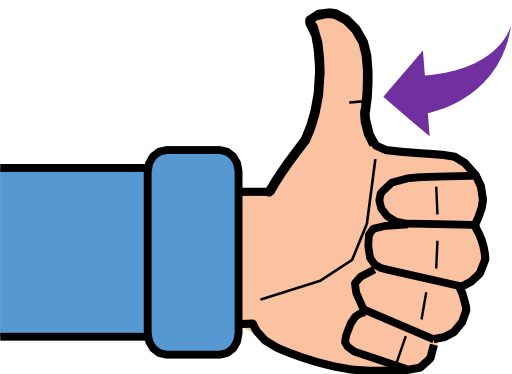




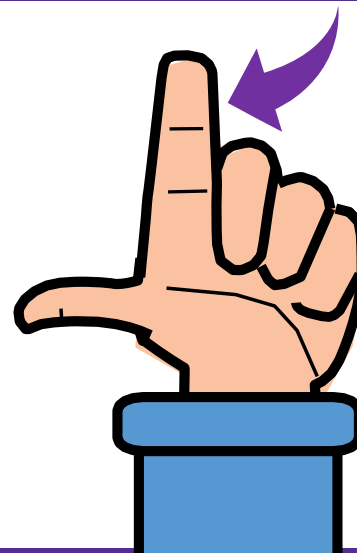
How to Report a Concern

5 Potential Reports



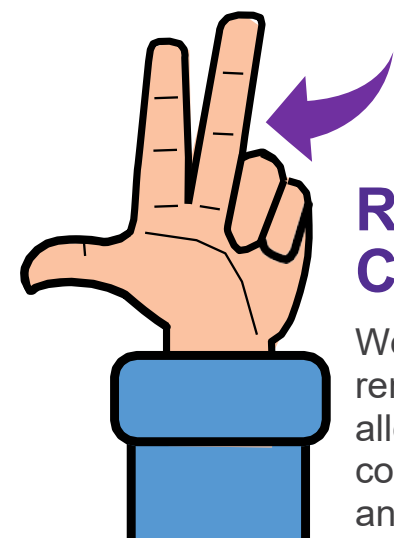
Safe Church Team

We use the thumb to remember because usually once you have told the Safe Church Team, they will step in.



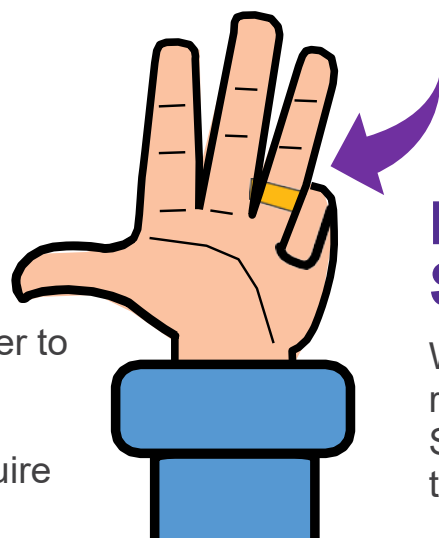
Police

We use this finger to remember because sometimes calling the police will be the first thing we need to do.



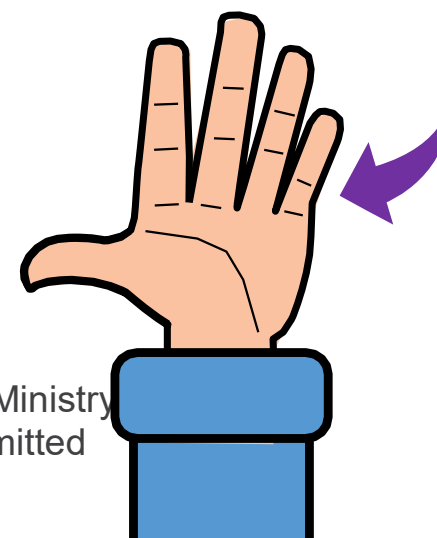
Reportable Conduct

We use the longest finger to remember because an allegation of reportable conduct will usually require an investigation.



