



Reporting Process: Reports of abuse against a child and/or adult at risk



The Safeguarding of children, young people and adults at risk is the collective responsibility of everyone in our Catholic community.

A report can be made by a child, parent, member of the community, church representative or any other person or witness.

01

What to Report

If you have any concerns of abuse, including:

- current or historical disclosures of abuse or harm
- allegations, suspicions or observations
- breaches of Code of Conduct

02

How to Report

You can report by:

- Verbal report in person or by telephone
- Writing to us (letter or email)
- Using the QR Code or online reporting link

03

Who to contact

You can report to:

- Safeguarding Officer, or other trusted person in your parish e.g. clergy or parish staff member.
- WA Police - 131 444
- Department for Child Protection - 1800 273 889

If the child or adult is in immediate danger, phone '000'

If you are unsure who to contact, or your complaint relates to one or more of the above people, you can report to the Safeguarding Coordinator (08) 97210517

04

Next Steps

The Safeguarding Coordinator, or person managing the complaint will:

- start a risk-management process to keep the person safe and understand what the complaint is about;
- decide whether police, child protection or another statutory authority must be informed, and make the report;
- start an internal investigation if needed, or assist with an external review;
- offer support to everyone involved;
- start a disciplinary process if directed by the head of the organisation;
- inform the appropriate people of the findings.