to be treated with sensitivity and the upmost confidentiality. Disclosing or sharing information with those not directly responsible for responding to a concern or allegation (e.g. gossip) may have serious consequences for the safety and wellbeing of those involved and the integrity of any future investigation (e.g. evidence may be destroyed, witnesses may be threatened or the alleged perpetrator may be 'tipped off'). Unauthorised breaches of confidentiality will result in disciplinary action.

All concerns, allegations or complaints of child-safety related misconduct and/or child abuse will be taken seriously, treated with sensitivity, and acted upon consistent with the Catholic Archdiocese of Melbourne's moral, ethical and legal obligations as is reflected in the Partnered Parishes commitment to the safety and wellbeing of children and young people.

REPORTING A CONCERN, ALLEGATION OR COMPLAINT

Making a child safety related misconduct/or child abuse report involves notifying statutory authorities and the Professional Standards Unit (PSU) of the Catholic Archdiocese of Melbourne in a timely manner (as soon as practicable) after forming a reasonable belief, unless the child or young person is in imminent danger.

If a child or young person is in imminent danger, a report to Victoria Police must be made immediately. Phone 000)

Reports to statutory authorities can be made directly by you and/or with the assistance of the Professional Standards Unit (PSU), assistance from a Child Safe Officer from the Parish Safeguarding Committee or with assistance from an immediate supervisor.

MAKING A REPORT

It is our Parish preference that reports are made to the PSU where you will be supported through this process. However, you can contact statutory authorities directly if you wish.

1. Reporting with Assistance from the PSU.

The PSU can provide advice, support and information to assist any person making a disclosure and/or report. The Professional Standards Unit (PSU) is a Unit of the Archdiocese of Melbourne and is responsible for coordinating child-safety related misconduct and/or child abuse reports in relation to the safety and wellbeing of children and young people and liaising with statutory authorities e.g. Victoria Police, Reportable Conduct Scheme – Commission for Children and Young People.

Besides providing you with support, the PSU will also conduct a risk assessment of the parish, see page 7, of this document.

All reports being made with support from the PSU are to be documented on the Child-safety Related Misconduct and/or Child Abuse Report Form (see attached) and emailed to the

Professional Standards Unit – psu@cam.org.au – as soon as practicable.

Phone: 9926 5630

2. Reporting with assistance from a Child Safety Officer in your Parish

Please contact the Parish Office who will provide you with the names of the Parishes' Child Safety Officers from the Safeguarding Committee, so that you might choose the person with whom you might wish to speak. The Parish Office will then contact that person on your behalf and that Parishes' Child Safety Officer will contact you as soon as is practicable.

Parish Contact Numbers:

Sacred Heart Diamond Creek:	94016361
St. Mary's Greensborough:	94351543
St. Thomas the Apostle Greensborough:	94347373

You might also like to contact a member of the Parish Leadership Team for assistance.

The child-safety officer is obligated to advise the PSU of any report.

3. Reporting to your Supervisor.

For employees and volunteers, the supervisor will be the person overseeing your work. It is important to consider whether your immediate supervisor is implicated in the alleged abuse that has taken place. If that is the case, report the matter directly to the PSU or member of the Parishes' Safeguarding Committee for advice and guidance.

4. Reporting directly to statutory authorities without assistance.

Whilst a report can be made directly to authorities, if the Parish becomes involved the Parish needs to contact the PSU who will undertake their responsibilities of appropriate risk assessment and make a Reportable Conduct Notification. Also, if the matter does not reach the threshold for criminal investigation – the PSU still needs to intervene in order to investigate the matter and take any necessary action.

In Victoria, alleged child abuse perpetrated by

- Clergy, employees and volunteers is reported to the sexual offences and child abuse investigation team (SOCIT) within Victoria Police
- Family members (or children) is reported to Child Protection - Department of Health and Human Services (DHHS).
- A child or young person is reported to Child Protection (DHHS) and/or the SOCIT (Victoria Police) (e.g. sexually harmful behaviour, aggression, violence, online exploitation).

