



Mandatory reporting process

Ministry agents

When to follow this process

This process must be followed each time a ministry agent receives information, has knowledge of, or reasonably suspects that a child under the age of 18 years has been abused, or is being groomed for abuse. This process assists ministry agents to identify their reporting obligations for concerns and matters relating to:

- current neglect and/or abuse of children
- previous abuse of children who are now adults, and
- abuse committed by children.

R.E.S.P.O.N.D. process and checklist

Note: the order of the steps may vary depending on the particular circumstances and situation.

Reassure	Reassure the person: 'I'm glad you told me'; 'It's important for this to be addressed' or similar words that welcome the information.
Ensure	Ensure immediate danger has been addressed. If there is imminent danger call 000.
Statement	Statement template must be completed with detailed notes. Do not investigate. Record those to whom you have reported your concerns, both within and outside the church. Take notes as you go, keep a copy for yourself and provide a copy to the church. Ensure notes are secured and kept confidential.
Plan	Plan your next actions. Complete the reporting threshold test below to help plan the appropriate action.
Obligations	Obligations to report to both statutory and church authorities must be met. Reporting is mandatory under church policy. (Always complete the reporting threshold test before moving on to this step).
Needs	Needs for practical assistance and referral should be attended to. The reporting and referral guide below will assist you to find the contact details.
Debrief	Debrief appropriately.

NOTE: in the event of a reportable incident involving a child, follow the reporting process, and notify the parent or guardian, unless they are the alleged offender.



Reporting threshold test

Section 1: child sexual abuse, physical abuse, grooming

- 1.1 Are there marks on the child's body that are evident to you (e.g. bruising) that do not appear to result from normal childhood activity?
 Yes No
- 1.2 Has the child made a reasonably clear statement of sexual or physical abuse?
 Yes No
- 1.3. Has the child made an indirect statement or behaviour (e.g. play) that suggests sexual or physical abuse?
 Yes No
- 1.4 Are you concerned that an adult, another child or colleague is engaging in grooming behaviours and/or sexual or physical abuse?
 Yes No
- 1.5 Have you or someone else witnessed grooming, sexual or physical abuse of the child, including via photos, videos or other technology?
 Yes No
- 1.6 Are you aware of someone with access to the child who is a known sex offender or who appears to be grooming the child?
 Yes No
- 1.7 Is the child displaying behaviours that suggest harm resulting from sexual or physical abuse e.g. is engaging in sexualised play?
 Yes No
- 1.8 Is the child engaged in a sexual relationship?
 Yes No
- 1.9 Is the child engaged in prostitution or pornography?
 Yes No
- 1.10 Do you have information that the child has a sexually transmitted disease or is pregnant?
 Yes No

Obligations to report are determined by your answers to the reporting threshold test in Sections 1 through to 5. If you **answered 'yes' to any question in section 1 (above)**:

complete the statement template and submit it to your local Child Protection Investigation Unit (CPIU) AND Synod.

Note: contact details are listed below in the reporting and referral guide.

Section 2: neglect

- 2.1 Do you have information that the parent or care giver has failed to provide the child with the conditions that are culturally accepted in our society as being essential for their physical and emotional development and wellbeing?
 Yes No
- 2.2 Do you have information that the parent or care giver has failed to provide therapeutic intervention, medical assistance etc.?
 Yes No

Obligations to report are determined by your answers to the reporting threshold tests in Sections 1 through to 5. If you **answered 'no' to all questions in Section 1, and 'yes' to any question in Section 2 (above)**:

complete the statement template and submit it to your local Department of Child Safety AND Synod.

Note: contact details are listed below in the reporting and referral guide.

Section 3: wellbeing concerns

- 3.1 After answering 'no' to all previous questions, do you still hold concerns for the wellbeing of the child?
 Yes No

Obligations to report are determined by your answers to the reporting threshold tests in Sections 1 through to 5. If you **answered 'no' to all questions in Sections 1 and 2, and 'yes' to any question in Section 3 (above)**:

report your concerns to Crime Stoppers, Child Safety Regional Intake Service AND Synod.

Note: contact details are listed below in the reporting and referral guide.

Section 4: historical abuse

- 4.1 Has an adult made a reasonably clear statement of sexual abuse or grooming committed against them when they were a child and has given you permission to share their statement OR you believe the alleged offender has access to children?
 Yes No
- 4.2 Has an adult made a reasonably clear statement that they witnessed sexual abuse or grooming committed against another adult who was a child at the time AND has given you permission to share their statement OR you believe the alleged offender has access to children?
 Yes No



4.3 Are you aware of someone who is alleged to be a child sex offender of a survivor who is now an adult, and the alleged offender has access to a child within the Church AND you do not know that the Church is aware of it?

