



# Early Childhood Education and Care Reporting Obligations

Staff and volunteers who work in Early Childhood Education and Care have reporting obligations related to the safety, welfare and wellbeing of children. They apply to all ECEC service types including long day care, family day care, outside school hours care, preschool, occasional care and mobile services. These reporting obligations exist to protect children from abuse or other harm that may occur while they are in the care of the organisation or elsewhere. Reports often need to be made to more than one agency, as the following chart explains.



NSW Police Force



Make a report to police if the matter involves conduct towards a child that you suspect may be criminal in nature.

For emergencies call **000**

For police assistance and general enquiries call **131 444**



Department of Communities and Justice (DCJ)



Communities and Justice

Make a report to DCJ if you suspect a child is at risk of significant harm.

Types of abuse include neglect, sexual, physical and emotional.

Call the Child Protection Helpline on **132 111**



Reportable Conduct Scheme



Office of the Children's Guardian

Notify reportable allegations against staff, certain volunteers and contractors within 7 working days.

For advice and support contact **02 8219 3800**

**reportableconduct@ocg.nsw.gov.au**



NSW Regulatory Authority



Education

Notify incidents, complaints and allegations via the National Quality Agenda IT System (NQA ITS).

You can also call **1800 619 113** or email **ececd@det.nsw.edu.au**



Organisational response

Every concerning matter is an opportunity for your organisation to strengthen its child safe practices and culture. This includes assessing and reviewing relevant policies and procedures.

For support implementing child safe practices contact the Office of the Children's Guardian on **02 8219 3600**



If you're not sure about if you need to make a report, please speak with your manager as a priority.



Office of the Children's Guardian

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