

If you're concerned about the safety, welfare or wellbeing of a child (under 16 years)

Note: It is mandatory to make a report if the child is under the age of 16 years and at risk of significant harm. It is not mandatory to make a report in relation to young people aged 16 and 17 years, however professional judgement should be used in deciding whether concerns about the safety, welfare or wellbeing of a young person warrant a report

Contact
000 if an
emergency

If you are in a child-related role (which includes a person in religious ministry or a person providing religious-based activities to children) you are considered a mandatory reporter and have a legal obligation to follow the steps below

Steps for a Mandatory Reporter

For non-emergencies, discuss with Parish Priest then complete the Mandatory Reporter Guide (MRG) online - <https://reporter.childstory.nsw.gov.au/s/mrg>

Follow the result of the MRG which will be option a, b or c.

If you require support at any time, contact the Safeguarding Office.

If the result is to:

- a. **MAKE A REPORT** to the Child Protection Helpline by
 - phone 132 111
 - use Diocese of Lismore 'Safeguarding Report Form' to record the details of the call
- OR
- online – print copy of e-report made via online portal

You will receive an outcome from the Department of Communities and Justice, via email, within a few days.

- Save a copy of documentation to Parish files
- Update the Parish Priest with the outcome

b. CONSULT WITH A PROFESSIONAL:

(this is a result that did not meet the threshold to report)

- talk to Parish Priest or the Safeguarding Office
- follow the result which will guide you to a local professional service

c. DOCUMENT AND CONTINUE RELATIONSHIP:

(this is a result that did not meet the threshold to report)

- follow steps in green box

If you are in a role which is not child-related you are not a mandatory reporter and don't have a legal requirement to report

Steps if not a Mandatory Reporter or no report required by the Mandatory Reporter Guide (MRG), but you have concerns

1. Discuss concerns with Parish Priest.
2. You may consider what supports exist to help;
 - Community
 - Family Referral Services (will connect you with services)
 - Other support services
3. If concerns remain, you can contact the Child Protection Helpline if you wish (no legal obligation).
4. A record should be made of your concerns (to be held at the Parish) to refer to in the future.

Contact Details

Mandatory Reporting Guide (MRG)

<https://reporter.childstory.nsw.gov.au/s/mr>



Child Protection Helpline
P 132 111

Safeguarding Office
P 02 6621 9444

E safeguarding@lismore.catholic.org.au

