

SOUTHWEST CHURCH

A NON-DENOMINATIONAL CHURCH OF CHRIST

**SAFE CHURCH POLICY
FOR MEMBER PROTECTION
&
PROTOCOL
FOR DEALING WITH
MOLESTATION/SEXUAL ABUSE COMPLAINTS
WITHIN MINISTRIES OF
SOUTHWEST CHURCH OF CHRIST**

9th November 2003

Updated 25TH January 2024

POLICY STATEMENT

- The members of Southwest Church of Christ are committed to providing a safe and secure environment for all its Employees, Members, Visitors, Volunteers, particularly Children, the Aged and the Vulnerable.
- Southwest church of Christ has zero tolerance for abuse and other harm, of any kind and we are committed to acting in best interests of all people and keeping them safe from harm.
- The members of Southwest Church of Christ are committed to the rights of children, young people and vulnerable people in that they have the right to feel safe, to be able to actively participate in decisions that affect their lives, to be listened too and to have their views respected.
- Southwest church of Christ will provide a caring and appropriate response, should any suspicion, allegation, disclosure, or complaint of misconduct or abuse occur.
- Southwest church of Christ regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations, and the maintenance of a child and vulnerable people safe culture. All members are expected to report any breaches of this policy to the Safe church co-ordinator.
- The fulfilment of this policy is the focus of the Southwest church of Christ leadership group and all those who are members of the Southwest church of Christ. With each member of the Southwest church of Christ community having a responsibility to understand the important and specific role that they play, individually and collectively, to ensure the wellbeing and safety of all people who attend Southwest church of Christ activities and events.

DEFINITIONS

Child	Any person under the age of 18.
Vulnerable person.	Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her/himself or to protect her/himself from significant harm or exploitation.
Leader	Any person over the age of 18 who is responsible for the control and safety of any child or person placed in their care in the course of a recognised ministry of the church.
Church	The Southwest Church of Christ, meeting at: Ambarvale Community Hall, Wickfield circuit Ambarvale, NSW, 2560.
Church Leaders	Recognised members of the Southwest Church of Christ Business Meeting.
Ministry	An organised, activity of the church that relates to a specific age bracket or theme.
Ministry Leader	The person recognised by the church at its monthly business meeting or annual general meeting as head of a ministry.
OCG	Office of the Children's Guardian
DCJ	The New South Wales Department of Community and Justice.

REGISTRATION

This church is registered with Office of the Children's Guardian to enable screening checks to be undertaken on its behalf.

Office of the Children's Guardian
219-241 Cleveland st.
REDFERN NSW 2016

Telephone: (02) 6491 6699

Email: www.ocg.nsw.gov.au (webform)

Website: www.ocg.nsw.gov.au

Our Employer Identification Number with Office of the Children's Guardian is as follows:**14855**

CHILD MINISTRY POSITIONS

The following positions within the church have been currently identified as child and vulnerable persons related. If a new ministry is started within the church relating to children or vulnerable persons, then this policy will be amended to include the new relevant positions.

- All current and New Representatives,
- Members,
- Employees,
- Service Providers,
- Adult Carers,
- Leaders,
- Counsellors,
- Youth Workers,
- Teachers and Helpers,
- Children's Activity Leaders and Helpers,
- Minister(s),
- Scripture Class Teachers.

All children and vulnerable people's attending Southwest church of Christ have a right to a safe physical and emotional environment. All members and teachers, current and new are required to follow this policy for member protection.

If in any physical contact with children or vulnerable person, leaders should take care to respect the child's and vulnerable persons feelings and privacy.

The age of individuals is recognized as one of the determinants in deciding what is acceptable and unacceptable behaviour.

Leaders normally should not visit children or vulnerable person in their homes unless a parent or carer is present and/or another leader accompanies them.

Adults and children are expected to respect the privacy of others during activities that require undressing, dressing or changing clothes. Leaders should set an example by protecting their own privacy in similar situations. No leader shall be alone in a room with a child or vulnerable person while either is changing.

Nude swimming, or other such activities, is forbidden.

