

Checklist for staff

Knowing or believing that a child abuse offence has been committed

1. I know, believe or reasonably ought to know that a child abuse offence has been committed; and have information that might be of material assistance in securing the apprehension, prosecution or conviction of the offender for that offence?

Yes ☐

No ☐

2. **Check all that apply.** Having answered yes to question 1, I must bring this matter to the attention of the police unless:

- a. I believe on reasonable grounds that the information **is already known** to the police – for example I was with another staff member when they rang the police ☐
- b. **I have made a mandatory report** to FACS or the department's Child Wellbeing Unit ☐
- c. I believe on reasonable grounds **someone else has made a mandatory report** to FACS or the Child Wellbeing Unit – for example, I was with the principal when they reported to FACS or the CWU or, although I was not present, I was told the report has been made and provided with the FACS Engagement number ☐
- d. I have reasonable grounds to **fear for the safety of the person or any other person** (other than the offender) if the information were reported to the police. I acknowledge that depending on the circumstances, I may still need to make a mandatory report to FACS or the CWU ☐
- e. I believe I have reasonable grounds not to report the matter to the police and **have contacted Legal Services for advice.** ☐

3. **Select one only.** In bringing this matter to the attention of the police I have:

- a. contacted the Local Area Command ☐
- b. contacted the department's Incident Support Unit ☐
- c. contacted the School Liaison Police Officer ☐
- d. Other (Please provide details) ☐

4. I spoke with _____ on _____

About:

Name: _____

Date: _____