

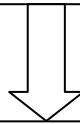


Redcliffe Peninsula SLSC

Flowchart for Reporting Guidelines

RECEIVING A DISCLOSURE

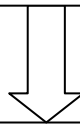
*Remain calm and find a private place to talk
Explain why you can't keep it a secret
Only ask enough questions to confirm the need to report the matter
Do not attempt to conduct your own investigation*



DOCUMENTING A DISCLOSURE

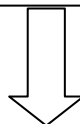
Complete an incident report form and include:

*Time, date and place of the disclosure
'Word for word' what happened and what was said, including anything you said and any actions that have been taken
Date of report and signature*



REPORTING A DISCLOSURE

*Department of Communities (Child Safety Services) - 1800 811 810
Queensland Police Service (Redcliffe Police Station)*



FOLLOWING A DISCLOSURE

*Support and counselling will be offered to all parties involved.
The policies and procedures for handling disclosures or suspicions of harm are to be reviewed.*