

Child Safety Decision Guide

Casual educators are mandatory reporters.

Always follow the child safety procedures at the host centre where you work and escalate concerns through the appropriate pathways.

Your Legal Responsibility

- You are a mandatory reporter
- You must act on any reasonable suspicion that a child is, or may be, at risk of harm.
- Reporting in good faith is protected by law.
- Failure to report may have serious legal consequences.



National and state-based Child Safety Training are mandatory for all ECEC workers and volunteers.

For more information on suitable courses, visit: www.talentnow.com.au/resources/






6-Step Decision Guide

1  Safety Is the child safe right now? <ul style="list-style-type: none"> • If not, call 000 if needed. • Remove the child from danger if safe to do so. • Alert the host centre's supervisor immediately. 	2  Concerns Act on concerns. How did the concern arise? <ul style="list-style-type: none"> • A child told you something. • You observed something. • Someone else reported a concern. 	3  Report & Escalate <ul style="list-style-type: none"> • Report immediately. • Follow host centre's procedures. • Report internally to the centre's supervisor. • Report externally if required. 	4  Record <ul style="list-style-type: none"> • Document facts only. • Include date, time, location and context. • Use the child's exact words where relevant. • Complete the host centre's report. 	5  Support <ul style="list-style-type: none"> • Provide a calm and safe environment. • Follow any support plan. • Offer reassurance. • Continue observing for further concerns. 	6  Follow Up <ul style="list-style-type: none"> • Follow host centre's procedures. • Cooperate with authorities if required. • Provide follow-up information if required. • Child safety is ongoing.
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When to Act

 Changes in behaviour	 Signs of harm	 Concerning interactions	 A disclosure from a child
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What Not to Do

 Don't promise to keep secrets	 Don't ask leading questions	 Don't contact parents without approval	 Don't delay reporting	 Don't assume someone else will handle it
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Reporting Contacts & Practical Guidance

Important Reminder

- Always follow the host centre's child safety policy and current state or territory reporting requirements.
- In an emergency: Call 000 if a child is in immediate danger.

S . A . F . E . R



See or hear something

Notice concerns early. This may include changes in behaviour, signs of harm, concerning interactions, a disclosure from a child, or information shared by another person.



Assess immediate risk

Is the child safe right now? If the child is in immediate danger, call 000 immediately. If safe to do so, remove the child from immediate danger and alert the host centre's senior staff immediately.



Follow host centre procedures

Follow the host centre's child safety procedure first. Report to the Nominated Supervisor, Responsible Person or Centre Director as soon as possible. Do not wait until the end of the shift.



Escalate & report

If a report is required, follow the host centre's reporting pathway and state or territory requirements. If you are unsure, raise it immediately. It is better to act early.



Record accurately

Write down facts. Use the child's exact words. Include date, time, location, observations and actions taken. Complete the host centre's incident report or child safety documentation.

Where to Report

NSW

 1300 556 729

 [Reporting a Child at Risk](#)

QLD

 [Numbers by Region](#)

 [Report Child Abuse Online](#)

VIC

 [Numbers by Region](#)

 [Reporting Child Abuse](#)

ACT

 1300 556 729

 [Report Risk of Significant Harm](#)

SA

 131 478

 [Report Suspected Harm](#)

WA

 1800 273 889

 [Child Protection](#)

TAS

 1800 000 123

 [Strong Families Safe Kids](#)

NT

 1800 700 250

 [Report Child Abuse](#)

Talent Now Support



If a child is at immediate risk, always follow the host centre's child safety procedures and reporting pathways first.



Please notify Talent Now as soon as possible if a child safety concern, incident, or report has occurred.



Talent Now can provide support, guidance, and follow-up, however educators must always comply with the host centre's policies, mandatory reporting obligations, and legal reporting requirements.

Call Talent Now on 1800 840 889 or email info@talentnow.com.au. For more information, visit www.talentnow.com.au