

Child Safety Reporting Process

If a child, a parent/guardian or employee has concerns about the safety and wellbeing of a child involved in our activities, or about the conduct of a staff member, board member, contractor or volunteer at Gliss Music School, they can make a report according to the process outlined below.

What to report?

Any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation
- inappropriate behaviour around children
- breach of Child Safety Policy by a staff member, contractor or volunteer

Call 000 if a child is in immediate danger

How, and Who to?

Gliss Music School Director: Verity Skala

E: verity@glissmusicschool.com.au

P: 0459 212 084

Child Protection Helpline NSW

P: 13 2111

What happens next?

The Child Safety Person, manager or supervisor will:

- offer support to the child, the parents, the person who reports and the accused person of concern
- initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence investigation
- identify if the child is Indigenous, of a culturally and linguistically diverse background, or has a disability, and then use the relevant supports
- decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible if required.

Outcome

- Investigation and outcome decided.
- Relevant persons notified of outcome of investigation.
- Policies and procedures updated where necessary.