

[church]

CLIENT PROTECTION POLICY - V1 – 01.09.2021

1. BACKGROUND:

This policy is based upon numerous Client Protection Policies and resources, many of which have been referenced.

The core expectation of any responsible organisation requires us to treat all Persons with fairness and dignity and to care for those who are less powerful and in need of nurture and protection.

All relevant organisations within Australia are bound by Federal and State legislation and principles established through common law.

2. INSTRUCTIONS:

- i. *Insert your church logo in the header in place of the grey rectangle.*
- ii. *The word **[church]** appears numerous times in this document. To brand it as your own, go to the feature in Word 'Replace' type the word '**[church]**' in the field 'find what' and the name of your church in the field 'Replace with' then select 'Replace All'.*

3. BIBLICAL PERSPECTIVE:

Matthew 22:37-40 NIV

37 Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." 38 This is the first and greatest commandment. 39 And the second is like it: 'Love your neighbour as yourself.' 40 All the Law and the Prophets hang on these two commandments."

Matthew 18:6 NIV

"If anyone causes one of these little ones—those who believe in me—to stumble, it would be better for them to have a large millstone hung around their neck and to be drowned in the depths of the sea"

Colossians 3:12-14 NIV

12 Therefore, as God's chosen Persons, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. 13 Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. 14 And over all these virtues put on love, which binds them all together in perfect unity.

Insert your charity logo in the document header

4. CONTENTS:

| Item | Heading | Page/s |
|------|-----------------------|--------|
| 1 | Background | 1 |
| 2 | Instructions | 1 |
| 3 | Biblical Perspective: | 1 |
| 4 | Content | 2 |
| 5 | Definitions | 2-4 |
| 6 | Scope | 4 |
| 7 | Purpose | 4-5 |
| 8 | Responsibility | 5-6 |
| 9 | Implementation | 7 |
| 10 | Environment | 8-9 |
| 11 | Reporting Procedures | 9-17 |
| 12 | Investigating | 17 |
| 13 | Responding | 17-18 |
| 14 | Reviewing | 18 |
| 15 | Related Policies | 18 |

5. DEFINITIONS:

Abuse means any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes

child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

It also includes neglect. The World Health Organization ([WHO], 2006, p. 9) defines child abuse and neglect as:

All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Definitions of child abuse and neglect can include adults, young Persons and older children as the perpetrators of the abuse. It is commonly stated in legislation that the term 'child abuse and neglect' refers to behaviours and treatment that result in the *actual* and/or *likelihood* of harm to the child or young person. Furthermore, such behaviours may be intentional or unintentional and can include acts of omission (i.e. neglect) and commission (i.e. abuse) (Bromfield, 2005; Child Family Community Australia [CFCA], 2016).

For additional information visit: [AusGov - Australian Institute of Family Studies \[AIFS\]](#)

Child means generally any person under the age of consent.

Legal definitions of consent vary between Australian state and territory jurisdictions [Age of Consent - State and Territories](#). Consent is an individual's free agreement to participate in an activity. Consent can only be given if it is free and voluntary, without fear, coercion, intimidation or anything else that inhibits free agreement (Australian Law Reform Commission, 2010; Powell, 2010). Consent also needs to be actively communicated in order to establish a free agreement (Fileborn, 2011; Powell, 2010); this is known as 'positive consent' (Fileborn, 2011). It is not enough to say that an individual consented just because they did not refuse or resist.

Church means **[church]**

Employees means persons employed by the **[church]** in a full time or part time capacity.

Members means persons registered as Members of **[church]**

Volunteers means persons who have volunteered their time to serve the **[church]** without remuneration.

Insert your charity logo in the document header

Vulnerable Persons means those in the care of **[church]** and specifically Employees, Members, visitors, Volunteers, contractors, and particularly children and those we serve whether on or off site.