Yes No

4.4 Are you aware of someone who is a convicted child sex offender who has access to a child within the Church AND you do not know that the Church is aware of it?

Yes No

Obligations to report are determined by your answers to the reporting threshold tests in Sections 1 through 5. If you answered 'no' to all questions in Sections 1, 2 and 3, and 'yes' to any question in Section 4 (above):

offer to refer the person for professional support, and
 offer to assist the person to report their matter to CPIU
 if it is evident that a risk to the wellbeing of children is present,
 inform the person that you are required to report the matter to the Synod, and do so.

If you are aware of any matters listed in items 4.1 to 4.4 which occurred within the church, or any historical abuse to a child which may lead to legal action against a minister, a lay person in the church, or against the church,
 inform the person that you are required to report the matter to the Synod, and do so.

For additional guidance, discuss the matter with the delegated position within Synod.

Note: contact details are listed below in the reporting and referral guide.

Section 5: criminal misconduct, bullying, spiritual abuse, boundary violations

5.1 Are you aware of spiritual abuse, boundary violations, bullying, or criminal misconduct committed by a ministry agent?

Yes No

5.2 Are you aware of spiritual abuse, boundary violations, bullying, or criminal misconduct committed by a member of a church council?

Yes No

5.3 Are you aware of spiritual abuse, boundary violations, bullying, or criminal misconduct committed by an appointed leader, helper volunteer or employee within the congregation?

Yes No

Obligations to report are determined by your answers to the reporting threshold tests in Sections 1 through 5.

If you answered 'no' to all questions in Sections 1, 2, 3 and 4, and 'yes' to any question in:

Section 5.1 or 5.2 (above), report the matter to the Presbytery chair;

Section 5.3 (above), report the matter to the church council chair.

Note: contact details are listed below in the reporting and referral guide.



Reporting and referral guide

Section 1: Reporting

Reporting to the Synod

- Phone 1800 586 591
- Email complaints@ucaqld.com.au
- Online ucaqld.com.au/contact-us/report-abuse/

Reporting to the police via the Child Protection Investigation Unit

Contact your local Child Protection Investigation Unit (CPIU) or CPI officer at the local police station.

Reporting to the Department of Child Safety

For contact details of your local Department of Child Safety's Regional Intake Service visit communities.qld.gov.au/childsafety

Reporting to Crime Stoppers

- Phone 1800 333 000
- Email admin@crimestoppersqld.com.au
- Online www.crimestoppersqld.com.au

Section 2: Referring

Referring families for ongoing professional support

In cases where the concern is not taken up by the Child Safety Regional Intake Service (RIS) a family may require additional support and assistance to address challenges they face. With their permission, you may support families or individuals to access the support services of Family and Child Connect (FCC) or Intensive Family Support Services (IFSS).

IFSS provides active intervention for families with multiple or complex needs. FCC is a central referral point for families and professionals to link families and children to appropriate support services. Contact with IFSS and FCC can be made by phone on 13 FAMILY or online communities.qld.gov.au/childsafety

Services provided by FCC and IFSS are according to residential zones. If a service is not available in the child's residential zone, contact your local Child Safety Regional Intake Service to discuss your concerns.

Referring to the Interim Redress Scheme

Survivors of child sexual abuse in a church institution may be eligible to apply for redress. Survivors should be encouraged to speak with the Interim Redress support workers by phoning 1800 874 995 or emailing ucredress@changeutures.org.au. For more information see the [Queensland Synod website on Redress](#).

Referring survivors of historical abuse

In the event that the survivor does not wish to report to the police, the Synod will de-identify the alleged survivor and report the matter to the CPIU.

A victim and/or a survivor (or their family) may require additional support. A full list of support services available in Queensland is available at childabuseroyalcommission.gov.au/support-services/queensland

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 counsel Risk and Insurance manager Associate general secretary	General secretary	24.05.2017
1.1	Review and amendment	Safe Ministry (children) administrator	Manager, Risk and Compliance	Associate General Secretary	09.02.2018
1.2	Amended	Safe Ministry, Legislative and Compliance Officer	Manager, Risk and Compliance	Associate General Secretary	28.03.2018
Due	Annual review cycle				28.03.2019