Ministry Standards

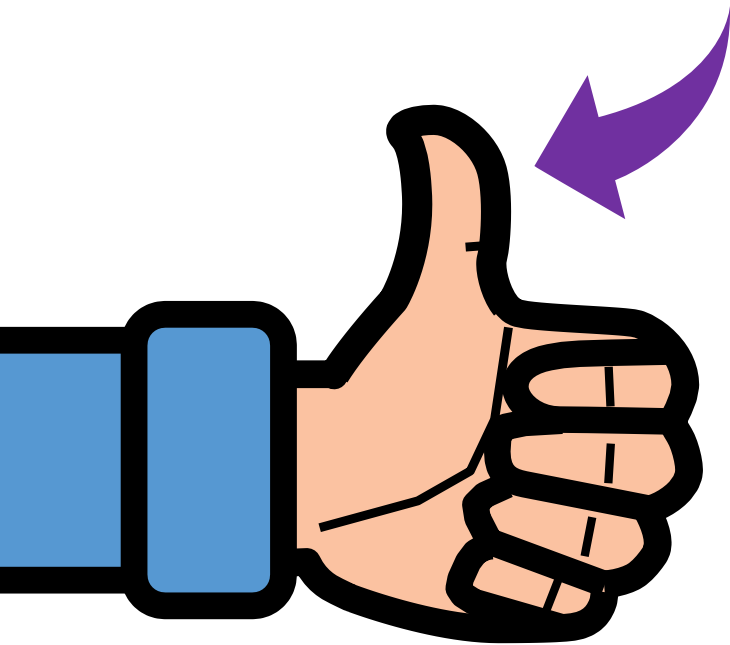
We use the ring finger to remember because the Ministry Standards Team is committed to supporting you.



Mandatory Reporting

We use the little finger to remember because we are protecting the little people.

Reporting: Safe Church Team



Any incident, concern or issue should be reported to the **Safe Church Team**.

- The Safe Church Team will take whatever steps are necessary and get back to you.
- If you need to make a report yourself, the Safe Church Team can help and support you.

Safe Church Concerns Form

Whenever you report a concern to the Safe Church Team, make sure you complete a Safe Church Concerns Form

Safe Church Concerns Form

The completed form should be given to a member of your Safe Church Team who will follow the Procedure for Responding to Child Protection Concerns.

This documentation is to be kept in a locked filing cabinet and/or in secure electronic format for at least 45 years from the date of completion.

Please do not discuss the concern with anyone other than the Safe Church Team or your Ministry Team Leader.

If there is immediate danger please contact police immediately.

Insert Church Logo Here

Church Name: _____

DETAILS ABOUT PERSON COMPLETING THIS FORM (either the victim, the person bringing a concern, or the safe church team)

Name: _____

Role: _____

Relationship to the victim and/or the person allegedly causing harm: _____

Address: _____

Email: _____

Phone: _____

DETAILS OF ALLEGED VICTIM (if applicable)

Name: _____ Age: _____ Gender: _____

Date of Birth: _____

Address: _____

Parent/guardian name and contact phone number: _____

DETAILS OF THE PERSON AGAINST WHOM THE ALLEGATION HAS BEEN MADE (if applicable)

Name: _____

Date of birth if known otherwise approximate age: _____

Home address: _____

Email: _____

Phone: _____

Position/title at time of allegation (if any): _____

Is the person aware of the existence of the allegations? Yes / No

Page 1 of 2

Safe Church Concerns Form © Baptist Churches of NSW & ACT 2020

Page 2 of 2

Reporting: Police

In an emergency, call police immediately.

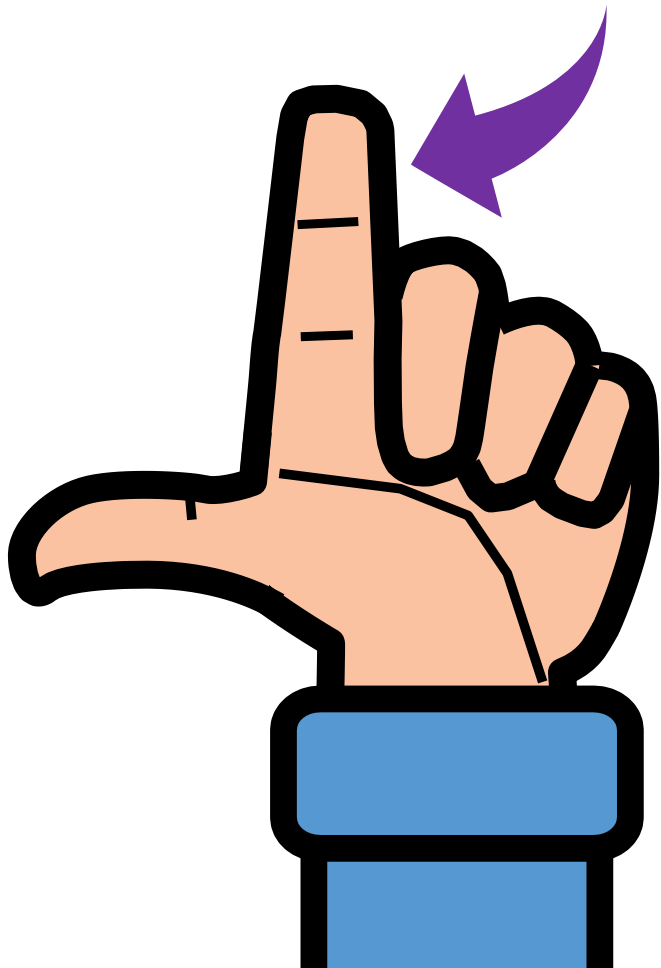
If you are aware that a serious criminal offence has been committed, you **MUST** inform police. Failure to report is a criminal offence.

