



Guide for Reporting Child Safety Concerns

C/2.1.5.5

When to use this form

1. If you are reporting concerns about neglect, abuse, sexual abuse or grooming to a child, you **must** also complete this guide, after following the instructions in the [Template for complaints and allegations](#).
2. This guide will take you through the child protection reporting guide, to help decide whether a report must also be made to child protection authorities.

Instructions

1. All lay workers, lay preachers and volunteers must follow the **B.C.A.L.M.** process and discuss your concerns with your ministry agent or Church Council Chair, following the [Mandatory Reporting Process for Lay Workers and Volunteers](#).
2. All ministry agents must follow the **R.E.S.P.O.N.D.** process and complete the Reporting Threshold Guide.
3. Complete the details in the [Template for Complaints and Allegations](#), before completing this guide.
4. All reports to Queensland child protection authorities should be made online. A copy **must be** kept of the submitted report **and** provided with this completed mandatory reporting template.
5. Please send a copy of all reports, including this completed template, to the Safe Church Assurance and Support Officer at the Synod office – safechurch@ucaqld.com.au

Reporting concerns about harm or neglect

Complete the Queensland Child Protection Guide

1. Follow the prompts and use the information that you recorded in the [Template for Complaints and Allegations](#), to enter the information in the **Queensland Child Protection Guide (CPG)**.
<https://secure.communities.qld.gov.au/cpguide/engine.aspx>
2. This guide should be completed as a **'professional'** from a **'non-government service'** as the report is occurring as part of your duty of care as either a lay leader/ volunteer for the Church or as a ministry agent.
3. You are making this report pursuant to *Section 13A of the Child Protection Act 1999*. [*tick the box next to making a report pursuant to Section 13A on the online report*]
4. Select the main decision tree that matches the concern(s) you have. If you have more than one concern, first select the concern with the greatest impact on the child. If completing that tree does not result in a recommendation to report to Child Safety - Regional Intake Service (CS-RIS), select the next concern. Continue until you have reviewed all your concerns, or you have reached a recommendation to report to CS-RIS.
5. If you are uncertain which decision tree to select, you may select the 'unsure' option, which will guide you through questions to suggest a decision tree that best fits your concern. Decision trees for selection include:
 - Physical Harm
 - Neglect
 - Sexual Abuse
 - Emotional/Psychological Harm

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- Parent Concern
 - Child is a danger to Self or Others
 - Pregnant Woman - Unborn Child
 - Unsure
6. After selecting the applicable decision tree, you will be asked questions requiring an answer. It is important to read the accompanying definitions to provide a 'yes' or 'no' answer until a final recommendation is reached.
 7. Once a final recommendation is reached, generate a decision report, which provides an explanation of the outcome based on your completion of the decision tree. **Attach a copy of this decision report, with this document.**
 8. If the recommendation is that **a report be made** to Child Safety - Regional Intake Service (CS-RIS), you will automatically be transferred to the online reporting form. Ensure that you generate and print/ save a decision report before commencing your online report.
 9. Remember when completing an online report, you are a 'professional' from a 'non-government agency' making a report pursuant to *Section 13A*. Once the online report has been submitted you **must** download a copy of your online report and save or print. Please attach a copy of your online report to this document. Return to Section 9 of the [Template for Complaints and Allegations](#). Follow the directions on the Template for complaints and allegations to finalise your reporting requirements and attach this form.
 10. If a report or referral to Child Safety **was not recommended** and you still have child protection concerns, seek advice from your ministry agent, or presbytery minister about making a child protection report online.
 11. Repeat Step 9 if you are making an online report after consulting further with your ministry agent, or presbytery minister.
 12. Return to Section 9 of the [Template for Complaints and Allegations](#). Follow the directions on the Template for complaints and allegations to finalise your reporting requirements and attach this form.

Information and support

Information and support can be obtained from the Safe Church Assurance and Support Officer on 07 3377 9833 or safechurch@ucaqld.com.au

Revisions

Document number		C/2.1.5.5			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
5.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
Next scheduled review		16.09.2027			