



# **Child Safety Reporting Procedure, Victorian Churches and Agencies**

of Churches of Christ in Victoria and Tasmania Inc  
and all affiliated Churches and Agencies in Victoria

Version 1

Approved 08.06.2017

## Evaluation, Review and Update

CCVT is keen to receive feedback on this procedure. Any future revision will take into account feedback from affiliates, and any developments in regulation and best practice.

The *Child Safety Reporting Procedure, Victorian Churches and Agencies* will otherwise be reviewed regularly.

This document is clearly marked with the date of adoption by the Churches of Christ in Victoria and Tasmania Inc Board. The Board will provide opportunity for affiliates to contribute to the review of this procedure.

### Background

This procedure sets out who needs to report what, when, and to whom, when there is a current safety concern. It includes all forms of child safety including child sexual abuse.

Other aspects of preventing and responding to safety issues are set out in our Child Safety Policy.

If there are matters relating to historical abuse, contact the Safe Places Coordinator through the CCVT office on 03 9488 8800.

### Who should report?

This policy applies to everyone involved with children in our church or agency. A child is anyone under the age of 18.

### What should be reported?

Any child safety concerns must be reported including:

- Disclosure of abuse or harm
- Allegation, suspicion or observation of inappropriate behaviour
- Breach of Code of Conduct
- Environmental safety issues
- Any behaviour or circumstances that create some concern about safety

**Abuse** means all forms of physical, sexual, emotional or psychological abuse and neglect, and includes actions that result in actual or potential harm to a child.

### Who to report to

All safety issues must be reported to the Safety Contact Person.

Depending on the issue, the person with the concern may also need to report to the authorities, as set out in this procedure.

### Procedure

Please refer to the attached flowchart for a summary of the procedure, and contact the Safe Places Coordinator at any stage for assistance on 03 9488 8800.

#### 1. Call emergency services 000 if there is immediate danger

Remove any immediate threat if possible, and call 000.

### 2. Listen to any concerns being raised

If you are under 18, and a child starts to talk with you about behavior which sounds concerning because it may indicate child abuse, ask a leader or the Safety Contact Person for help.

If you are over 18, interact with the child as follows:

- support the child and reassure them that telling someone was the right thing to do
- emphasise that what occurred was not their fault
- stop questioning the child and witnesses if the conduct described is likely to constitute criminal conduct
- consider whether expert assistance is needed to support a child to communicate their concern or disclosure (for example, disability expert, language or cultural interpreter)
- limit questioning; ask only open questions
- undertake to do something in response to what the child has said and, where appropriate, explain what will be done and the expected time frame
- don't make promises that cannot be kept, including that the information will remain confidential; tell the child who will be told and why
- document the conversation using the child's exact words as far as possible

If in doubt, ask a leader or the Safety Contact Person for help.

### 3. Write up the concern

Make notes straight away, using the relevant form. If the form isn't immediately available, make a note of the following:

- information that has led to concerns about the child's safety (e.g. physical injuries, behaviour)
- the source of this information (e.g. observation of behaviour, report from child or another person)
- the actions taken as a result of the concerns (e.g. consultation with Safe Places Coordinator, report to Child Protection)

### 4. Report to police if you have a reasonable belief of child sexual abuse

Who has to make a report to police?

If you are 18 or over, you are personally obliged to report to police if you have a reasonable belief that a person who is 18 or older has committed or attempted to commit a sexual offence against a child who is under 16, unless:

- reporting would endanger someone other than the perpetrator; or
- all of the information has already been reported to police by someone else.

A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. It is not the same as having proof, but is more than mere rumour or speculation.

A 'reasonable belief' might be formed when:

- a child states that they have been sexually abused;
- a child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves);
- someone who knows the child states that the child has been sexually abused; or
- signs of sexual abuse leads to a belief that the child has been sexually abused.

If in doubt, you can contact the CCVT Safe Places Coordinator or the police for guidance, but you have to make your own decision about whether to report to the police or not.