6. SCOPE:

- i. **[church]** has a zero tolerance toward child/client abuse and is committed to providing a safe and secure environment for its Employees, Members, visitors, Volunteers, contractors, and particularly children and those we serve whether on or off site.
- ii. This policy applies to all Vulnerable Persons, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, family or social background and all have equal rights to protection from abuse.
- iii. **[church]** believes the protection of Vulnerable Persons is the responsibility of the **[church]**, those charged with their care and those they interact with and it is a shared responsibility.
- iv. **[church]** Client Protection Policy aims to reduce the risk of abuse occurring and to ensure that a caring and appropriate response is taken should abuse occur. This policy is designed to provide guidelines for Employees, Members, Volunteers and Contractors in planning programs and activities.
- v. **[church]** is committed to implementing the Client Protection Policy and to training its Employees, Members, Volunteers and Contractors in its content and application.

7. PURPOSE:

The purpose of this policy is:

- i. To promote an ethos of caring for Vulnerable Persons within the Church.
- ii. To prevent the abuse of Vulnerable Persons occurring within the Church.
- iii. To ensure that all parties are aware of their responsibilities for caring for Vulnerable Persons and reporting occasions of suspected or known Abuse, including exhibiting and promoting a clear statement to Employees, Members, Volunteers, contractors and visitors regards the Church and their responsibility to Vulnerable Persons.
- iv. To establishing controls and procedures to mitigate Abuse, detecting Abuse and pathways for reporting suspected or known Abuse.
- v. To provide guidance and training to Employees, Members, Volunteers, contractors and visitors regards their care and safety of Vulnerable Persons.

- vi. To report as required by the regulatory authorities, Abuse brought to the attention of the Church.
- vii. That victims and perpetrators [suspected or proven] are treated in accordance with the instructions of our Lord Jesus Christ.

8. RESPONSIBILITY:

a. The Board or Leadership of [church]:

Is ultimately responsible and accountable for the care and safety of Vulnerable Persons. Accordingly, it is responsible to ensure all Vulnerable Persons are aware of their responsibilities, trained to care appropriately for other Vulnerable Persons and effective policies and internal control protocols are in place to deal with such matters. The Board should also where appropriate and able:

- i. Appoint a Safety Officer to oversee the management of services to Vulnerable Persons.
- ii. Appoint Team Leaders to manage activities or services to Vulnerable Persons.
- iii. Subscribe to an appropriate safety management system to manage activities to Vulnerable Persons.

b. The Board or where appointed by the Board, the Safety Officer shall be responsible for:

- i. One of the key persons appointed to the Church's child safety management system.
- ii. Ensuring that all Employees, Members, Volunteers and contractors have a current Working with Children's Check [WWCC] and where deemed appropriate by the Board, a National Police Check.
- iii. Ensuring that all Employees have advised the regulatory authority of WWCC's that they have nominated the Church as their employee.
- iv. Ensuring that a copy of all Employees, Members, Volunteers and contractors WWCC's are retained on file by the Church.
- v. Ensuring that all Employees and Volunteers references have been checked.
- vi. Ensuring that all Employees, Members, Volunteers and contractors are aware of relevant laws and Church policies and procedures pertaining to the protection of Vulnerable Persons [Client Protection].
- vii. Ensuring there are designated and highlighted safe areas within the church to conduct children's activities and where appropriate care for Vulnerable Persons.

- viii. Ensuring that all within the Church community are aware of their obligation to report the suspected sexual abuse of Vulnerable Persons in accordance with these policies and procedures.
- ix. Providing training and support for Employees, Members, Volunteers, visitors and contractors (if applicable) in undertaking their responsibilities regards Vulnerable Persons.
- x. Managing with an assigned member of the board/leadership, the investigation of reported instances of Abuse.

c. Team Leaders [Employee or Volunteer] are to ensure that they:

- i. Appoint people within the church, where able, to assist them [Team Members]
- ii. Providing training and support for Team Members in conjunctions with the Safety Officer regards their responsibilities for Vulnerable Persons.
- iii. Manage all activities in accordance with relevant laws and Church policies and procedures pertaining to the protection of Vulnerable Persons.
- iv. Assess all risks to Vulnerable Persons, including allergies, behavioural concerns, phobias, environment risks and their mental health to minimise risk.
- v. Report any inappropriate behaviour or suspected Abuse in accordance with the the law and policies of the Church.

d. Prior conduct or conviction.

