

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



Clergy 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 Communities and Justice and the NSW Police. Follow the steps below if you have reason to suspect any of the following matters:

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

**EMERGENCY CONTACT NUMBER FOR THE PARISH PRIEST:**

For further information please refer to the Catholic Archdiocese of Sydney Protocol: Reporting reportable crimes to the NSW Police. Anyone in the Catholic Archdiocese of Sydney can report a crime to the NSW Police.

**If you suspect:**  
 \* Physical Abuse  
 \* Sexual Abuse  
 By an adult towards a child, young person or vulnerable adult

**If you suspect:**  
 \* Neglect  
 \* Psychological Harm  
 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 1 - Parish staff/volunteers to:**  
 Report to the Parish Priest

**Step 2 - Parish Priest to:**  
 Report the matter to the Safeguarding Office  
 The Safeguarding Office can provide assistance reporting to NSW Police or relevant agencies

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**Step 3 - Safeguarding Office to:**  
 Provide advice and support to Parish Priest and staff regarding reporting to NSW Police and DCJ

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