Initiations and secret ceremonies are prohibited. All aspects of every child related programme is open to observation by parents/guardians/carers.

Leaders have the right to ask persons who do not have a valid reason to be present at child related activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

There shall always be at least two approved leaders at any activity.

If any personal counselling is to be done, it shall be carried out within sight of another leader.

Bible class with children should be conducted with open doors in open spaces to minimise the risk of inappropriate contact or abuse for the protection of both child and teacher.

All aspects of every child, young person or vulnerable persons related program or activity is to be open to observation by parents/guardians/carers.

This applies for Church activities and social contact outside of Church programs.

Time alone in cars

No staff member or volunteer should be in a car alone with a child or young person (unless they are family members). Exception may be made for family or domestic arrangements which are distinct from any role at the Church, such as babysitting, if this is authorised by the parent or guardian responsible.

If there are extraordinary circumstances where no one else is available, and the child or young person may be at greater risk of harm if they were not transported in the car, then the time spent alone in the car should be minimized as far as possible and some additional measures may be taken, for example

- the staff member or volunteer receives express permission from the child's parent or carer for the specific occasion;
- a phone call is placed to another leader and maintained throughout the journey (where legal to do so)

If it has been necessary for a staff member or volunteer to spend time alone in a car with a child or young person then the situation and the circumstances giving rise to the situation should be recorded and the Safe Church Team and/or Ministry Leader should be notified.

Overnight activities

Where there are activities involving overnight accommodation, consideration should be given to some of the additional risk factors involved, including

- transport arrangements
- sleeping arrangements
- bathroom configuration
- safety and instruction on activities
- third parties involved
- physical safety of external locations

Decisions regarding these issues will depend on various contextual factors such as the physical location and facilities of the campsite. It is important that a thorough risk assessment, including consideration of the items listed, is conducted and recorded. The list of activities, leaders and sleeping arrangements should also be recorded. These records should be stored, along with permission and attendance records for the event, for a minimum of 45 years.

INAPPROPRIATE BEHAVIOUR BY ANY MEMBER OF CONGREGATION

Whilst some actions are not regarded as sexual assault, they are nonetheless regarded as unacceptable behaviour for Christians. These include:

- Inappropriate conversation of a sexual nature.
- Coarse language, especially that of a sexual nature.
- Suggestive gestures, or remarks.

- Jokes of a sexual nature.
- Inappropriate touching. i.e. kissing, hugging, patting. (open hugs or side hugs recommended)
- Inappropriate literature, or videos (e.g. PG, M, MA, R, or X rated material used with younger children and vulnerable people).
- Any act of violence committed by a leader in the course of an activity is unacceptable. This includes verbal or psychological abuse or punishment.
- Ministry Leaders shall ensure that high standards of conduct are maintained.
- Southwest church will promote safety and wellbeing for all physical and online environments while minimising the opportunity for children and young people to be harmed. The same code of conduct for interacting with young people face to face applies to all types of online, social media platforms and smart phone communication.

RESPONSIBILITY

- The core expectations of any responsible organization requires all members, employees, volunteers and visitors to treat all people with fairness and dignity and to care for those who are less powerful, vulnerable and in need of care and protection.
- All members of Southwest in leadership positions, teaching positions, are required to obtain a Working With Children Check clearance.
- [Working with Children Check | Office of the Children's Guardian \(nsw.gov.au\)](https://www.nsw.gov.au/working-with-children-check)
- All members of Southwest in teaching positions or not, are encouraged to become familiar with Child Protection policies and related laws:
 - The law prohibiting sexual or inappropriate relations with a person under the age of consent (16 years), Children and Young Persons (Care and Protection) Act 1998, Crimes Act 1900
 - The law prohibiting any sexual or inappropriate relations between a volunteer (employee) and student under the age of 18 (NSW Ombudsman 1974)
 - The law prohibiting child pornography (NSW Ombudsman Act 1974)
 - Privacy laws

PROCEDURE FOR NOTIFICATION OF CHILD SEXUAL ABUSE

REPORTING OF CHILD ABUSE IS A LEGAL REQUIREMENT

From 1 March 2020, the mandatory reporter groups in NSW were expanded to include persons in religious ministry or persons providing religion-based activities to children. At Southwest church of Christ we understand this to apply to every person involved in ministry to children and every member of the Southwest church of Christ family.