- i. Where the Church has identified that an employee, member or volunteer has previously committed and/or been convicted, or is currently being investigated for, a violent and/or sexual related offence, they cannot, under any circumstances, be appointed in any capacity to serve Vulnerable Persons.
- ii. Where such a person has been identified the appropriate authorities are to be notified.
- iii. A register of any identified persons is to be kept and securely retained by the Board.
- iv. If the identified person's WWCC or equivalent is made void, then either upon becoming aware of this or notification [whichever is first] the Board shall take appropriate action.

9. IMPLEMENTATION:

a. Policy:

New Employees, Members, Volunteers and contractors and those that have not been issued with a copy of this policy are to be issued with same.

b. Publication/Notification:

- i. This policy will be published on the Church's website and available to all Employees, Members, Volunteers, contractors and visitors requesting a copy.
- ii. A picture of the Safety Officer, Team Leaders and Team Members including the person's name is to be displayed on the Church's website and throughout the building where the Church delivers its services.
- iii. The Church is to periodically inform Members and visitors of who the Safety Officer is and what role they perform, especially when there is a newly appointed Safety Officer.

c. Training:

All Members of the board/leadership, Employees, Members and Volunteers are to be trained on:

- iv. The intent and application of the Church's Client Protection Policy.
- v. Client Protection risk assessment, selection and screening.
- vi. Legal requirements and reporting obligations.

The training will be offered annually to Members of the board/leadership, Employees, Members and Volunteers and available to visitors wishing to undertake the training.

d. Records/Register:

- i. The Church will maintain and retain a record of the names only of those that have attended the training and when.
- ii. The register of those that have attended the training is to be available for all to view.

e. Acknowledgement:

- i. Employees and Volunteers, regardless of whether or not they work with Vulnerable Persons, are required to complete a document that states that they have familiarised themselves with the Church's Client Protection Policy, fully understand it and commit to abiding by it.
- ii. The documents is to be signed by the employee or volunteer and witnessed.

Insert your charity logo in the document header

- iii. The original document is to be retained on file by the Church and a copy supplied to the employee or volunteer.

10. ENVIRONMENT:

a. A Safe Environment:

- i. All safe zones within the Church are to be signposted, especially where children's activities occur.
- ii. Images and the names of the Safety Officer and respective Team Leader and Team Members are to be displayed alongside the signed safe zone.
- iii. All activities sanctioned by the Church serving children are to be recorded in the Church's child safety management system.
- iv. No employee, member or volunteer is to remain in the presence of a Vulnerable Person by themselves, where the Church's conducts its services
- v. When in dealing with Vulnerable Persons Employees, Members and Volunteers are to work in pairs at all times.
- vi. Where required to visit a Vulnerable Person at the place other than where the Church conducts its services, Employees, Members or Volunteers may only visit the Vulnerable Person in the presence of a family member or friend of the Vulnerable Person, or where not possible in the company of another employee, member or volunteer.
- vii. Where required to transport a Vulnerable Person the Safety Officer, or where unavailable another employee, member or volunteer is to check the designated drive has a valid licence and the vehicle to be used is road worthy to the best of their knowledge.
- viii. When transporting Vulnerable Persons, Employees, Members, or Volunteers in the company of another employee, member, or volunteer are to take them directly from and to the arranged venues and not detour from the direct route unless required for reasons beyond their control.
- ix. Only Employees, Members, or Volunteers trained to do so may counsel a Vulnerable Person in the company another employee, member or volunteer.
- x. Adults and children are expected to respect each other's privacy during times that require undressing, dressing or changing clothes. Employees, Members, Volunteers will set an example by protecting their own privacy in similar situations. No employee,

member, or volunteer is to be alone in a room with a Vulnerable Person needing to undress or dress.