When making a Report to Child Protection, the reporting person may choose to identify themselves or make a report anonymously. Notifying family members that a report is being made, may in some cases, place the child or young person at further risk. It is advisable not to inform family members that a report is being made to Child Protection unless Child Protection has indicated it is safe to inform the family.

CONTACT DETAILS

Victoria Police

Sexual Offences and Child Abuse Investigation Team (SOCIT):

<https://www.police.vic.gov.au/sexual-offences-and-child-abuse-investigation-teams-1>

Child Protection (DHHS) Regions

Child Protection performs a range of functions including:

- Investigating matters where it is alleged that a child or young person is at risk of harm
- Referring families to services to support them to provide a safe and supportive environment for their children (e.g. Counselling, parenting support)
- Taking action to ensure the safety of children and young people.

North and West Metro: 1300 664 977

South: 1300 655 795

East: 1300 360 391

West (Rural): 1800 075 599

After-hours and weekends: 13 12 78

5. Where a reportable matter involves the Archbishop or bishop, procedures articulated in Motu Proprio “Vos Estis Lux Mundi” (Apostolic Letter of Pope Francis) will be activated with oversight from the Australian Catholic Centre for Professional Standards (ACCPs).

It is important to remember that the safety and wellbeing of the child, young person or adult making a disclosure takes priority over the interests of any other person or the Parish.

ROLE OF AGENCIES AND CONTACT DETAILS

WELFARE CONCERNS

If a child does not appear to be experiencing abuse but there are significant concerns for their welfare (e.g. lack of food, significant relationship difficulties with their parents), a referral can be made to Child and Family Information, Referral and Support Teams (Child FIRST) located across Victoria. Child and Family Information, Referral and Support Teams (Child FIRST) is a Victorian State Government initiative set up under the Children, Youth and Families Act 2005 (Vic) to support families when there are concerns about the wellbeing of a child. This service provides assistance to families in situations where the issues of concern have a low to medium impact on the child and where the immediate safety of the child is not compromised. Child FIRST links families with relevant services to provide assistance with the care and wellbeing of children and young people. Child FIRST Contact details of a local Child FIRST provider can be located through: <https://services.dhhs.vic.gov.au/referral-and-support>

REPORTABLE CONDUCT SCHEME

The Catholic Archdiocese of Melbourne has a legal responsibility under the Reportable Conduct Scheme to report current and historical incidents of suspected child abuse (e.g. Physical, sexual, emotional abuse and neglect, grooming) or child-related misconduct of clergy, employees and volunteers to the Commission for Children and Young People (CCYP)

The CCYP provides independent oversight of an organisation’s investigative response to allegations of child abuse and misconduct perpetrated by an employee or volunteer of an organisation. Under the scheme, reportable conduct will include allegations against clergy, workers or volunteers of child abuse and misconduct involving children and young people.

RESPONDING TO HISTORICAL ABUSE

Where the allegation or complaint relates to historical abuse by or on behalf of someone who is now over 18 years of age but was under 18 years of age when the alleged abuse took place, it is important to note that as an adult, a survivor/victim can decide whether to report the

matter to the Victoria Police. Reports in relation to historical abuse can be referred to SANO Taskforce of Victoria Police.

CONTACT DETAILS

Victoria Police

The SANO Task Force investigates historical abuse that has occurred in religious and non-government organisations:

Phone: 1800 110 007

Email: sanotaskforce@police.vic.gov.au

The victim/survivor may also choose to report the matter to the PSU. The victim/survivor can also make a direct report to the Reportable Conduct Scheme.

Reportable Conduct Scheme (CCYP)

Phone: (03) 8601 5281

Email: contact@ccyp.vic.gov.au

www.ccyp.vic.gov.au

Alternatively, a victim/survivor may choose to contact the following bodies in relation to redress:

- Melbourne Response deals with complaints of sexual and other abuse by priests, religious and lay persons in the Catholic Archdiocese of Melbourne. Mr Jeff Gleeson QC is the Independent Commissioner. (03) 9225 6422 www.cam.org.au/Professional-Standards/Melbourne-Response
- National Redress Scheme (effective from the 1 July 2018) allows survivors of institutional child sexual abuse to seek redress. 1800 737 377 www.nationalredress.gov.au

PSU'S ROLE IN RELATION TO REPORTS OF ALLEGED CHILD-SAFETY RELATED MISCONDUCT AND/OR CHILD ABUSE

The Professional Standards Unit (PSU) is responsible for coordinating child abuse reports and liaising with statutory authorities. The PSU will be guided by the recommendations of Victoria Police and/or Child Protection in relation to any action that may be required to promote the safety of those involved and the integrity of future investigations.

