

# A step -by - step guide for Ministry Leaders to making a report to Department for Child Protection



## Protective concerns

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

STEP 1

## RESPONDING TO CONCERNS

1. If your concerns relate to a child in need of immediate protection; or you have formed a belief that a child is at significant risk of harm\*

**Go to Step 3**

2. In all other situations

**Go to Step 2**

\* Refer to Childsafe Team Member Book

STEP 2

## FORMING A BELIEF ON REASONABLE GROUNDS

1. Consider the level of immediate danger to the child

Ask yourself:

- a) Have I formed a belief that the child has suffered or is at risk of suffering significant harm?

**Yes / No**

- b) Am I in doubt about the child's safety and the parent's ability to protect the child?

**Yes / No**

2. If you answered yes to a) or b)

**Go to Step 3**

3. If you have significant concerns that a child and their family need a referral to DCP not relating to mandatory reporting of child sexual abuse, please contact your local Department for Child Protection District Office

STEP 3

## MAKE A REPORT TO DEPT. FOR CHILD PROTECTION

### Mandatory/Protective Report

1. Contact Department for Child Protection  
Available 24 hours a day, seven days a week  
**Free call 1800 708 704**  
(excluding mobile telephones)  
email: [mrs@dcp.wa.gov.au](mailto:mrs@dcp.wa.gov.au)
2. Have notes ready with your observations and child and family details.

\* Non-mandated people who believe on reasonable grounds that a child is in need of protection are able to report their concerns to Child protection.