- xi. Employees, Members and Volunteers have the right to ask persons who do not have a valid reason to be present at any activity involving a Vulnerable Person, why they have a need to be present and if in the opinion of those responsible for the activity the reason does not warrant their attendance, asked to leave.
- xii. Where a person requested to leave refuses, the person is to be advised unless they leave the police will be contacted and if they still refuse to leave, the police are to be contacted to have the person removed.
- xiii. Visitors must be accompanied by an Employee, Volunteer or Member at all times when attending a Church program or activity to serve Vulnerable Persons.
- xiv. Contractors must be accompanied by an Employee, Volunteer or Member at all times when working at the same time a Church program or activity to serve Vulnerable Persons is taking place.
- xv. Employees, Members or Volunteers may only communicate with Vulnerable Persons in accordance with the [church] social media policy.

11. REPORTING PROCEDURES:

- i. In many states and territories of Australia it is law to report child abuse.
- ii. Further details and information about mandatory reporting can be obtained from the relevant statutory child protection authority in each jurisdiction. Contact and other details for each state and territory office can be found in the CFCA Resource sheet: [Reporting child abuse and neglect: Information for service providers](#).
- iii. As the rules and requirement regards reporting vary from state to state and territory, referable to those laws and regulations can be found at [AIFS](#) and as follows:

Australian Capital Territory

The Australian Capital Territory's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

| | |
|----------------------------|---|
| Legal provisions | Section 356 of the <i>Children and Young People Act 2008</i> (ACT) |
| Who is mandated to report? | A person who is: a doctor; a dentist; a nurse; an enrolled nurse; a midwife; a psychologist; a teacher at a school; a person authorised to inspect education programs, materials or other records used for home education of a child or young |

Insert your charity logo in the document header

| | |
|---|---|
| Legal provisions | Section 356 of the <i>Children and Young People Act 2008</i> (ACT) |
| | person under the <i>Education Act 2004</i> ; a police officer; a person employed to counsel children or young people at a school; a person caring for a child at a child care centre; a person coordinating or monitoring home-based care for a family day care scheme proprietor; a public servant who, in the course of employment as a public servant, works with, or provides services personally to children and young people or families; the public advocate; an official visitor; a minister of religion, religious leader or member of the clergy of a church or religious denomination; a person who, in the course of the person's employment, has contact with or provides services to children, young people and their families and is prescribed by regulation. |
| What must be reported? | A belief, on reasonable grounds, that a child or young person has experienced or is experiencing sexual abuse or non-accidental physical injury; and the reasons for the belief arise from information obtained by the person during the course of, or because of, the person's work (whether paid or unpaid) |
| Abuse and neglect types that must be reported | <ul style="list-style-type: none"> ▪ Physical abuse ▪ Sexual abuse |

New South Wales

New South Wales' mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

| | |
|----------------------------|---|
| Legal provisions | Sections 23 and 27 of the <i>Children and Young Persons (Care and Protection) Act 1998</i> (NSW) |
| Who is mandated to report? | <p>A person who, in the course of his or her professional work, or other paid employment, delivers health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children.</p> <p>A person who holds a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children.</p> <p>A person in religious ministry, or a person providing religion-based activities to children.</p> <p>A registered psychologist providing a professional service as a psychologist.</p> |

Insert your charity logo in the document header

| | |
|---|--|
| Legal provisions | Sections 23 and 27 of the <i>Children and Young Persons (Care and Protection) Act 1998</i> (NSW) |
| | Note: Children's services means either or both of the following (subject to the regulations): (a) an education and care service within the meaning of the <i>Children (Education and Care Services) National Law</i> (NSW); (b) a State regulated education and care service within the meaning of the <i>Children (Education and Care Services) Supplementary Provisions Act 2011</i> . |
| What must be reported? | Suspicion on reasonable grounds, obtained during the course of or from the person's work, that a child is at risk of significant harm because of the presence to a significant extent of circumstances of: neglect, physical abuse, sexual abuse, psychological abuse, risk of harm through exposure to domestic violence, and failure to engage with services after a pre-natal report. |
| Abuse and neglect types that must be reported | <ul style="list-style-type: none"> ▪ Physical abuse ▪ Sexual abuse ▪ Emotional/psychological abuse ▪ Neglect ▪ Exposure to domestic violence |

