



# Template Breach Letter to a Person of Concern

C/2.4.1.4

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: 07 3377 9833 or [safechurch@ucaqld.com.au](mailto:safechurch@ucaqld.com.au)
3. Keep a signed copy for your records.

## Revisions

Document number		C/2.4.1.4			
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: Alleged breach of the conditions of the Safety Agreement**

A Safety Agreement has been in place between the Queensland Synod, the *(insert name)* Presbytery the *(name of church)* Church and *(insert name of person of concern)* since *(insert date)*. Information has been received to indicate that you may have **breached** the conditions of the Safety Agreement.

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 alleged breach, **will be** reported to the police, if the alleged breach indicates that:

- sexual abuse or grooming has occurred,
- it is suspected that sexual abuse or grooming has occurred,
- the behaviour outlined in the alleged breach may have placed a child or children at risk of sexual abuse or grooming

The alleged breach will be investigated. The Synod has final determination if a Safety Agreement will be offered, continue to be offered, or withdrawn. Pastoral care is available to you for support during this process.

However, while the alleged breach of the Safety Agreement is investigated, 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.

*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