Any adult who knows a child abuse offence has been committed must inform police.

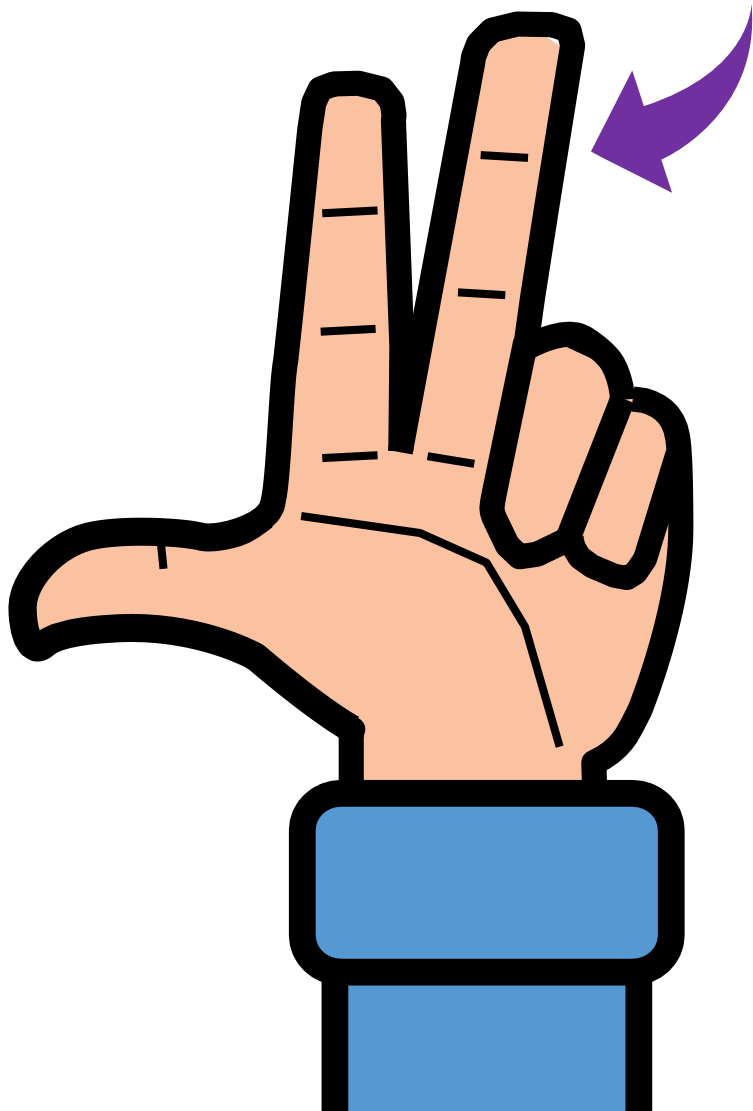
(Crimes Act 1900 (NSW) s316A; Crimes Act 1900 (ACT) s66AA ;Crimes Act 1958 (Vic s327).

It is a reasonable excuse not to inform police if:

- you know that police have already been informed
- there are reasonable grounds to fear for the safety of the victim or any other person (other than the offender)
- the victim is now an adult and does not want police to be informed.