Northern Territory

The Northern Territory's mandatory reporting laws apply to any person, with additional provisions covering health practitioners. The details of these reporting requirements are provided in the table below.

| | | |
|----------------------------|--|---|
| Legal provisions | Sections 15, 16 and 26 of the <i>Care and Protection of Children Act 2007</i> (NT) | Section 26(2) of the <i>Care and Protection of Children Act 2007</i> (NT) |
| Who is mandated to report? | Any person | A health practitioner or someone who performs work of a kind that is prescribed by regulation |
| What must be reported? | A belief on reasonable grounds that a child has suffered or is likely to suffer harm or exploitation | Reasonable grounds to believe a child aged 14 or 15 years has been or is likely to be a victim of a sexual offence and the age difference |

Insert your charity logo in the document header

| | | |
|---|---|---|
| Legal provisions | Sections 15, 16 and 26 of the <i>Care and Protection of Children Act 2007</i> (NT) | Section 26(2) of the <i>Care and Protection of Children Act 2007</i> (NT) |
| | | between the child and offender is greater than 2 years |
| Abuse and neglect types that must be reported | <ul style="list-style-type: none"> ▪ Physical abuse ▪ Sexual abuse or other exploitation of the child ▪ Emotional/psychological abuse ▪ Neglect ▪ Exposure to physical violence (e.g. a child witnessing violence between parents at home) | <ul style="list-style-type: none"> ▪ Sexual abuse |

Queensland

Queensland has three separate pieces of mandatory reporting legislation, each covering different occupational groups and having their own reporting requirements. The details of these pieces of legislation are provided in the table below.

| | | | |
|----------------------------|--|--|--|
| Legal provisions | Part 1AA, section 13F of the <i>Child Protection Act 1999</i> (Qld) | Part 1AA, section 13E of the <i>Child Protection Act 1999</i> (Qld) | Sections 364, 365, 365A, 366, 366A of the <i>Education (General Provisions) Act 2006</i> (Qld) |
| Who is mandated to report? | An authorised officer, a public service employee employed in the department, a person employed in a departmental care service or licensed care service | Doctors; registered nurses; teachers; a police officer who, under a direction given by the commissioner of the police service under the <i>Police Service Administration Act 1990</i> , is responsible for reporting under this section; a person engaged to perform a child advocate function | School staff |

Insert your charity logo in the document header

| | | | |
|---|---|---|--|
| Legal provisions | Part 1AA, section 13F of the <i>Child Protection Act 1999</i> (Qld) | Part 1AA, section 13E of the <i>Child Protection Act 1999</i> (Qld) | Sections 364, 365, 365A, 366, 366A of the <i>Education (General Provisions) Act 2006</i> (Qld) |
| | | under the <i>Public Guardian Act 2014</i> ; early childhood education and care professionals. | |
| What must be reported? | A reasonable suspicion that a child in care (a child placed in the care of an entity conducting a departmental care service or a licensee) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse | A reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering, significant harm caused by physical or sexual abuse; and may not have a parent able and willing to protect the child from the harm | Awareness or reasonable suspicion that a child has been or is likely to be sexually abused; and the suspicion is formed in the course of the person's employment |
| Abuse and neglect types that must be reported | <ul style="list-style-type: none"> ▪ Physical abuse ▪ Sexual abuse | <ul style="list-style-type: none"> ▪ Physical abuse ▪ Sexual abuse | <ul style="list-style-type: none"> ▪ Sexual abuse |

South Australia

South Australia's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

| | |
|----------------------------|--|
| Legal provisions | Sections 17, 18, 30 and 31 of the <i>Children and Young People (Safety) Act 2017</i> (SA) |
| Who is mandated to report? | Medical practitioners; pharmacists; registered or enrolled nurses; dentists; psychologists; police officers; community corrections officers under the <i>Correctional Services Act 1982</i> ; social workers; ministers of religion; employees of, or volunteers in, an organisation formed for religious or spiritual purposes; teachers employed as such in a school (within the meaning of the <i>Education and Early Childhood Services (Registration and Standards) Act 2011</i>) or a preschool or kindergarten; employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children |