The PSU will conduct a risk assessment to ensure the safety and wellbeing of the alleged victim (i.e. the child or young person), and the safety of others who may be at risk (e.g. the alleged perpetrator, other children and young people, family members, employees or volunteers). The risk assessment will inform action to be taken (e.g. alleged perpetrator may be suspended from their position until an investigation has been completed).

The safety and support needs of all parties involved in a report will be considered and addressed as part of this process e.g. counselling.

An investigation may be carried out by Victoria Police, if the matter meets the threshold for criminal investigation.

The PSU will facilitate investigations:

- of criminal matters once Victoria Police has concluded its own investigation, to determine appropriate action in relation to the alleged perpetrator
- if the alleged misconduct does not meet the threshold for a criminal investigation but places the wellbeing and safety of children, young people and vulnerable adults at risk
- in accordance with the requirements of the Reportable Conduct Scheme – into behaviour, defined as ‘reportable conduct’ under the scheme.

The PSU will coordinate all investigations of alleged misconduct within Catholic Archdiocese of Melbourne (CAM) in relation to the safety and wellbeing of children, young people and vulnerable persons. Investigations into misconduct allegations will be conducted by an independent and qualified third party (e.g. Private investigation firm).

An investigation is comprised of an examination of a concern, complaint, or allegation in relation to the safety of children and young people. The investigator(s) consults with witnesses and stakeholders to gather relevant information and evidence to determine whether on the balance of probabilities the alleged behaviour occurred. Confidentiality and privacy will be maintained during the investigation process, with information provided to those who have a right or need to be informed, consistent with the principles of natural justice and our duty of care to safeguard children and young people.

Following an investigation, an outcome is determined, and recommendations are made. If an allegation is substantiated, recommendations may include disciplinary sanctions such as additional supervision, training or education, redeployment, adjustment of role duties or termination of employment or volunteering role.

In the case of clergy, disciplinary action will be considered in accordance with Canon Law and may include:

- pastoral supervision
- counselling
- suspension of faculties
- permanent removal of faculties
- recommendation to the Holy See for a penal precept or dismissal from the clerical state (laicisation) excommunication.

Confidentiality and privacy in relation to reports of child abuse will be maintained consistent with the principles of natural justice and our duty of care to safeguard children and young people.

The PSU will centrally record and monitor child-safety related misconduct and/or child abuse to provide the Archbishop with oversight in relation to the safety and wellbeing of children and young people across the Archdiocese. Records of complaints and allegations of abuse will be kept in their entirety by the PSU in a secure location with access restricted to the Archbishop and PSU personnel. These records will be kept for 100 years from the date of the allegation.

CHILD-SAFETY RELATED MISCONDUCT AND/OR CHILD ABUSE REPORT FORM

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all

concerns, allegations or complaints of child abuse and/or misconduct which impacts the safety of children and young people.

The Reporting Child Safety Related Misconduct and/or Child Abuse form (see attached) must be completed and submitted to the Professional Standards Unit (as soon as practicable after forming a reasonable belief) that misconduct or abuse may be occurring that places a child or young person is at risk of harm.

Please do not hesitate to contact the Professional Standards Unit, if you require any assistance. **phone: 9926 5621 (Monday to Friday 9am–5pm) email: psu@cam.org.au**

REMEMBER If a child or young person is in imminent danger, a report to Victoria Police must be made immediately (phone '000').