Reporting: Reportable Conduct

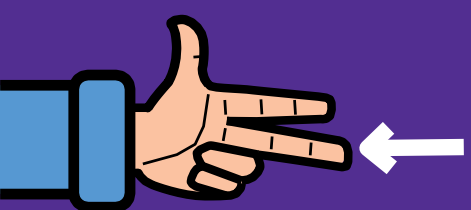


What staff and volunteers are covered?

- Anyone who is required to have a Working With Children Check for their work with the church,
- Includes any conduct, even if it is not in a church context.

How and when to report

- Anyone who has information must tell the Head of Relevant Entity,
- Head of Relevant Entity must notify the OCG within 7 business days.



Reporting: Reportable Conduct (NSW)¹¹

What is reportable conduct?

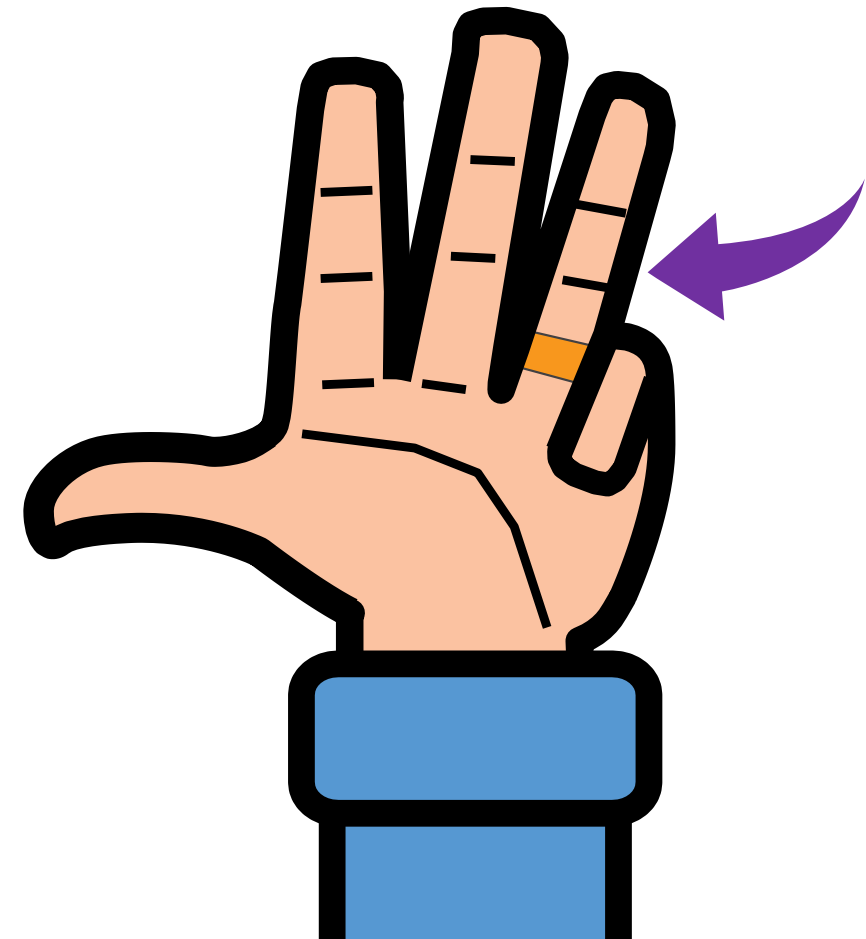
Where it is alleged that a staff member or volunteer subject to the scheme has engaged in one (or more) of the following:

- a. a sexual offence against, with or in the presence of a child.
- b. sexual misconduct against, with or in the presence of a child.
- c. ill-treatment of a child.
- d. neglect of a child.
- e. an assault against a child.
- f. an offence under section 43B or 316A of the *Crimes Act 1900*,
- g. behaviour that causes significant emotional or psychological harm to a child.