### How to make a report to police

To make a report to police when there is no immediate danger, contact your nearest Sexual Offences and Child Abuse Investigation Team (SOCIT). Numbers are available on the Victoria Police website [here](#).

Alternatively contact your local police station. You can find the relevant number at [www.police.vic.gov.au](http://www.police.vic.gov.au).

### Notifying others

You must also complete the relevant form, and give this to your Safety Contact Person and to the CCVT Safe Places Coordinator.

You should respect everyone's privacy and not discuss your concerns with anyone else, except confidentially if you need to seek support yourself.

If in doubt about how to provide or obtain appropriate pastoral support, seek guidance from the CCVT Safe Places Coordinator.

## 5. Report to your church's Safety Contact Person or contact the CCVT Safe Places Coordinator

All concerns about abuse including suspected or potential abuse must be reported to the church's Safety Contact Person, and the CCVT Safe Places Coordinator. If the Safety Contact Person is suspected of inappropriate behaviour, seek guidance directly from the CCVT Safe Places Coordinator rather than raising your concerns with the Safety Contact Person.

## 6. Follow up to ensure the child is protected

If you are an adult in a responsible position in the church you must follow up to make sure that appropriate action has been taken to protect the child, or risk committing an offence.

### 7. What about mandatory reporting?

A mandatory reporter is only required to make a report to DHS if your concern arises while you are acting in your capacity as a mandatory reporter. For example, a practicing psychologist who notices concerning behaviour at church would not have to make a report to DHS under the mandatory reporting legislation but would otherwise have to follow steps 1 – 6 of this Reporting Procedure.

Likewise, you do not need to make a report if you can prove that you honestly and reasonably believed that all of the grounds for your belief have already been reported.

#### Who is a mandatory reporter?

Under the Act Children, Youth and Families Act 2005 (Vic) people in these roles are mandatory reporters: registered medical practitioners, nurses, midwives, registered teachers and early childhood teachers, school principals, police officers, some staff of children's services, registered psychologists, youth justice officers, and youth parole officers.

Youth, social and welfare workers may also be mandatory reporters. If in doubt, check with the CCVT Safe Places Coordinator.

#### Do I have to make a report?

If you are a mandatory reporter you must make a report if the child is under 17 and you have formed a belief on reasonable grounds that the child is in need of protection, that is:

- the child has suffered or is likely to suffer, significant harm as a result of physical injury or sexual abuse, AND
- the child's parents have not protected, or are unlikely to protect the child from that harm.

A belief is based on reasonable grounds that criminal child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, whether there are any other related matters known regarding the alleged perpetrator.

Note that you are only required to make a report to DHS if your concern arises while you are acting in your capacity as a mandatory reporter. For example, a practicing psychologist who notices concerning behaviour at church would not have to make a report to DHS under the mandatory reporting legislation but would otherwise have to follow the other expectations in this Reporting Procedure.

You do not need to make a report if you can prove that you honestly and reasonably believed that all of the grounds for your belief have already been reported.

#### How to make a report

Refer to the DHS [guide to making a report to child protection or CHILD First](#).

### When to make a report

You must make a report as soon as practicable after forming the belief and after each occasion on which you become aware of any further grounds for the belief.

### Authorisation

Affiliate name:	
Approved by governing body on:	
Scheduled review date:	

### Safety Contact Person

Name:	
Phone number:	
Email:	
Other contact details:	

