

Disclosure Reporting Process



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Keeping
Children
Safe



Disclosure Reporting Process

Who can report?

Child

Parent

Congregational
Leader

Congregational
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.

Document Review History

Version Number	Date	Reason	Developed By	Approved
SCT3V1	24.11.2016	Created to support Keeping Children Safe Policy, Overseeing Child Safe Standards and Selecting Leaders and helpers processes	Document generously provided by UCA Queensland Synod modified for Synod of Victoria and Tasmania	Associate General Secretary
Due	01.10.2017	Review cycle – every year		