Child or vulnerable person sexual abuse is any sexual act or threat to perform such upon a child or vulnerable person. It occurs when a person uses his or her power and authority to take advantage of another's trust to involve them in sexual activity. Sexual abuse does not necessarily involve genital contact. It can be any act that erodes the sexual boundary between two persons. It may appear consensual, but the validity of consent is negated by the power differential.

If there are reasonable grounds to suspect a child or vulnerable person has been or is being sexually assaulted on church property or during a church activity, the local Police shall be contacted immediately. (The contact Police telephone number for Campbelltown Police Station is: 02- 4620 -1199.

The church's insurer should also be notified. Knights Guard Insurance Brokers: Ph:9407 8000

IF A CHILD IS IN IMMEDIATE DANGER CALL NSW POLICE 000.

Reasonable grounds can be assumed when:

1. a child or vulnerable person discloses that he or she has been sexually assaulted, and/or
2. someone close to a child or vulnerable person (e.g. sibling, relative, close friend, carer) discloses on behalf of that child.

The procedures shall also apply if a child or vulnerable person discloses a sexual assault that has occurred somewhere other than the church (e.g. home, school or outing).

When a child or vulnerable person confides that he or she is a victim of sexual or other abuse, the Safe Church team is to be notified as soon as possible. The Safe Church team shall become the liaison person with DCJ and the Police, via NSW Child Protection Helpline on 132 111. Campbelltown Police 4620 - 1199. Or NSW Police 000.

The person to whom the original disclosure is made shall maintain appropriate pastoral care to the one making the disclosure. This will include:

- Not pushing the child or vulnerable person to disclose details of the alleged assault or attempting to investigate the allegation.
- Assuring the child or vulnerable person that they are understood: that their disclosure is being taken seriously; that what has happened is not their fault, and that they are correct in disclosing the incident.
- Not making contact with the alleged perpetrator. If the leader is already providing counsel to the alleged perpetrator, it may be advisable for another person to assume this responsibility for the duration of any investigation.
- If the alleged assault has taken place recently, the police for forensic examination should retain clothing worn by the child or vulnerable person.
- Maintain confidentiality. Only speak to the Safe Church Team a Minister, or Church Leader, parents/guardians (unless they are the alleged perpetrators), DCJ and Police.
- The church reserves the right to carry out church disciplinary procedures in accordance with biblical teaching on church discipline.

Please see Appendix 1 - **REPORTING OF CHILD ABUSE IS A LEGAL REQUIREMENT**

ALCOHOL AND DRUGS

The consumption of alcohol or illegal drugs on the church grounds or during an activity is not to be condoned by any leader. Any child or vulnerable person found to be under the influence of alcohol or illegal drugs is to be counselled and the parents/guardians/carers contacted so the child and vulnerable person can be returned home immediately.

Any alcohol, or illegal drugs found on the church grounds is to be removed and the location of such alcohol or illegal drugs reported to Safe church team or Church Leader.

In the case of church camps/retreats/outings any child or vulnerable person required to take prescription medication the parent or carer **shall** inform the Ministry Leader.

VOLUNTEERS, CANDIDATES, CONTRACTORS.

All teachers, volunteers, candidates and contractors for positions involving working with children or vulnerable adults are required to have a Working With Children Check carried out as per *Child Protection (Working with Children) Act 2012*, and complete a screening questionnaire.

The screening questionnaire will include an interview of all volunteers, candidates and contractors for positions involving working with children or vulnerable adults including analysis of past work experience with children and vulnerable persons before allowing volunteers candidates to work with children or vulnerable persons.

All volunteers, candidates and contractors for positions involving working with children or vulnerable persons will be required to nominate two referees, including at least one previous employer and give permission to contact referees regarding suitability for a paid position.

