Place your organisation's name here

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# Child Safe Reporting Policy

You can use this template to create your Child Safe Reporting Policy. If you would like some guidance on how to fill it out you can also download our [**Child Safe Reporting Policy**](https://ocg.nsw.gov.au/sites/default/files/2022-08/T_CSS_SampleChildSafeReportingPolicy.docx) **sample**. Remember to not simply copy and paste the information from the sample. It needs to be carefully considered in relation to the unique needs of your organisation.

| Title | Content |
| --- | --- |
| **Introduction**  Describe the intent of the policy and who it is for |  |
| **Definitions of harm and abuse (what to report)** |  |
| **Types of complaints (what to report)**  List what should be reported |  |
| **Making a complaint (who can report)**  Identify who can make a complaint |  |
| **Reporting obligations (who to report to)**  Identify all reporting obligations | List the mandatory reporters in your organisation    List the names and contact details of your child safe contact officers  Note: Refer to the list on [page 45 of the Reporting Obligations and Processes handbook](https://ocg.nsw.gov.au/sites/default/files/2022-07/g_css_reportingobligationsresource.pdf) or [visit the DCJ website](https://reporter.childstory.nsw.gov.au/s/who-is-a-mandatory-reporter). [Refer to the legislation (or the list on page 46 of the handbook) to find out what is considered to be risk of significant harm (ROSH).](https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-157#ch.3-pt.2) You may wish to include this as an appendix at the end of your Child Safe Reporting Policy. If there are no mandatory reporters in your organisation you may choose to mention that reports of ROSH can still be made to DCJ as a member of the community, although they are not mandatory. The [NSW Mandatory Reporter Guide](https://reporter.childstory.nsw.gov.au/s/mrg) lists concerns that are reportable. |
| **Risk management strategies (how to report)**  Identify any strategies that need to be put in place to ensure the immediate and ongoing safety of the child and any other people involved |  |
| **Procedural fairness, including privacy and confidentiality (how to report)**  Explain the process around procedural fairness and how your organisation manages privacy and confidentiality |  |
| **Complaint process (how to report)**  Provide a step-by-step rundown of the complaint process | You may like to include a reporting form template for complaints and allegations as an appendix at the end of your Child Safe Reporting Policy |
| **Legislation**  Include a list of the legislation that applies to the reporting obligations in your organisation to keep children safe |  |
| **How we publicise our Child Safe Reporting Policy**  Include a communications plan |  |
| **Review date**  Set a date to review and update this policy | Include next review date  Include who or which role is responsible for the review |

This template was developed by the NSW Office of the Children’s Guardian.   
For more free child safe resources, please go to [ocg.nsw.gov.au/our-resources](https://ocg.nsw.gov.au/our-resources)