

Reporting Abuse and Misconduct

Who can report?

Any person

A child or vulnerable adult

Parent, guardian or carer

Employee, Volunteer or Contractor

What should you report?

If you become aware of or suspect ABUSE or MISCONDUCT, including:

- abuse or harm (or risk of) to a child or vulnerable adult
- sexual misconduct
- breach of the Diocesan Code of Conduct or *Integrity in Our Common Mission*
- suspicious behaviours, eg grooming

If any person is in imminent danger, call the Police (000) immediately.

Then notify the Parish Priest and/or Parish Safeguarding Contact person. If it relates to Clergy or Religious, contact the Safeguarding and Professional Standards Office of the Diocese on (02) 6771 8700.

How to report?

Face to face, written letter, email, phone, meeting.
Complete an Incident Form as soon as possible.

Who to?

- Parish Priest, or
- Parish Safeguarding Contact Person, or
- Diocesan Safeguarding and Professional Standards Office

What next?

The Parish Priest/Safeguarding Contact Person will:

- provide information about support services to the child/vulnerable adult, their parents/guardians/carers, the person who reported and the person accused;
- contact the Diocesan Safeguarding and Professional Standards Office to:
 1. ensure the safety of all involved, to clarify the complaint and to manage the complaint/concern; and
 2. consider and meet/assist in meeting reporting requirements to external authorities (Police, OCG, DCJ).

Parish Safeguarding Contact Person:

Parish Priest:

Safeguarding and Professional Standards Office

Email: safeguarding@armidale.catholic.org.au

Phone: (02) 6771 8700 (Armidale Catholic Chancery Office)

Post: PO Box 93, Armidale NSW 2350