

Reporting Abuse - Notification Form for Congregations



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

When abuse is disclosed, ensure the immediate safety of the child. Then, as soon as possible, fill in this form with as much information as you know after the discussion or incident, without asking any more questions. You may also refer to the attached copy of the Disclosure reporting process - SCT3. More information about responding to and reporting child abuse is in CC5.

**Keeping
Children
Safe**



Disclosure Reporting Process

Who can report?

Child

Parent

Congregational
LeaderCongregational
Members

What to report?

Any child safety concerns, including:

- disclosure of abuse or harm
- allegation, suspicion or observation
- breach of Code of Conduct

**Listen without judgement or fear, use open questions, show empathy
Do Not Problem Solve**

Call 000 if a child is in immediate danger

To whom?

Culture of Safety contact person OR ministry agent OR Synod Culture of Safety unit for advice on reporting to relevant state authorities

How?

- Face-to-face conversation, phone or email contact with Culture of Safety contact person. Phone (03) 9251 5288 OR
- Email the Synod Culture of Safety unit: cultureofsafetycontact@victas.uca.org.au

What happens next?

- The Culture of Safety contact person will help arrange pastoral support to the child, the parents, the person who reports and the respondent; and
- The Synod Culture of Safety unit will support the matter being reported to the relevant authorities and manage process, making a report as soon as possible if required.

Follow-up

The Synod Culture of Safety unit may:

- Suggest ongoing pastoral support of those affected,
- Support the ongoing investigation by the relevant authorities
- Provide feedback to the congregation, and
- Make recommendations regarding preventative measures.

ATTACHMENT TWO

Report of abuse notification form

Congregations

Complete this form listing your concerns as soon as possible after the abuse is disclosed and the appropriate actions have taken place to ensure the immediate safety of the child. Fill in as much as you know, immediately after the discussion or incident, without asking more questions.

Section A - Your details

Full name _____

Phone number _____

Email address _____

Postal address _____

Date and time of incident _____ AM/PM _____ / _____ /20_____

Section B – Who are you concerned about?

(Fill in as much as you know without asking more questions)

Details about the child

Full name _____

Date of birth ___/___/___ Age now _____ Age at the time of the incident _____

Gender _____

Child's first language _____

Phone number _____

Address _____

Section C – Describe your concerns

What are you concerned about? Fill in as much as you know without asking more questions. Provide a brief factual description of what happened (either what was said, reported or observed, including injuries) and/or the specific circumstances that supported your decision to complete this form.

Date concern was received _____ / _____ / _____

Your concerns

Details of the person against whom the allegation is made:

Full name _____

Gender _____ Date of birth _____ / _____ / _____

Relationship to the child _____

Position held in the church _____

Do they have a Working With Children Check? _____

Details about witnesses (if any) or third party (other than the child)

Full name _____

Phone number _____

Email address _____

Postal address _____

Immediate action taken

Have you reported the incident to the:

- Police
- Department of Health and Human Services
- Ethical Standards Officer of the Uniting Church
- General Secretary, Synod of Victoria and Tasmania

Your Signature _____

Date of report ____ / ____ / ____

Time _____

Save this form to a secure location and send a copy to the Synod Safe Church Educator.

OR Print and scan and email the scan to cultureofsafetycontact@victas.uca.org.au

OR print and send to Safe Church Educator, Culture of Safety Unit, 130 Lt Collins Street, Melbourne 3000

For more information, email cultureofsafetycontact@victas.uca.org.au or telephone 03 9251 5288.

ATTACHMENT THREE

Contact points

Key Contacts in protecting Tasmanian children

Child Protection Services

Telephone: 1300 737 639, Email: cpaars@dhhs.tas.gov.au

24 hour number. Use only for emergencies or urgent concerns outside of usual business hours (9-5 Monday – Friday)

You may also contact:

Child Protection Services (North West)

Telephone: (03) 6434 6308 or Email: CPInorthwest@dhhs.tas.gov.au

Child Protection Services (North)

Telephone: (03) 6336 2376 or Email: CPInorth@dhhs.tas.gov.au

Child Protection Services (South West)

Telephone: (03) 6230 7650 or Email: CPIsouthwest@dhhs.tas.gov.au

Child Protection Services (South East)

Telephone: (03) 6230 7833 or Email: CPIsoutheast@dhhs.tas.gov.au

You can also speak to a Gateway service to discuss any difficulties you may be having, or any concerns that you might feel towards the well-being of a child you know.

Contact number for Gateway Services: 1800 171 233

From 9am-5pm, Monday – Friday, this number will divert you to your regional Gateway Services office.

Tasmania Police: Tel 000

Key contacts in protecting Victorian Children

Intake Units at Regional Offices

URBAN

Eastern Suburban Region	1300 360 391
Northern and Western Suburban Region	1300 664 977
Southern Suburban Region	1300 655 795

RURAL/REGIONAL

South Western Rural and Regional (Barwon)	1800 075 599
Eastern and South Eastern Rural and Regional (Gippsland)	1800 020 202
Western Rural and Regional (Grampians)	1800 000 551
North Eastern Rural and Regional (Hume)	1800 650 227
North Western Rural and Regional (Loddon Mallee)	1800 675 598

After hours Child Protection Emergency Services (AHCPEs) Tel: 131 278

Statewide number for all emergency child protection matters outside of normal business hours (24 hours, 7 days a week)

Victoria Police Tel: 000

Key contacts in the Uniting Church – Synod of Victoria and Tasmania

Congregations: Uniting Church Ethical Standards Officer (03) 9521 5200

Schools: Director Relationships Innovation: Commission for Mission (03) 9251 5253

Agencies: Associate Executive Director: Commission for Mission (03) 9251 5275

General Secretary: (03) 9251 5215

Messages can also be left on email contactcultureofsafetyunit@victas.uca.org.au