Any person failing the Working With Children Check, or with prior convictions relating to violent or sexually related offences will be prohibited from employment with Southwest church of Christ.

All new teacher's volunteers, candidates and contractors for positions involving working with children or vulnerable persons are to be made aware and instructed of Southwest church of Christ Members protection policy and are to have free access to policy.

All teacher's volunteers working with children will be required to take the Department of Education's online Mandatory Child Protection Training:

<https://mypl.education.nsw.gov.au/auth/login>

When clicking on this link, a username and password must be created and used every time this site is entered. At successful completion of online training a certificate will be issued, a copy of certificate must be given to person responsible nominated by Southwest Leadership group for this training.

EXTERNAL POLICIES

It is acknowledged that some related ministries in the church might have external affiliation with other organizations. Southwest will request that these organizations comply with Child Safe Standards This policy is not intended to replace or conflict with the policies of other churches and organizations , but instead to operate in conjunction with them.

POLICY REVIEW

This policy document and the conditions specified are to be reviewed annually or as required at any monthly Business Meeting of the Southwest Church of Christ. The Safe Church Team shall inform the Chairman or Secretary of the Business Meeting when the date of review will occur, and any changes recommended by the groups should be submitted in writing to the Business Meeting for consideration one month before the review date. Any proposed changes will be submitted to the Business Meeting of the Southwest Church of Christ for approval before being implemented.

A whole congregation review and information session is to be held annually.

RECORDKEEPING

- Southwest church will retain all written records for a minimum of 45 years, in hard copy and/or electronically in a secure manner.
- Where records contain, or may contain, sensitive information, they will be kept in a manner that protects confidentiality and will only be accessed by a limited number of authorised persons.
- Where records are kept in hard copy, they will be held in a secure location with proper consideration of access, and physical conditions.

- Where records are kept electronically, they will be monitored to ensure security and ongoing accessibility.

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Appendix 1

Mandatory Reporting of Child Abuse **REPORTING OF CHILD ABUSE IS A LEGAL REQUIREMENT**

When is a mandatory reporter required to make a report?

A mandatory reporter must make a report when they have reasonable grounds to suspect that a child is at risk of significant harm and those grounds arise in the course of, or from their work or role. A mandatory reporter has a duty to report, as soon as practicable, the name, or a description, of the child and the grounds for suspecting that the child is at risk of significant harm

What support is available to help mandatory reporters decide whether to make a report?

Mandatory reporters should use the Mandatory Reporter Guide (MRG) to help decide whether a child is suspected to be at risk of significant harm and, if so, a report should be made.

The MRG is a Structured Decision Making (®SDM) tool intended to complement mandatory reporters' professional judgement and critical thinking. The MRG supports mandatory reporters in NSW to:

- Determine whether a report to the Department of Communities and Justice is needed.
- Identify alternative support for vulnerable children, young people and their families.

The MRG works by posing specific questions that help reporters work systematically through the issues relating to the concerns they have about a child. At the end of the process, a decision report will guide the reporter as to what action to take.

The MRG can be accessed at <https://reporter.childstory.nsw.gov.au/s/mrg>

Mandatory reporters are protected from liability for defamation and civil and criminal liability. A mandatory report does not constitute a breach of professional etiquette or ethics, or amount to unprofessional conduct. All mandatory reporters are legally protected against retribution for making, or proposing to make, a report.

How are reports made?

Mandatory reporters can call the NSW Child Protection Helpline on 132 111. The Child Protection Helpline is open 24 hours a day, 7 days a week. NSW Police 000. Campbelltown Police 4620 -1199.

Mandatory reporters can also register to submit a child protection report (eReport) directly through the following website: <https://reporter.childstory.nsw.gov.au/s/mrg>

Once registered, mandatory reporters:

- Can create eReports after running the MRG
- Will be notified by email when there is a change of status for one of their reports
- Can log in to the ChildStory Reporter Community website to see the status of any previous reports they have submitted.