REPORTING CHILD SAFETY RELATED MISCONDUCT AND/OR CHILD ABUSE

NAME AND CONTACT DETAILS OF THE CHILD OR YOUNG PERSON

First name	
Last name	
Age (or estimated age of the child or young person)	
Date of birth	/ /
Gender	
Relationship to the parish, agency or entity (e.g. parishioner, program participant, attending an event)	
Does the child or young person identify as Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the child or young from a culturally and linguistically diverse background?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', language spoken at home:
Does the child or young person have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please provide additional information about the child or young person's disability.
Does the child or young person have additional support needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', what additional supports may be required to support the child or young person (and their family) (e.g. support of an elder, interpreter)?

NAME AND CONTACT DETAILS OF PARENTS AND/OR GUARDIANS

Parent/carer 1
First name
Last name
Relationship to the child or young person (e.g. father, grandmother, foster carer)
Address
Telephone (home)
Telephone (mobile)
Telephone (work)
Email address
Likely reaction to a report being made (if known)
What additional supports may need to be put in place to support the parent(s) or carer(s) of this child or young person?

Parent/carer 2
First name
Last name
Relationship to the child or young person (e.g. father, grandmother, foster carer)
Address
Telephone (home)
Telephone (mobile)
Telephone (work)
Email address
Likely reaction to a report being made (if known)
What additional supports may need to be put in place to support the parent(s) or carer(s) of this child or young person?

NAME AND CONTACT DETAILS OF PERSON REPORTING A CONCERN, ALLEGATION OR COMPLAINT

First name	
Last name	
Address	
Telephone (home)	
Telephone (mobile)	
Telephone (work)	
Email address	
Date of the report	/ /
Relationship to the child or young person (e.g. parent, priest, program coordinator, parish volunteer)	
Does the person making the report have an existing relationship or a conflict of interest with the alleged perpetrator(s)?	
Does the person making the report hold a position within a CAM parish, agency or entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please add position title:	

CONCERN, ALLEGATION OR COMPLAINT

What is the context for where the alleged misconduct or abuse has occurred?

- Family context
- Parish, agency or entity context
- External context (e.g. school, person known or unknown, online)

Is this concern, allegation or complaint current or historical?

- Current (e.g. happening now)
- Historical (e.g. relates to abuse reported by an adult that occurred when they were a child)

Has the identity of the alleged perpetrator been disclosed?

- Yes
- No

Please provide relevant information:

As far as possible in the 'exact words' of the person making the report – please describe the nature of the concern, allegation or complaint including indicators or instances which have led the person to believe that the child or young person is subject to abuse.

Please include:

- name of the alleged perpetrator(s)
- date(s) of the alleged abuse or neglect
- location where the alleged abuse or neglect occurred
- names of possible witnesses
- any additional documents that may be relevant to this concern, allegation or complaint (e.g. letters, emails, file notes, diary entries).

<p>How would the person making the report best categorise the alleged abuse or neglect? Please select as many categories are necessary.</p> <ul style="list-style-type: none"><input type="checkbox"/> Emotional abuse (including spiritual abuse)<input type="checkbox"/> Physical abuse<input type="checkbox"/> Sexual abuse (including grooming)<input type="checkbox"/> Problematic sexual behaviour of a child or young person<input type="checkbox"/> Neglect<input type="checkbox"/> Discrimination<input type="checkbox"/> Bullying<input type="checkbox"/> Other – please specify:
<p>Name of the alleged perpetrator(s) if known</p>
<p>Contact information of the perpetrator(s) if known</p> <p>Address:</p> <p>Other contact details (e.g. telephone numbers, email):</p>
<p>Is the alleged perpetrator a child or young person or an adult?</p> <ul style="list-style-type: none"><input type="checkbox"/> Child or young person (under 18 years of age)<input type="checkbox"/> Adult (person 18 years and over)
<p>What is the relationship of the alleged perpetrator(s) to the child or young person? (e.g. parent, clergy, other child or young person, program leader, member of the public, no relationship, unknown person online, employee or volunteer of the parish, agency or entity, contractor)</p>

