

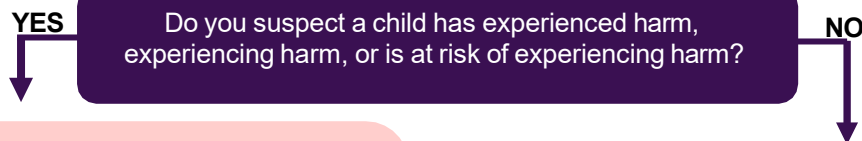
## Appendix F: Reporting Concerns within Australia

If a child, young person, or adult at risk is in immediate threat or in danger contact

**Police on 000**

### What to report?

- Disclosure of abuse or harm
- Allegation, suspicion or observation of abuse or harm
- Breach of Policy or Procedure
- The exact words used by the victim when making a disclosure



**STEP ONE:** Contact **Police (Crime Stoppers)** by calling **1800 333 000** or attending your **local police station** and/or contact your **State/Territory Government Agency** (see Appendix G). If you are unsure of what and how to report to the Police see Appendix H.

**STEP TWO:** Regardless of whether the police advise you if they will investigate or not, it is imperative that you report your concerns to ACU via Phone, Online or in person.

If a child is at risk of harm, you may be under an obligation to report via your mandator Child Protection Helpline within your jurisdiction. Please contact the Office of General Counsel immediately.

If you suspect someone is breaching or has breached this policy; a child has disclosed or there is potential risk of harm to a child? Please report via 1 of the following methods:



**Phone:** ACU National Security Centre - **Code Green** on **1300 729 452**



**Online:** ACU Complaint Form - <https://www.acu.edu.au/contact-us/complaints-and-feedback/complaints> **OR**



**In person:** To your Nominated Supervisor who in turn reports to the ACU National Security Centre or the National Manager, Safeguarding and Student Safety

### What to do next?

- Ensure that the child, young person, or adult at risk is safe and supported.
- Provide support through ACU Counselling services (students) and EAP (staff) to the victim and their family, the alleged offender, and their family and any ACU Community which may be affected.
- Do not speak to any media, contact your Nominated Supervisor or the National Safeguarding Officer immediately.

### Outcome

- The Police or Government Agency will determine if the matter is of a criminal nature and will investigate accordingly. If an investigation is undertaken, any further action will be at the direction of the Police or Government Agency.
- If the report does not meet the criminal threshold, ACU may conduct an investigation, and an outcome decided.