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Process For Completing Mandatory Reporter Guide

AT ANY TIME, YOU BELIEVE A CHILD IS IN A LIFE-THREATENING IMMEDIATE DANGER, OR SEXUAL ABUSE CONTACT THE AUTHORITIES IMMEDIATELY. POLICE: 000

Step 1. From the MRG page, select the risk type that best represents your concern for the child/young person. If you have more than one concern, start with the most serious concern.

NOTE: If the decision is 'Immediate report to the Child Protection Helpline', it is NOT NECESSARY to complete any additional decision trees. Contact the Child Protection Helpline and explain ALL of your concerns, even if you did not complete a decision tree for each one.

Step 2. Start with the first question in the selected decision tree. Apply the definition to the information known to you and determine whether a YES or NO answer best fits. Follow the arrow for either YES or NO to the next question or to a decision point. In the online MRG, the definition appears on the right of the screen with every question.

Step 3. Apply the definition provided to EVERY question you are asked.

Step 4. If you arrive at a decision point, proceed to step 6.

Step 5. If you are uncertain whether the best response is YES or NO, you should consider the following steps in the order outlined:

- a. Consult with your Safe church co-ordinator.
- b. Are any other decision trees relevant? If so, complete those.
- c. If unsure, you must answer the question in the direction that is less likely to lead to a report because the threshold for reporting is a reasonable suspicion. Answering in a way that leads to reporting the concern in the absence of reasonable information to support the answer is inconsistent with the threshold of reasonable suspicion.

For example:

On the physical abuse decision tree, if you have some hint that the parent/carer uses a form of discipline that often results in significant harm, but not enough to answer YES, you should answer NO.

Step 6. The decision point you arrive at will be the one that reflects the flow of your YES/NO responses. Please treat this as a GUIDE, not a PRESCRIPTION. You may be aware of unique circumstances that were not considered during the course of completing the decision tree. You may:

- a. Follow the recommendation.
- b. Consider whether to complete an additional decision tree.
- c. Consult with your Safe church co-ordinator

NOTE: The MRG does not restrict a mandatory reporter from contacting the Child Protection Helpline (phone: [132 111](tel:132111)). If you do report, tell the Child Protection Helpline about your actual path through the decision tree and the facts that supported your YES and NO responses, as well as any unique circumstances

that led you to determine that a report was necessary.

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Appendix 2

NSW Ageing and Disability Abuse Helpline.

The Ageing and Disability Commission receives and responds to reports about adults with disability and older people who are subject to, at risk of, or living in circumstances that will result in abuse, neglect and exploitation.

Phone: [1800 628 221](tel:1800628221)

SUBMIT AN ONLINE REPORT

www.ageingdisabilitycommission.nsw.gov.au/contact-us/submit-an-online-report.html

Please follow the below instructions to submit an online report.

1. Click on the online report link. The form will open in a new, secure window.
2. Please read the information provided ahead of filling in the form.
3. Provide as much detail as you can regarding the matter.

If you are concerned about the immediate safety of the person, please call NSW Police 000 or Campbelltown police 4620 -1199.

Appendix 3

Domestic Violence: www.1800respect.org.au/

Hotline: 1800 RESPECT (1800 737 732)

NSW DFV Hotline: 1800 65 64 63

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Creating safe places – link. [Creating Safe Spaces – Online Training for Safe Spaces](#)

Southwest church of Christ Safe Ministry Screening Questionnaire

For staff and volunteers aged 18 and over

Please Note: This is a **sensitive** document that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:
 Given Names:.....
 Previous Name/s (if applicable):.....
 Date of Birth:/...../..... Male/Female

Address:
 Phone: Email:

WWCC / WWVP Number (if required):

Do you have any health conditions that we should know about?

.....

