

Responding to and Reporting Risk of Harm

Allegation/ Disclosure	A child makes a disclosure or allegation is made by an employee or anonymous tip or because of your observation.
Collect Information	<p>Get essential details:</p> <ul style="list-style-type: none"> • child or young person’s details (name, address, DOB, details of siblings) • incident details (date, type of risk, person’s causing or contributing to harm) • impact of the incident on the child or young person • network of support around the young person <p>You can get this information by:</p>
Welfare of Child	First priority and consideration is to the child and their welfare and safety. Follow services policies and procedures to support the child when they disclose. Are they at risk of further harm?
Decide what to do	Use all of the information available to you to appraise the risk, needs and strengths of the family. If you work for government organisation and they have Child Wellbeing Unit (CWU) you can contact them for assistance.
Use the MRG	<p>If the outcome of the MRG is ‘Immediate Report to the Child Protection Helpline’ or ‘Report to the Child Protection Helpline’, contact the Child Protection Helpline and have ready the essential details from Step 1 & the outcome of the MRG. You can also make an eReport for non-immediate matters https://kidsreport.facs.nsw.gov.au.</p> <p>If the outcome of the MRG is ‘Contact your CWU’ or ‘Continue to monitor and support’ It is recommended that mandatory reporters complete the MRG on each occasion they have risk</p>
Find Local Help	<p>Consider what additional steps can be take, including: whether it is best placed to discuss our concerns with the family and whether we can offer to provide additional interventions or change current interventions to further address risk factors.</p> <p>Explore appropriate support services for the child/young person and their family. The following options may assist you:</p> <ul style="list-style-type: none"> • Where you have access, call your CWU. • Contact your local Family Referral Service (FRS) if you would like help referring the family, child or young person to local support services such as housing or respite (http://www.familyreferralservice.com.au). • Visit the Human Services Network (HSNet) website to self-access a broad range of services https://

Child Protection Responding & Reporting Procedure Summary

Disclosure or allegation of risk of significant harm to child or young person

Respond and report as per relevant legislation and services policies & procedures

Report to Nominated Supervisor or relevant Manager if deemed appropriate

If threat is immediate, report to Police or Child Protection Helpline 132 111

If the allegation is of an employee of the service the approved provider needs to follow the services policies & procedures & report to the NSW Ombudsman in 30 days

The mandatory reporter with any concerns of risk of harm to child should use ChildStory Reporter <https://reporter.childstory.nsw.gov.au/s/mrg> to complete the **MRG** to help make a decision to who to report to and if to report to and/or to keep documenting

Document information in a narrative and objective format and non judgemental way. Keep all information and documentation confidential and only share with prescribed bodies

A **risk assessment** is to be conducted based on current evidence and updated as new evidence comes to light. This can include making changes to staff members role and it is not an indication of evidence against the employee

If the incident occurred at the service and is of a serious nature the service needs to contact the **ECECD** within 24 hours.

An **investigation** needs to be conducted but before this can commence the ECECD needs to be contacted to seek permission as to who can be interviewed if necessary as the ECECD or police may conduct interviews. Follow the services policies and procedures to investigate if have permission to investigate alleged report/ incident that allegedly occurred at the service

If alleged employee leaves the service before you have made a finding you may provide information to **Office of Children's Guardian**. If allegation of employee workplace misconduct has been sustained and it involves misconduct, grooming or serious physical assault you must report it to **WWCC Employer Registration**.