



Mandatory reporting process

Lay workers

Related Policy

[Safe Ministry with Children Policy](#)

When to follow this process:

This process applies to appointed leaders, helpers, volunteers and employees in children's ministry activities conducted by the Synod, Presbyteries and congregations within the Uniting Church Queensland Synod. This process must be followed each time a leader or helper:

- Receives information, has knowledge of, or reasonably suspects that a child under the age of 18 years:
 - has been sexually abused, or is being groomed for sexual abuse by any adult or child
 - has been subject to, or is at risk of any other abuse or neglect
- Becomes aware of spiritual abuse, boundary violations, bullying, or criminal misconduct
- Holds serious concerns and/or information about the behaviour of appointed leader, ministry agent or church council member; or any other church member, adherent, attendee at church events

Section 1:

what to do if someone is telling you that a child has been neglected or abused in any way

B.C.A.L.M Process and checklist:

(note: the order of the steps may vary depending on the particular circumstances and situation at the time)

Breathe

Using a quick calming technique can help you engage your thinking brain. Suggest the child 'take a deep breath' and count for them as they breathe in and out a few times.

Calm

Calm the person. The words you use will have a profound and lasting impact on the person. Use words like

- You've done the right thing by telling me
- I'm glad you told me
- I believe you
- It wasn't your fault

Assess

Assess whether there is any immediate or imminent danger. If there is, or if in doubt, call 000 and ask for Police to attend.

Let

Let the person know what your obligations are. Explain you have a responsibility to report child abuse concerns and allegations. You could use words like:

I will need to tell someone about this so that we can get some help for you.

I'm going to have to make a report.

Make a report

Make a report immediately. Make a note of your concerns and report them to your ministry agent straight away, respecting the privacy and dignity of all parties. You may be required to make a report to the statutory authorities in some cases. Keep a copy of your notes, and who you've spoken with, in a secure location. If the concern is about your ministry agent, or their family member, report your concern to your presbytery chairperson. If your concern is about your presbytery chairperson, or their family member, report your concern to the [Synod](#). You may also report your concerns [online](#).



Section 2:

what to do if you are aware of spiritual abuse, boundary violations, bullying, or criminal misconduct

- 2.1 Are you aware of spiritual abuse, boundary violations, bullying, or criminal misconduct committed by your ministry agent or a member of your church council?

Do you have serious concerns about the behaviour of your ministry agent or a member of your church council?

Make a note of your concerns/information and report them to your presbytery chairperson. You may be required to make a report to the statutory authorities in some cases. Keep a copy of your notes, and who you've spoken with, in a secure location. If the concern is about the presbytery chairperson or their family member, report it to the associate general secretary.

- 2.2 Are you aware of spiritual abuse, boundary violations, bullying, or criminal misconduct committed by an appointed leader, helper, volunteer, employee, member or adherent within your congregation?

Do you have serious concerns about the behaviour of any other church member, or attendee at church events?

Make a note of your concerns/information and report them to your church council chairperson. You may be required to make a report to the statutory authorities in some cases. Keep a copy of your notes, and who you've spoken with, in a secure location. If the concern is about the church council chairperson or their family member, report it to your presbytery chairperson.

Document Review History

| Version Number | Reason | Author/reviewer | Consulted | Approved by | Date of Approval |
|----------------|---|--|--|-------------------|------------------|
| 1 | Created to support Safe Ministry with Children policy | Safe Ministry (children) administrator | Presbytery (Safe Ministry) reference group Presbytery Ministers' nominee – Royal Commission Task Group Legal and governance acting manager Risk and Insurance manager Senior legal officer | General secretary | 28.06.2017 |
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