

## Child protection allegations against staff flowchart

Steps

Triage Team
develop an Action Plan. Action
Plan to be emailed out by
minute taker & allegation to be
added to register. Triage Team
will complete a risk assessment

VES

NO

Call and flag the matter with the Child Protection Triage Team; searchable via Skype or on 8757 9015.

Complete the initial 'child protection allegations against staff' documentation form ASAP refer to forms section in TechOne.
Once completed, please submit

A child protection allegation is received or identified

Triage Team representative review staff file to determine any previous concerns/allegations

Triage Team meeting is called and first identifier and/or person making allegation is consulted via telephone. Minute taker assigned A suspected or confirmed concern or complaint involving a council staff member or council representative involving children or young people (under 18 years). This is where the child or young person's care, safety or protection may have been compromised as a result.

What is a child protection allegation?

## Who is on the Triage Team?

- Director of Community and Culture
- Internal Ombudsman Shared Service (IOSS)
- Manager Children, Youth & Families
- Senior Coordinator Children and Youth
- Senior Coordinator Education & Care
- Any additional Directors/Managers if matter is from another area

