# Reporting Protocol for Priests and Parish Staff for Any Child Related or Vulnerable Adult Concerns



Parish Priests and parish staff including Volunteers of the Archdiocese of Sydney are personally obligated to report the following serious offences as shown below. Included on this document are the relevant contact phone numbers you will need for the Safeguarding and Ministerial Integrity Office, the Vicar General of the Archdiocese of Sydney, the NSW Department of Family & Community Services and the NSW Police. Follow the steps below if you have reason to suspect any of the following matters:

Contact numbers for reporting	
concerns	
Safeguarding and Ministerial	
Integrity Office	
Archdiocese of Sydney	
Karen Larkman	02 9390 5810
Monique Smith	02 9390 5812
Vicar General – Archdiocese	
of Sydney	
Rev Dr Gerald Gleeson	02 9390 5185
Department of Family &	
Community Services (FaCS)	
Child Protection Helpline	132 111
(24 hours/7 days)	
NSW Police	
If an emergency	000
Police Assistance Line	131 444
Local Area Command (LAC)	Look up LAC in
	your local area

EMERGENCY CONTACT NUMBER FOR THE PARISH PRIEST:



### If you suspect:

- \* Physical Abuse
- \* Sexual Abuse

By an adult towards a child, young person or vulnerable adult



#### **Step 1 - Parish staff/volunteers to:**

Report to the Parish Priest

unless there is an emergency, then report directly to NSW Police



# **Step 2 - Parish Priest to:**

Report the matter to the Safeguarding Office

The Safeguarding Office can provide assistance reporting to appropriate agencies- only report directly to NSW Police if there is an emergency



# Step 3 - Safeguarding Office to:

Provide advice and support to Parish Priest and staff regarding reporting to NSW Police and FaCS

Report to the NSW Ombudsman if required

#### If you suspect:

- \* Neglect
- \*Psychological Harm

By an adult towards a child, young person or vulnerable adult



# Step 1 - Parish staff/volunteers

Report to the Parish Priest



#### **Step 2 - Parish Priest to:**

Report the matter to the Safeguarding Office and Vicar General

The Safeguarding Office can provide assistance reporting to appropriate agencies



## **Step 3 - Safeguarding Office to:**

Provide advice and support to Parish Priest and staff regarding reporting to NSW Police and FaCS Report to the NSW Ombudsman

if required