Insert your charity logo in the document header

| | |
|---|---|
| Legal provisions | Sections 17, 18, 30 and 31 of the <i>Children and Young People (Safety) Act 2017 (SA)</i> |
| | and young people, being a person who - (i) provides such services directly to children and young people; or (ii) holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people |
| What must be reported? | Reasonable grounds to suspect a child or young person is, or may be, at risk; and the suspicion was formed in the course of the person's employment |
| Abuse and neglect types that must be reported | <ul style="list-style-type: none"> ▪ Physical abuse ▪ Sexual abuse ▪ Mental or emotional abuse ▪ Neglect |

Tasmania

Tasmania's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

| | |
|----------------------------|---|
| Legal provisions | Sections 3, 4 and 14 of the <i>Children, Young Persons and Their Families Act 1997 (Tas.)</i> |
| Who is mandated to report? | Medical practitioners; registered or enrolled nurses; persons registered under the Health Practitioner Regulation National Law (Tasmania) in the midwifery, dental (dentists, dental therapist, dental hygienist or oral health therapist) or psychology professions; police officers; probation officers; principals and teachers in any educational institution including kindergartens; persons who provide child care or a child care service for fee or reward; persons concerned in the management of an approved education and care service, within the meaning of the Education and Care Services National Law (Tasmania) or a child care service licensed under the <i>Child Care Act 2001</i> ; a member of the clergy of any church or religious denomination; a member of the Parliament of this State; any other person who is employed or engaged as an employee for, of, or in, or who is a volunteer in, a government agency that provides health, welfare, education, child care or residential services wholly or partly for children, and an organisation that receives any funding from the Crown for the provision of such services; and any other person of a class determined by the Minister by notice in the Gazette to be prescribed persons. |

Insert your charity logo in the document header

| | |
|---|---|
| Legal provisions | Sections 3, 4 and 14 of the <i>Children, Young Persons and Their Families Act 1997</i> (Tas.) |
| What must be reported? | <p>Knowledge, or a belief or suspicion on reasonable grounds that: a child has been or is being 'abused' or 'neglected' or is an affected child within the meaning of the <i>Family Violence Act 2004</i> (a child whose safety, psychological wellbeing or interests are affected or likely to be affected by family violence); or there is a reasonable likelihood of a child being killed or abused or neglected by a person with whom the child resides; or while a woman is pregnant, that there is reasonable likelihood that after the birth of the child: the child will suffer abuse or neglect, or may be killed by a person with whom the child is likely to reside; or that the child will require medical treatment or other intervention as a result of the behaviour of the woman or another person with whom the woman resides or is likely to reside, before the birth of the child.</p> <p>Note on extent of harm required to activate the duty (section 3(1) definition of 'abuse and neglect': for all forms except sexual abuse, reports must be made where: (i) the injured, abused or neglected person has suffered, or is likely to suffer, physical or psychological harm detrimental to the person's wellbeing; or (ii) the injured, abused or neglected person's physical or psychological development is in jeopardy. All instances of suspected sexual abuse must be reported.</p> |
| Abuse and neglect types that must be reported | <ul style="list-style-type: none"> ▪ Sexual abuse (any) ▪ Physical abuse ▪ Emotional/psychological abuse ▪ Neglect ▪ Exposure to family violence |

Victoria

Victoria's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

| | |
|----------------------------|--|
| Legal provisions | Sections 182(1), 184 and 162(1)(c)-(d) of the <i>Children, Youth and Families Act 2005</i> (Vic.) |
| Who is mandated to report? | Registered medical practitioners, nurses, midwives, a person registered as a teacher or an early childhood teacher under the <i>Education and Training Reform Act 2006</i> or teachers granted permission to teach under that Act; principals of government or non-government schools within the meaning of the <i>Education and Training Reform</i> |

