



Template Letter to a Person of Concern

C/2.4.1.3

CONFIDENTIAL WHEN COMPLETED

Purpose

This document provides guidelines to follow when providing written notice to a Person of Concern (POC). The letter informs the POC about any terms and conditions placed upon them. This document is a guide to assist with [Responding to a Person of Concern \(C/2.4.1.1\)](#).

New Reporting Laws

New laws start on 5 July 2021 which target behaviour that ignores or hides the sexual abuse of children pursuant to the Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020. These new laws mean:

- all adults must report sexual offending against children to the police unless they have a reasonable excuse
- adults in an institutional setting (e.g. a school, church or sporting club) must protect children from the risk of a sexual offence being committed against them.

Suggested steps for preparing and using the Breach Letter to a POC:

1. Create your letter. A template for use is provided on the next page.
2. Provide a signed copy to the POC, the General Secretary, and the nominated police officer, if applicable. Note the mandatory requirement to report any sexual abuse or grooming; or suspected sexual abuse or grooming to police. Information, advice and support is available via the Safe Church Assurance and Support Officer on: 0491 491 227 or safeministrywithchildren@ucaqld.com.au
3. Keep a signed copy for your records.

Revisions

Document number		C/2.4.1.3			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	30.06.2021	Manager, Risk and Compliance	30.06.2021	ED Strategic Resources and Assurance	Safe Church Assurance and Support Officer
Next scheduled review		30.06.2026			

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.

<Print on your church council letterhead>

<Date>

Private and confidential

<Insert POC's full name>

<Insert POC's residential address>

Dear (insert name of person of concern),

RE: Safety Concerns

The Church is committed to be a safe place, at all times, for all people, and most particularly for those who are young or vulnerable while also affirming our desire to be inclusive, compassionate and respectful of all people. Recently it has been identified that your behaviour poses a risk to others:

- A person of concern (POC) is any person who has engaged in criminal sexual behaviour and/or is reasonably suspected of engaging or seeking to engage in harmful sexual behaviour toward a child.
- A POC is deemed a risk to the safety of others and for this reason safeguards must be placed around their attendance and participation at any church events, activities and programs.

Pursuant to the *Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020*:

- all adults must report sexual offending against children to the police unless they have a reasonable excuse
- adults in an institutional setting (e.g. a school, church or sporting club) must protect children from the risk of a sexual offence being committed against them.

This means that a report about the risk that your behaviour poses, has been made to the police.

It has been determined that the (name of church) Church is unable to satisfactorily manage the risk that your behaviour poses, to the life of the (name of church) Church community.

This decision means that you are **not** permitted to attend any Uniting Church event, activity or program, and you are **not** permitted to be present on local church property from (insert date).

If you attempt to participate in any church events, activities or programs after this date you will be asked to immediately leave the premises, will be escorted off the premises, and a notification will be made to the Police.

This decision has been communicated to other councils of the Uniting Church, as well as to appropriate ecumenical partners. All involvement with that you have with the (name of church) congregation **must** end by (insert date).

If the POC is a registered person under the *Child Protection (Offender Reporting) Act 2004* or equivalent: [delete if not applicable]

A copy of this letter will be provided to the police officer that you report to as a registered person under the *Child Protection (Offender Reporting) Act 2004*.

SIGNATURES

<Add salutation, name, position, and signature>

Cc: <name and contact details of the police officer> (delete if not applicable)

Cc: The General Secretary
The Uniting Church in Australia, Queensland Synod
GPO Box 674
BRISBANE QLD 4001