Process for reporting concerns regarding suspected child abuse in an educational setting

Ensure the child or young person is safe from immediate harm

- Consult immediately with the principal or nominated person in charge (or other staff member if the allegation concerns that person)
- Document physical / behavioural observations and anything said by the child
- Contact CYF or local Police
- Follow the recommendations of CYF / Police
- Complete a referral form to CYF / Police if necessary
- Advise board chair

Receive Report of Concern → Analyse information and contributing factors → Police determine whether the case involves serious abuse or other family violence


Other environmental or criminal offending?

Yes → Normal investigation process

Other family violence?

Yes → Family Violence Investigation Process

Serious physical abuse? Sexual abuse? Wilful neglect? (incl. clan labs) Witness to serious family violence? From an approved Caregiver? From an employee of CYF or Police?

Yes → Child Protection Protocol (Dedicated Child Protection Team)

Jointly investigated by Police and CYF

Yes → Referral to CYF

Serious abuse?

Yes → Referral to CYF

Normal investigation process

Referral to CYF (when appropriate)