Insert your charity logo in the document header

| | |
|---|--|
| Legal provisions | Sections 182(1), 184 and 162(1)(c)-(d) of the <i>Children, Youth and Families Act 2005</i> (Vic.) |
| | <i>Act 2006</i> ; police officers, a person in religious ministry, out-of-home care workers (excluding voluntary foster and kinship carers), early childhood workers, youth justice workers and registered psychologists. |
| What must be reported? | Belief on reasonable grounds that a child is in need of protection on a ground referred to in section 162(1)(c) or 162(1)(d), formed in the course of practising his or her profession or carrying out the duties of his or her office, position or employment as soon as practicable after forming the belief and after each occasion on which he or she becomes aware of any further reasonable grounds for the belief |
| Abuse and neglect types that must be reported | <ul style="list-style-type: none"> ▪ Physical injury ▪ Sexual abuse <p>Note that technically, under s. 162, the duty is limited to instances of physical injury and sexual abuse where 'the child's parents have not protected, or are unlikely to protect, the child from harm of that type'.</p> |

Western Australia

Western Australia has two separate pieces of mandatory reporting legislation, each covering different occupation groups and having their own reporting requirements. The details of these pieces of legislation are provided in the table below.

| | | |
|----------------------------|---|--|
| Legal provisions | Sections 124A and 124B of the <i>Children and Community Services Act 2004</i> (WA) ² | Sections 5 and 160 of the <i>Family Court Act 1997</i> (WA) |
| Who is mandated to report? | Doctors; nurses and midwives; teachers and boarding supervisors; and police officers | The Principal Registrar, a registrar or a deputy registrar; family counsellors; family consultants; family dispute resolution practitioners, arbitrators or legal practitioners independently representing the child's interests |
| What must be reported? | Belief on reasonable grounds that child sexual abuse has occurred or is occurring, where this belief is formed in | Reasonable grounds for suspecting that a child has been: abused, or is at risk of being abused; ill-treated, or is at risk of being ill-treated; or exposed or |

Insert your charity logo in the document header

| | | |
|---|---|---|
| Legal provisions | Sections 124A and 124B of the <i>Children and Community Services Act 2004</i> (WA) ² | Sections 5 and 160 of the <i>Family Court Act 1997</i> (WA) |
| | the course of the person's work, whether paid or unpaid | subjected to behaviour that psychologically harms the child |
| Abuse and neglect types that must be reported | <ul style="list-style-type: none"> ▪ Sexual abuse | <ul style="list-style-type: none"> ▪ Physical abuse ▪ Sexual abuse ▪ Neglect ▪ Psychological harm including (but not limited to) harm caused by being subjected or exposed to family violence |

12. INVESTIGATING:

- i. Grounds for investigating if a child has been abused is covered in the various state and territory laws.
- ii. If there is a belief a child has been abused, it must be investigated and reported in accordance with these laws.
- iii. If there is a belief a Vulnerable Person has been abused, it must be investigated Safety Officer along with a nominated member of the Board.
- iv. The Board and the Safety Officer is to be advised of all reports of Abuse and the Safety Officer along with a nominated member of the Board is to oversee the investigation in accordance applicable laws.
- v. Where an investigation is instituted all Employees, Members and Volunteers and those involved in the matter must fully cooperate with the investigation.

13. RESPONDING:

- i. If it is alleged that an Employee, Member or Volunteer was the perpetrator of the Abuse, the person accused is to be suspended from duties.
- ii. If the investigation concludes that, on the balance of probabilities the Abuse occurred or where the accused is convicted of the Abuse, the the Board is to take appropriate action regards the accused.

Insert your charity logo in the document header

- iii. Where the Abuse of a person under the care of the Church is established the Board is to make every effort to console and support the victim and family of the victim.
- iv. Treatment of those involved in the investigation, including the alleged victim and accused, are to be treated and dealt with in accordance with Christian beliefs and doctrine.

14. REVIEWING:

The Church shall review the Client Protection Policy every time relevant laws are updated and each time an investigation is conducted to determine if the investigation procedures and response are effective and appropriate.

15. RELATED POLICIES:

- i. **[church]** Child Protection Policy.
- ii. **[church]** Code of Conduct Policy.
- iii. **[church]** Privacy Policy.
- iv. **[church]** Social Media Policy.
- v. **[church]** Whistle Blower Policy.
- vi. **[church]** Work Health and Safety Policy.