

# A step-by-step guide to making a report to Child Protection or Child FIRST

If staff have significant concerns for the well-being of a student you should talk to the Principal or Assistant Principal IMMEDIATELY

- You are concerned about a child because you have:
- received a disclosure from a child about abuse or neglect
  - observed indicators of abuse or neglect
  - been made aware of possible harm via your involvement in the community external to your professional role.

## At all times remember to:

- record your observations
- follow appropriate protocols
- consult notes and records
- consult with appropriate colleagues if necessary
- consult with other support agencies if necessary

