

# Keeping Them Safe - Summary of Employee Guidelines

Keeping children safe is everyone's responsibility, regardless of how much or how little you work with children and young people.

Griffith City Council is committed to putting the needs of children first. We have a zero tolerance for child abuse and expect all officers of Council to report any concerns or incidents, regardless of the potential impact on Council or your Council colleagues.

This guide outlines child safety responsibilities for all Griffith City Council officers, volunteers, contractors and Councillors.

## How to Report

### 1. In an emergency

Where there are urgent concerns for the child's health or life, or where the child is in immediate danger CALL NSW POLICE ON 000.

### 2. Make sure the child is safe

If you believe a child is at serious risk of physical or sexual abuse, take them to a safe space. If the risk is from a Council employee make sure the child is not left alone with the employee. Call your supervisor.

### 3. Document

Document relevant information and complete an Incident Report.

### 4. Report

Report to your supervisor and discuss your concerns.  
If the matter concerns your supervisor, report directly to your Director.

What to report:

1. Any disclosure of abuse from a child or young person
2. Abusive behaviour by anyone towards a child or young person
3. Behaviour by any Griffith City Council employee, volunteer, contractor or Councillor that is a breach of the Child Safe Code of Conduct and Child Safe Policy.

It is an offence in NSW not to report to Police if you know, believe or reasonably ought to know that a child has been abused.

Child Protection Helpline: 13 21 11  
Lifeline phone 13 11 14 | Child safety is everybody's business

