

Child protection allegations against staff flowchart

Mandatory

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

YES

Call 000

Is there imminent risk or danger to children or young people?

A child protection allegation is received or identified

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

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

What is a child protection allegation?

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.

Who is on the Triage Team?

-Director of Community and Organisation Development

-Internal Ombudsman Shared Service (IOSS)

- Manager Education and Care
- Senior Coordinator Children and Youth Development
 - HR Representative
- Any additional Directors/Managers if matter is from another area