Please circle either “YES” or “NO” for each of the following questions. If you answer “yes” to any of the following questions, please give details on a separate page or discuss with the Southwest Leadership group or the person overseeing this application. **A ‘yes’ answer will not automatically rule an applicant out of selection.**

Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

For all staff and volunteers

1. Have you ever been charged with and/or convicted of a criminal offence?	Yes / No
2. As an adult (18+ years) have you ever engaged in any of the following conduct:	
• sexual contact with someone under your care other than your spouse (such as a parishioner, client, patient, student, employee or subordinate)	Yes / No
• use, possession, production or distribution of child abuse material?	Yes / No
• sexual contact with a person under the relevant age of consent	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No
4. Have you ever had an apprehended violence order, order for protection or the like issued against you as a result of allegations of violence, abuse, likely harm, harassment, stalking, etc?	Yes / No
5. Have you had a history of alcohol abuse or substance abuse (including prescription, over-the-counter, recreational or illegal drugs)?	Yes / No
6. (if the ministry role may involve driving) Has your driver’s licence ever been revoked or suspended?	Yes / No

For staff and volunteers in ministry, leadership or engaged in child-related work or work with vulnerable adults

7. Have you ever had permission to undertake paid or voluntary work with children or other vulnerable people refused, suspended or withdrawn in Australia or any other country?	Yes / No
8. Has a child or dependent young person in your care ever been removed from your care by relevant authorities?	Yes / No

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Name of church	Location	When (Month/Year)	Any positions held

REFEREES

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be part of the church.

Referee 1

Name: Phone:

Referee 2

Name: Phone:

Previous Employer.

Name..... Phone:.....

WORKING WITH CHILDREN CHECK

I consent to verification of my WWCC number

CONSENT TO HOLD INFORMATION

I consent to the information contained in this application, including any subsequent pages, to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening purposes.

DECLARATION

I,..... sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the church.
- I have been informed of Southwest church of Christ Safe Church Policy and am willing to uphold it.

Applicant's signature:Date:

Full records of the above processes (including interview notes, referee checks and induction content) should be kept in the relevant staff and volunteer admin file.

Southwest church of Christ Safe Ministry Screening Questionnaire

For anyone aged under 18 serving as teacher or helper.

This is a **sensitive** document that must be stored in a confidential manner accessible only by a limited number of authorised persons.

PERSONAL DETAILS

Surname:

Given Names:.....

Previous Names (if applicable)

Date of Birth:/...../..... Male/Female

Phone/s:

Address:

Email:

Do you have any health conditions that we should know about?

.....

Name of at least one Parent/Guardian:

Contact Phone for Parent/Guardian:

Please circle either “YES” or “NO” for each of the following questions. If the answer to any of the following questions is “yes”, please give details on a separate page or discuss with the person holding the leadership role in the church.

A ‘yes’ answer will not automatically rule an applicant out of selection.
Please note that, if you disclose any potentially criminal actions, the church may need to report this information to the police or other relevant government authorities.

1. Have you ever been charged with and/or convicted of a criminal offence?	Yes / No
2. Have you a history of alcohol abuse or a history of substance abuse including prescription, over-the-counter, recreational or illegal drugs?	Yes / No
3. To your knowledge, has there ever been any allegations made against you regarding any abuse of a child, physical abuse or sexual misconduct?	Yes / No

CHURCHES YOU HAVE ATTENDED REGULARLY IN THE PAST 3 YEARS

Name of church	Location	When (Month/Year)	Any positions held

REFEREES

Please provide details of two referees who are over eighteen years of age and able to give a verbal report on your character and suitability for ministry. Referees may be part of the church.

Referee 1

Name:Phone:

Referee 2

Name:Phone:

CONSENT TO HOLD INFORMATION

I consent to the information contained in this application, including any subsequent pages, to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening purposes.

DECLARATION

I,..... sincerely declare that:

- The information I have provided in this application is true and correct to the best of my knowledge and belief.
- I understand that if I provide false or misleading information or withhold relevant information from this questionnaire, the church leadership may determine that I am unsuitable to serve in any role in the church.
- I have been informed of Southwest church of Christ Safe Church Policy and am willing to uphold it.

Applicant’s signature:Date:

PARENT GUARDIAN SIGNATURE

Name of parent/guardian:

Signature:Date:.....

Full records of the above processes (including interview notes, referee checks and induction content) should be kept in the relevant staff and volunteer admin file.

