

ACT Health Child Protection Fact Sheet Fact Sheet 3 -MAKING A CHILD PROTECTION REPORT TO CARE AND PROTECTION SERVICES

If you consider the risk of harm for the child or young person requires immediate police attention, please call (0) 000.

What to report

If you suspect or believe on reasonable grounds that a child or young person (0 to not yet 18 years) has, is or is at risk of experiencing:

- neglect
- physical abuse
- sexual abuse
- emotional abuse (including exposure to domestic violence)

Telephone Care & Protection Services (CPS), Centralised Intake Service as soon as possible on **1300 556 728** 24 hours a day. You must, confirm the report in writing as soon as possible using the Reporting Form for CPS and send by fax **6205 0641** or email to childprotection@act.gov.au

If you are unsure that what you are seeing constitutes abuse or neglect you can discuss your concerns with:

- your manager or supervisor
- CPS at Centralised Intake Services 1300 556 728
- Child at Risk Health Unit (CARHU) 6244 2712

The reporter is not required to prove that abuse or neglect has occurred.

Prenatal reporting refer to Fact Sheet No. 2 Prenatal Reporting

You are not required to make a report about an incident or concern if you confirm that someone else has made a report:

- about the same child or young person AND
- the same abuse or neglect AND
- the reasons for both of your suspicions are the same

Where to find the reporting form for CPS?

ACT Health Intranet

- On the ACT Health's intranet homepage there is a *child protection button* on the top right hand section.
- Click on the button, it is hyperlinked to a web page where all key child protection information and documents are available eg. Reporting Forms, ACT Health's Child Protection Policy, SOP & Child Protection Factsheets.

The reporting Form can also be accessed through:

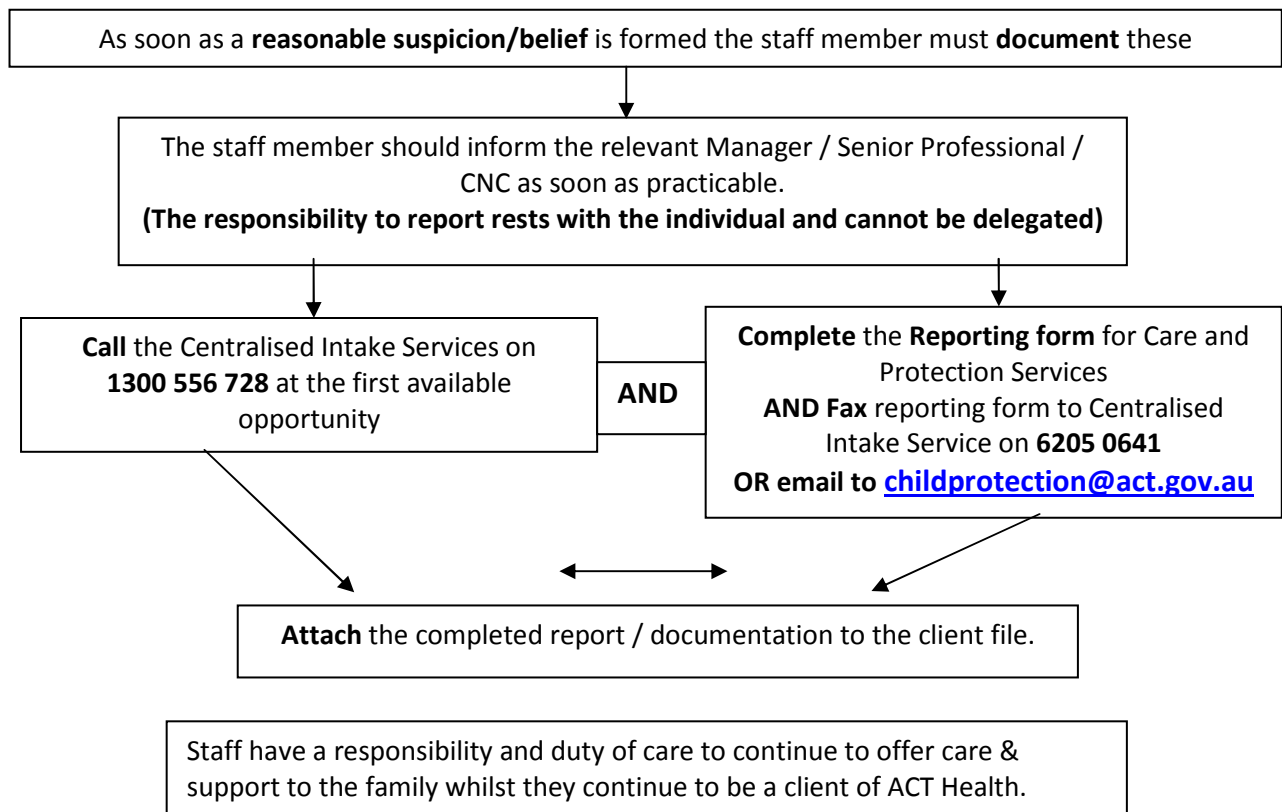
<http://inhealth/acthmr/Clinical%20Record%20Forms%20NEW/Reporting%20form%20for%20Care%20and%20Protection%20Services.pdf> or

- ACT Health Intranet - Clinical Forms (right hand side of screen)
- Enter 'reporting form' in the yellow search box
- Links to Reporting Form in word and eNote will be displayed

Calvary Health Care ACT

- FORMS / Child Protection Reporting

FLOWCHART FOR MAKING A CHILD PROTECTION REPORT



The reporting form has a checklist on the back that lists information to be included. For more information refer to the detailed guidelines for making a child protection report in the ACT Health Standard Operating Procedure (SOP) pages 9-14. The policy and reporting form for CPS are located via this link [ACT Health Intranet - Child Protection](#).

Should I tell the family I will be making a report?

This is a decision for the individual clinician based on the circumstances involved.

Protection for staff who report

Under Section 354 & 356 of the Children and Young People Act 2008, if a person honestly makes a report it is not a breach of confidence, professional etiquette or ethics or a rule of professional conduct. No civil or criminal liability is incurred.

Information that would **identify a reporter** or would allow the identity of a reporter of a child protection report to be worked out cannot be shared unless ordered by the Court. If CPS refer a Child Protection Report to the Child Abuse Team of the Police, the identity of the reporter must also be provided.

Support for ACT Health Workers:

If you are unsure about making a report you can discuss your concerns with:

- Your manager or supervisor
- Child Protection Liaison Officers 0439 415 820 (ACT Health) or 0434 603 702 (CPS)
- Centralised Intake Services on 1300 556 728

ACT Health staff may seek debriefing opportunities following their involvement in child protection matters. You can ask your Line Manager for assistance, talk to a colleague or contact the Employee Assistance Program (EAP). EAP can provide counselling, critical incident support, face-to-face, online and phone based services. Call 1300 361 008 24 hours / 7 days.