

Reporting to the Hotline: 1300 495 051



Currently Catholic school staff should press option **1** after connecting to the hotline. They should advise the operator that they work in a Catholic school and then report the incident of concern.

When making a report, the following information is required.

- Name of school and suburb
- Students (or staff members) name
- Date of birth
- Known address
- Details of the behaviour or incident causing concern (including threats to harm)
- Any known history of violence or antisocial behaviour
- Any known connection the individual or their family may have to criminal activity
- Any known or imputed mental health issue or disability
- Any other vulnerability factors associated with the person being reported
- Access to firearms, weapons etc

If you have any questions or concerns about reporting or difficulties encountered when reporting to the Hotline, please contact the Senior Manager, Wellbeing and CVE at Catholic Schools NSW: Jennifer.coen@csnsw.catholic.edu.au.
Ph: (02) 9287 1555

Following a report to the Hotline

Once a report is made, specialists at the Hotline will determine and advise the school principal on the course of action to be taken.

Generally, in cases considered low risk, the matter will be referred to the school with recommendations for follow up including monitoring the student.

In cases where risk is identified, the matter will be investigated, and the principal will be advised of subsequent actions by police and/or the specialist case management team at the NSW Department of Education.

In high-risk cases, an independent psychological or forensic assessment may be recommended. CSNSW can assist with organising this assessment.