Southwest Safe Church Concerns Form

The completed form should be given to a member of your Safe Church Team.

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.

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:		
Date of Birth:	Age:	Gender:
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	

NATURE OF THE ALLEGATION

Provide details of the allegations that were made known to you – what has been alleged, when it was alleged to have occurred, other relevant details (if necessary use additional page/s and attach to this form).

Are there additional pages attached to this form? Yes / No

Number of pages:

Names and contact details of any witness/es:

Have written accounts from witnesses been attached? Yes No If yes, number of pages
(written accounts should be received from each person who received a disclosure or observed a concern, however, do not start an investigation at this stage)

19. Who else knows about the alleged abuse?

Signature (of person bringing concern):

Date:

Sign

Part two - Safe Church Team to complete the following information

Mandatory Reporter Guide completed? Yes / No
 If yes, please attach report printout

Other government agencies or departments involved:

Agency	Date	Reference/Event Number	Name of contact
Police			
DCJ (FaCS)/			
OCG			

Safe Church Team provides feedback to the person bringing the concern about church response and any reports made. (include tick box and date and time) : Yes / No

Signature of Safe Church Team Member

Date:

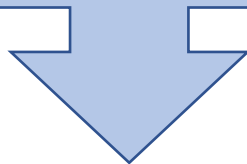
The 10 Child Safe Standards.

1. Child safety is embedded in organisational leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved
4. Equity is upheld and diverse needs are taken into account
5. People working with children are suitable and supported
6. Processes to respond to complaints of child abuse are child-focused
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
8. Physical and online environments minimise the opportunity for abuse to occur
9. Implementation of the Child Safe Standards is continuously reviewed and improved
10. Policies and procedures document how the organisation is child safe.

Southwest church of Christ.
Reporting Procedure for Disclosure or Suspicion of Abuse or Mistreatment.

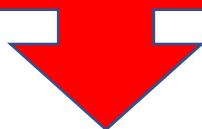
Disclosure or Suspicion of Abuse.

If a child or vulnerable person discloses to you that they are being abused, are at risk of being abused or you have reasonable grounds to suspect that abuse is taking place; Or if someone close to the child or vulnerable person (sibling, carer, relative, close friend) discloses on behalf of the child or vulnerable person, follow the steps below. Never be afraid to report. It is better to report, and it be wrong, than to do nothing and be right. If an adult fails to report a Child Abuse Offence to the NSW Police this may constitute a Concealing Child Abuse Offence under s316A of the Crimes Act



IMMEDIATE DANGER .

If a child or vulnerable person is in immediate danger of abuse, immediately notify the police on 000 or Campbelltown police on: 4620 1199. Then notify the Safe church team (Frank Cunningham 0418 618 415). The procedures shall also apply if a child or vulnerable person discloses a sexual assault that has occurred somewhere other than the church (e.g. home, school or outing).



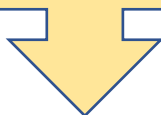
Report to the Safe Church Team.

The Safe Church Team (Frank Cunningham), will be able to help you with the mandatory report (MRG). A mandatory report must be made when there are reasonable grounds to suspect that a child is at risk of significant harm or has been abused. The report is to be made, as soon as practicable, the name, or a description, of the child and the grounds for suspecting that the child is at risk of significant harm. The MRG can be accessed at <https://reporter.childstory.nsw.gov.au/s/mrg>. For ageing or disability abuse ph: 1800 628 211



Safe Church Team to Take Action.

The Safe Church Team will then take appropriate action including any of the following: Be the liaison person with Dept of Communities Justice and the Police, notifying the church insurance agent and initiating a workplace investigation.



Ongoing Support

For the victim: It is important that as a church, we support the victim through the counselling and recovery if abuse or attempted abuse has taken place. Assuring the child or vulnerable person that their disclosure is being taken seriously; that what has happened is not their fault, and that they are correct in disclosing the incident.

For You: Having abuse disclosed (or needing to report on someone you have trusted) can be extremely confronting and if you need to speak to a counsellor, Southwest church will seek appropriate services and refer you and provide ongoing support.