

Mandatory Reporting Flowchart – NSW and the ACT

A Mandatory reporter is concerned about one or more of the following:

- Child's basic needs not being met
- Physical abuse or ill-treatment
- Sexual abuse
- Psychological abuse
- Family violence



A Mandatory reporter must make a report about a child (under 16 in NSW and under 18 in the ACT) if they have concerns. Deciding whether to report a concern requires a degree of judgement. Mandatory reporters are strongly encouraged to contact the Safe Church Unit for advice and support.



Is the child in immediate danger?



YES – Call Police immediately 000
Inform the Synod Safe Church Unit



NO Immediate Danger to a child



Report concerns to Synod where a child is part of the church community Safechurch@nswact.uca.org.au
OR
report directly if the child is not part of the church community
NSW – [DCJ Mandatory reporters](#) | [Family & Community Services \(nsw.gov.au\)](#) or Child Protection Hotline 132111
Or for the ACT contact CYPs [Access Canberra \(act.gov.au\)](#)



DO

Do gather information on the child or family name, address, contact details, description of concerns, keep written notes
Keep the matter confidential
Continue to respond to the needs of the child even after the report is made
Keep a copy of the MRG outcome

DON'T

Don't start your own investigation
Don't approach the family or carer
Don't interview the child



Seek support for the vicarious trauma which may arise out of dealing with a child protection concern from the Synod EAP. Details are on the Synod Website

Note: Failing to make a report as a Mandatory or Mandated reporter is an offence.