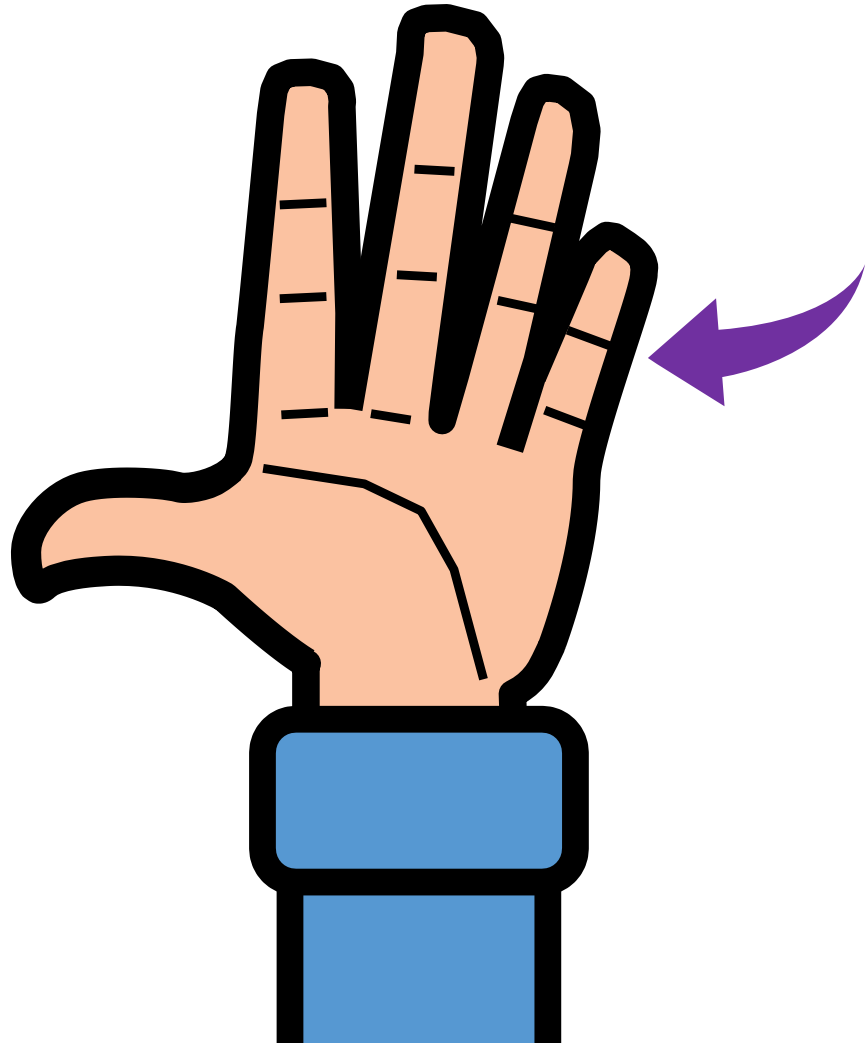
Please call Ministry Standards* if

- the Safe Church Team need advice, or
- there has been a report to any government department, or
- the matter involves an accredited or recognised minister / endorsed ministering person.

* In NSW Ministry Standards Hotline:
1300 647 780

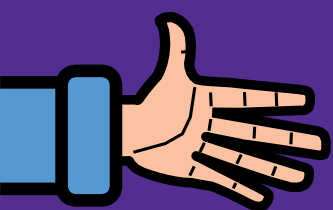


Reporting: Mandatory Reporting



If you are a Mandatory Reporter
and you are concerned that a child or
children are at risk of harm
then you must report this to the relevant
Child Protection Body.

* Each jurisdiction has their own
definitions of who is a Mandatory
Reporter and what concerns must be
reported.



Reporting: Mandatory Reporting (NSW)⁴

WB

Who is a mandatory reporter?

(in the church context)

Anyone in religious ministry or 'providing religion-based activities to children'

What must be reported?

If you are a mandatory reporter

AND you have reason to think that a child is at risk of significant harm

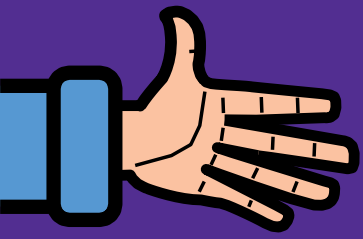
AND that reason arose as part of your role

THEN you **MUST** make a report to the Department of Communities and Justice.

Threshold: "Child or young person at risk of significant harm"

Current concerns for safety, welfare or wellbeing due to:

- Physical, psychological, medical or educational needs not being met; and/or
- Risk of physical or sexual abuse; and/or
- Incidents of domestic violence in the household; and/or
- Parent or caregiver acting in such a way as to risk causing psychological harm.



Reporting: Mandatory Reporting (NSW)

**The Department of Communities &
Justice can be contacted on**

132 111

**The online Mandatory Reporters Guide
is a very helpful resource.**

www.reporter.childstory.nsw.gov.au/s/mrg

Legislation protects the reporter's identity from disclosure and provides that as long as the report is made in good faith, the reporter cannot be liable in any civil, criminal or administrative proceeding.