ACTION REQUIRED/TAKEN

<p>Does this child safety concern, allegation or complaint require a report to the authorities?</p> <p><input type="checkbox"/> Yes – please proceed in following the reporting process</p> <p><input type="checkbox"/> No – if you have decided not to report, please provide your reasons:</p>	
<p>Is the child or young person in imminent danger?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If 'Yes', contact Victoria Police (phone '000') immediately. Please follow the directions of Victoria Police – taking action without police advice can place a child or young person at risk of harm, and impact the integrity of future investigations.</p>
	<p>Victoria Police</p>
	<p>Date of contact with Victoria Police:</p> <p style="text-align: center;">/ /</p>
	<p>Name and rank of person you spoke with:</p>
	<p>Reference number (if applicable):</p>
	<p>Contact details (e.g. telephone, email, police station location)</p>
	<p>What action did the police officer advise?</p>
	<p>Did Victoria Police advise contacting the child or young person's parent(s) or carer(s)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<p>Alleged abuse that occurs within a family context requires a report to Child Protection (DHHS). Does the concern, complaint or allegation require a report to Child Protection?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', contact Child Protection (DHHS). Please do not report the matter to the parent(s) or carer(s) of the child or young person unless Child Protection has advised that it is safe to do so. Informing parent(s) or carer(s) can place a child or young person at risk of harm, and impact the integrity of future investigations.	
	Child Protection	
	Date of contact with Child Protection:	/ /
	Name and position of person you spoke with:	
	Reference number (if applicable):	
	Contact details (e.g. telephone, email, regional office location)	
	What action did Child Protection advise?	
	Did Child Protection advise contacting the child or young person's parent(s) or carer(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does the concern, complaint or allegation involve problem sexual behaviour of a child or young person?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes, contact Child Protection (DHHS).	
	Child Protection	
	Name and position of person you spoke with:	
	Reference number (if applicable):	
	Contact details (e.g. telephone, email, regional office location)	
	What action did Child Protection advise?	

	Did Child Protection advise contacting the parent(s) or carer(s) of the alleged perpetrator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Did Child Protection advise contacting the alleged victim's parent(s) or carer(s) for support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the concern, complaint or allegation involve alleged behaviour of a member of the clergy, an employee or volunteer of a parish, agency or entity of the Archdiocese?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', contact the Sexual Offences Child Abuse Investigation Team of Victoria Police. Please follow the directions of Victoria Police – taking action without police advice can place a child or young person at risk of harm, and impact the integrity of future investigations.	
	Victoria Police	
	Name and rank of person you spoke with:	
	Reference number (if applicable):	
	Contact details (e.g. telephone, email, police station location)	
	What action did the police officer advise?	
	Did Victoria Police advise contacting the child or young person's parent(s) or carer(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>What support has been offered to the child or young person (and their family) e.g. counselling, pastoral care?</p> <p>Please note that it is important to offer information about support within the parish, agency or entity as well as support from external agencies e.g. Lifeline, BeyondBlue, Centre Against Sexual Assault (CASA).</p>	
<p>Please note that it is important to only inform those with a need to know about the concern, allegation or complaint (e.g. your immediate supervisor).</p> <p>Disclosing to 'others' or persons involved in the alleged abuse can place a child or young person at harm or compromise the integrity of future investigations.</p>	
<p>Has any other person been informed of this matter?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If 'Yes', please note their details and information that has been provided:</p>

NAME OF PERSON COMPLETING THE CHILD SAFETY REPORT FORM

Is the Child Safety Reporting Form being completed by a person different to the person making the report? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No', please add details below.	
First name	
Last name	
Position of the person completing the Child Safety Report Form within the Catholic Archdiocese of Melbourne	
Address	
Telephone (home)	
Telephone (mobile)	
Telephone (work)	
Email address	
Relationship to the child or young person (e.g. parent, priest, program coordinator, parish volunteer)	
Does the person making the report have an existing relationship or a conflict of interest with the alleged perpetrator(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please provide details:	
Signature of person completing the Child Safety Report Form	
Date the Child Safety Report Form was completed	/ /

Please email the completed Form to the Professional Standards Unit (PSU) of the Catholic Archdiocese of Melbourne: psu@cam.org.au

Professional Standards Unit

Please do not hesitate to contact the PSU if you require any assistance.

- phone: 9926 5621 (Monday to Friday 9am–5pm)
- email: psu@cam.org.au

