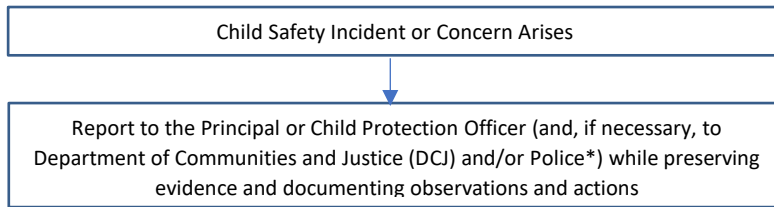
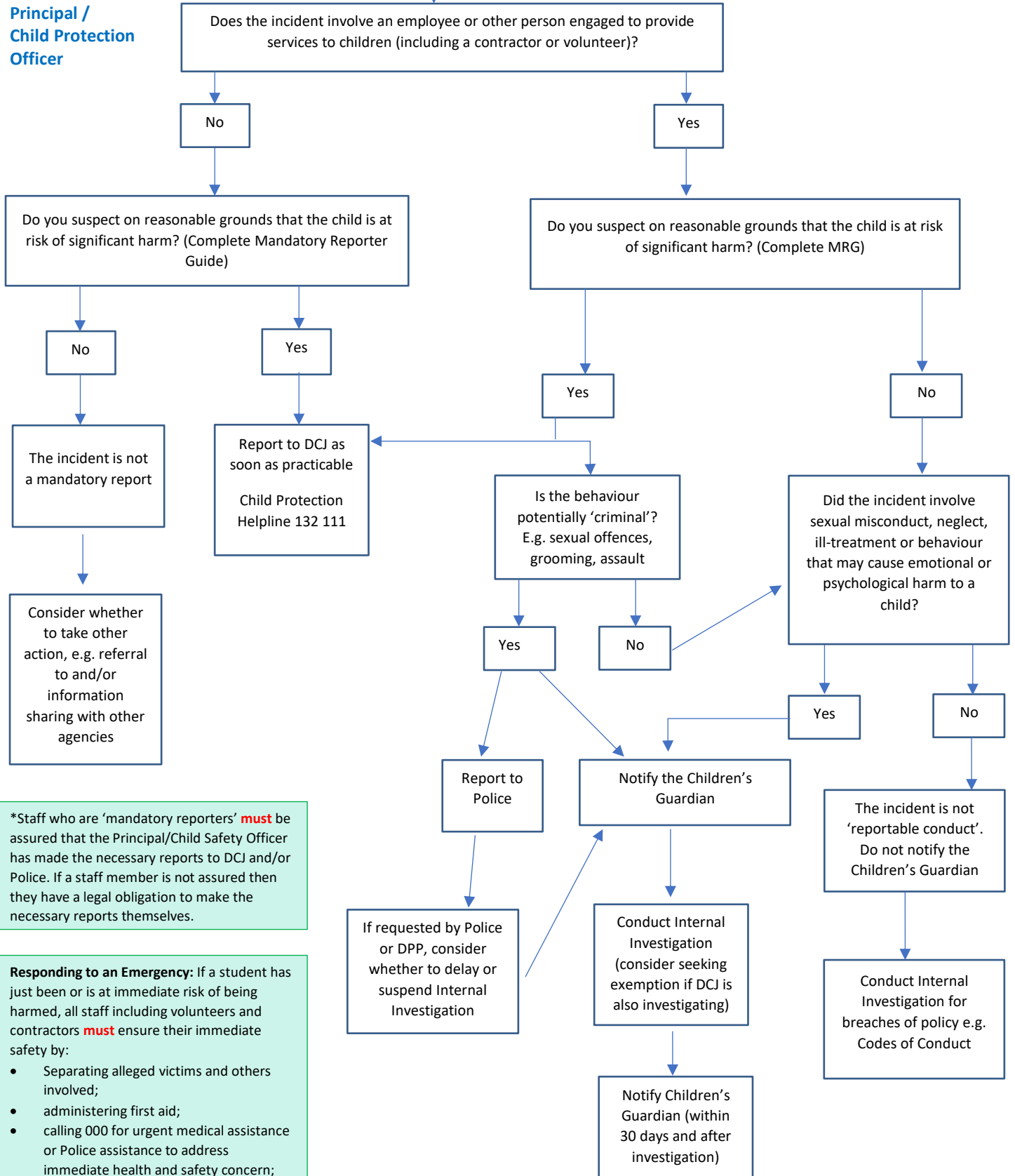


# PROCESS SUMMARY FOR REPORTING CHILD SAFETY INCIDENTS OR CONCERNS

**Mandatory Reporters (Staff, Volunteers & Contractors)**



**Principal / Child Protection Officer**



\*Staff who are 'mandatory reporters' **must** be assured that the Principal/Child Safety Officer has made the necessary reports to DCJ and/or Police. If a staff member is not assured then they have a legal obligation to make the necessary reports themselves.

**Responding to an Emergency:** If a student has just been or is at immediate risk of being harmed, all staff including volunteers and contractors **must** ensure their immediate safety by:

- Separating alleged victims and others involved;
- administering first aid;
- calling 000 for urgent medical assistance or Police assistance to address immediate health and safety concern; and
- briefing the Child Protection Officer to be the future liaison with the Police.