

Early Childhood Education and Care Reporting Obligations Map (for educators)

Regardless of what type of report it is, always make sure any child involved is out of harm's way. If you are unsure of what type of report it is ask your leadership team for guidance.

Remember, you may have to notify several relevant authorities of the one incident.



Call **000** immediately then follow up with your leadership team.

Criminal offence

- Contact your local police station and make a report
- Talk to your leadership team

Note: If you have any general enquiries around the matter call **NSW Police** on **131 444**

Reportable allegation or reportable conviction

- Report to your leadership team
- Make sure they confirm that the necessary actions have been taken



Breach of the service's Child Safe Code of Conduct

- Report it to your leadership team
- Make sure they confirm with you that the necessary actions have been taken

Risk of significant harm (ROSH)

- Report it to your leadership team
- Follow the service's internal processes to make sure it's reported to the Department of Communities and Justice
- You can also make the report yourself through ChildStory Reporter or the Child Protection Helpline on 13 21 11



Incident, allegation or complaint

 Approved provider must report to the NSW Regulatory Authority via the National Quality Agenda IT System (NQA ITS) or call 1800 619 113



*In a child safe context, a complaint is any allegation or suspicion that a child has been harmed or abused.

†A disclosure is when a child reveals they have been harmed or abused. Disclosures can be direct – a child is clear about wanting to let an adult know about the harm or abuse, or indirect – a child doesn't intentionally reveal the harm or abuse, or they disclose in a piecemeal way.



Office of the Children's Guardian