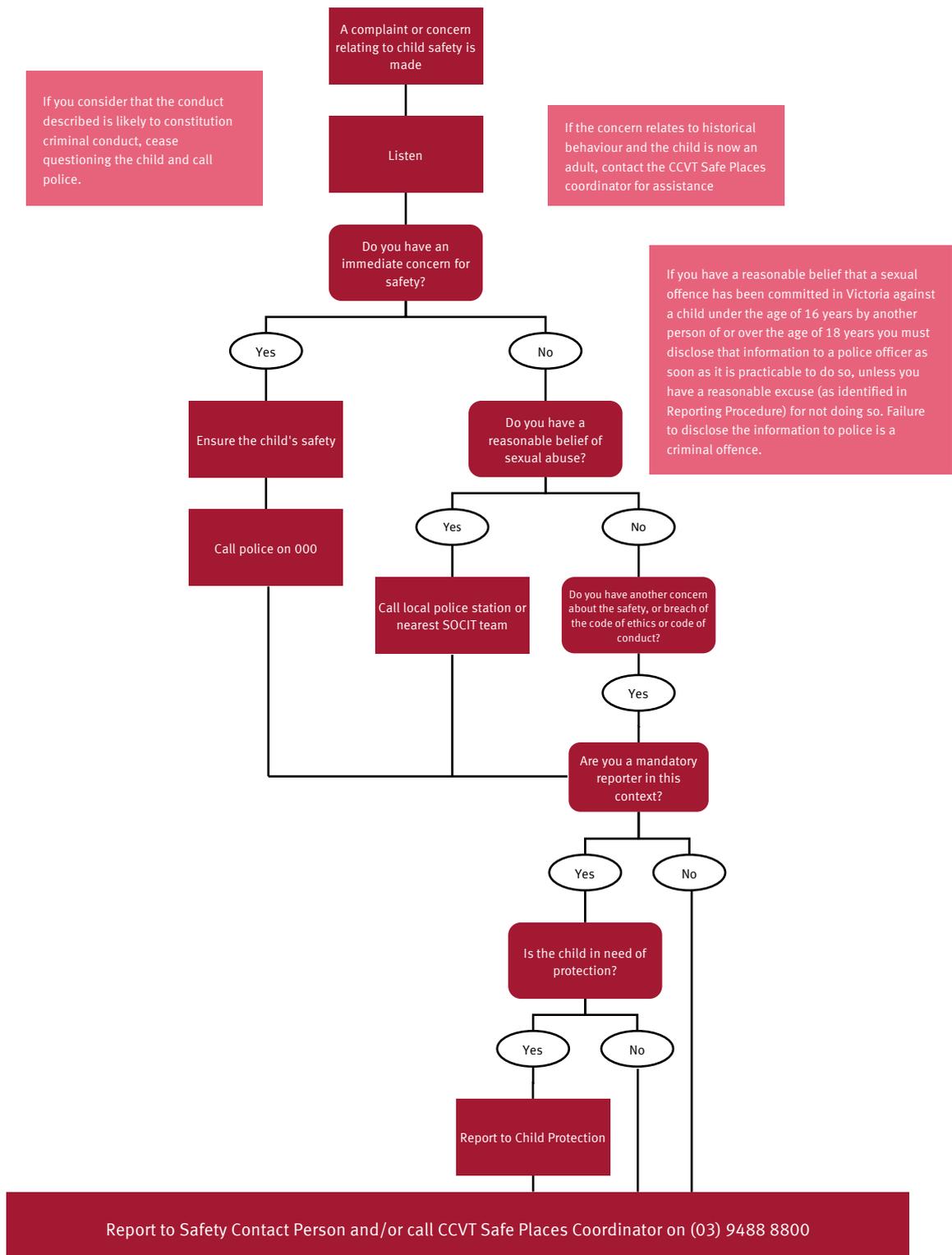
### CCVT Safe Places Coordinator

Contact the Coordinator through the CCVT Office on 03 9488 8800.

### Related policies

See the **Child Safety Policy** distributed alongside this Procedure or with others on the CCVT website.

To the extent that the *Duty of Care for Responsible Leadership of Children and Youth Policy of Churches of Christ in Victoria and Tasmania (2012)* covers issues not covered by this Child Safety Policy or other new policies, it operates as our policy on those issues until CCVT distributes replacement policies.



Following a report, an investigation may need to be conducted. Churches must not investigate allegations of abuse without first seeking guidance from CCVT via the Safe Places Coordinator on (03) 9488 8800. If you are an adult in a responsible position in the church you must follow up to make sure that appropriate action has been taken to protect the child, or risk committing an offence (failure to protect). Ensure pastoral care is appropriately provided at all stages.