

# CHECKLIST FOR MANAGING SAFEGUARDING REPORTS IN PARISHES

<b>1.</b>	<p>Does a parishioner face an urgent, time critical, life threatening situation or other emergency?</p> <p><input type="checkbox"/> YES      Contact Emergency Services immediately P. 000 For more information go to the website: <a href="#">Information on 000</a></p> <p><input type="checkbox"/> NO</p>	<b>Now go to stage no. 2.</b>
<b>2.</b>	<p>Has there been suspected or alleged criminal conduct against a child?</p> <p><input type="checkbox"/> YES      Contact the Office of Safeguarding [OoSG] P. 4979 1390 (Business hours, Mon. to Fri.) or use the <a href="#">OoSG online reporting form</a></p> <p>OR      Contact the NSW Police Assistance Line P.131 444, then contact OoSG</p> <p><input type="checkbox"/> NO / DON'T KNOW</p>	<b>Now go to stage no. 3</b>
<b>3.</b>	<p>Have you determined whether the alleged conduct constitutes a risk of significant harm [ROSH] report?</p> <p><input type="checkbox"/> DON'T KNOW</p> <p><input type="checkbox"/> YES Contact the OoSG P. 4979 1390 or use the <a href="#">OoSG online reporting form</a></p> <p><input type="checkbox"/> NO</p>	<b>Now go to stage no. 4</b> <b>Now go to stage no. 5</b> <b>Now go to stage no. 6</b>
<b>4.</b>	<p>Access the Online <a href="#">Mandatory Reporters Guide</a> [MRG] and enter the information available to you Remember to download the MRG Final Decision Report onto your computer:</p> <p><input type="checkbox"/> YES the alleged conduct does constitute a ROSH Report</p> <p><input type="checkbox"/> NO the alleged conduct does not constitute a ROSH Report</p>	<b>Now go to stage no. 5</b> <b>Now go to stage no. 6</b>
<b>5.</b>	<p>The alleged conduct constitutes a ROSH Report.</p> <p><input type="checkbox"/> Online MRG Decision states “Immediate report to Community Services” Phone the Child Protection Helpline <b>immediately</b> P. 132 111</p> <p><input type="checkbox"/> Online MRG Decision states “Report to Community Services” Contact the Child Protection Helpline within 24 hours P. 132 111 OR <a href="#">E-report to Dept. of Community &amp; Justice [DCJ]</a></p>	<b>Now go to stage no. 6</b>
<b>6.</b>	<p>Do you need to report the alleged conduct to OoSG? <span style="float: right;">YES      NO</span></p> <p>Is one or more of the people who committed the alleged conduct a parish or diocesan worker? (i.e. volunteer, employee, religious, cleric) <span style="float: right;"><input type="checkbox"/>      <input type="checkbox"/></span></p> <p>Has there been an incident of serious child-on-child abuse? <span style="float: right;"><input type="checkbox"/>      <input type="checkbox"/></span> (e.g. physical assault, sexual assault or misconduct, persistent bullying serious psychological harm)</p> <p>If ‘NO’ to both questions stop, there are no more reporting obligations to meet. If ‘YES’ to either question, continue to the following questions</p> <p>Should the alleged conduct be reported to the OoSG? <span style="float: right;"><input type="checkbox"/>      <input type="checkbox"/></span> For detailed information go to: <a href="#">Reporting child abuse</a> For detailed information go to: <a href="#">Reporting abuse of vulnerable adults</a></p> <p>Do you believe a parish worker is ministering to children without a WWCC? <span style="float: right;"><input type="checkbox"/>      <input type="checkbox"/></span> If you have answered ‘YES’ to any of two previous questions</p> <p>Contact the OoSG P. 4979 1390 or use the <a href="#">OoSG online reporting form</a></p>	<b>Now go to stage no. 7</b>
<b>7.</b>	<p>Should you advise the Bishop’s Office? (incl. Vicar-General &amp; Chancellor) <span style="float: right;">YES      NO</span></p> <p>Does the alleged conduct involve a priest or deacon? <span style="float: right;"><input type="checkbox"/>      <input type="checkbox"/></span></p> <p>If ‘YES’ contact the Bishop’s Office immediately. If ‘NO’ proceed to following questions.</p> <p>Have you contacted Emergency Services (000)? <span style="float: right;"><input type="checkbox"/>      <input type="checkbox"/></span></p> <p>Is there an allegation of serious criminality involving a parish or diocesan worker? <span style="float: right;"><input type="checkbox"/>      <input type="checkbox"/></span></p> <p>Is it likely that there will be media interest in the alleged conduct/incident? <span style="float: right;"><input type="checkbox"/>      <input type="checkbox"/></span> If you have answered ‘YES’ to any of the previous questions, consider whether you should advise the Bishop’s Office.</p>	

When you have finished working through the reporting process, reset the form by clicking on this square: