

Disclosure Reporting Process



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Keeping
Children
Safe



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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?

Concerns need to be reported to the relevant authority (DHHS (Vic), DHS (TAS), Family and Community (NSW) then 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.

