



REPORTING A CONCERN PROCEDURE

CONTENTS

| | | |
|---|--|---|
| 1 | PURPOSE | 1 |
| 2 | SCOPE | 1 |
| 3 | PROCEDURES..... | 1 |
| 4 | RESPONSIBILITIES..... | 2 |
| | Compliance, monitoring and review..... | 2 |
| | Reporting..... | 2 |
| | Records management..... | 2 |
| 5 | DEFINITIONS | 2 |
| 6 | RELATED LEGISLATION AND DOCUMENTS..... | 3 |
| 7 | FEEDBACK..... | 3 |
| 8 | APPROVAL AND REVIEW DETAILS..... | 3 |
| 9 | APPENDIX..... | 3 |

1 PURPOSE

- 1.1 The purpose of this procedure is to provide a process for church workers to report a concern about abuse or misconduct in the Diocese of North West Australia (“the Diocese”)

2 SCOPE

- 2.1 This policy applies to all ministry centres and relates to all workers the Diocese.

3 PROCEDURES

Grounds for Reporting

- 3.1 Church workers will report (as soon as is practicable) when:
- someone discloses that they are being harmed or are at risk of being harmed;
 - another person discloses that a person is being harmed or is at risk of being harmed; or
 - the church worker has a **reasonable concern** that a person is at risk of harm (based on the indicators of risk of harm).
 - there has been a breach of conduct, e.g. in standards of personal behaviour.

How to Report a Concern about Misconduct

- 3.2 The person with the concern should complete a Concerns Anecdotal Record (attached) and contact the Director of Professional Standards on 1800 070 511 or at dps@safercommunities.net.au and (if he is not the subject of the allegation) the Rector.
- 3.3 The Rector should contact the Diocesan Safety Coordinator on (08) 9921 7277 or at registrar@anglicandnwa.org and (if he is not the subject of the allegation) the Bishop, in consultation with the Director of Professional Standards.

How to Report a Concern about Abuse

- 3.4 When a person’s immediate safety is at risk (e.g. sexual and physical abuse), telephone the Police (local or 000) and organise immediate appropriate support for the person.
- 3.5 If you are concerned about a child’s well-being and you are not a **mandatory reporter**, contact Child Protection and Family Support on 1800 273 889 or at cpduty@cpfs.wa.gov.au.
- 3.6 If you are concerned about a child’s well-being and you are a mandatory reporter, contact the Mandatory Reporting Service on 1800 708 704 or lodge a written report via the mandatory reporting website at www.mandatoryreporting.dcp.wa.gov.au.

- 3.7 The person with the concern or receiving a disclosure should complete a Concerns Anecdotal Record (attached) and contact the Director of Professional Standards on 1800 070 511 or at dps@safercommunities.net.au and (if he is not the subject of the allegation) the Rector.
- 3.8 The Rector should contact the Diocesan Safety Coordinator on (08) 9921 7277 or at registrar@anglicandnwa.org and (if he is not the subject of the allegation) the Bishop, in consultation with the Director of Professional Standards.

Responding to Disclosures

- 3.9 When receiving a first-hand disclosure from a child or second-hand disclosures from either a child or an adult about a child,

Do

- *Listen* and do not add anything to what the person says (you will need to write this down, exactly).
- *Refrain* from making a judgement as to the truth of the disclosure.
- *Reassure* the person that they have done the right thing in speaking to you.
- *Inform* the person that you need to tell people who will try to help.
- *Check* that the person is not in immediate danger.

Don't

- Start an investigation.
- Ask leading questions, i.e. questions that suggest an answer.
- Promise the person that the abuse will stop.
- Tell anyone who does not need to know

Keep it brief. Do not have a long conversation, as this may be seen to have influenced the person who has disclosed the information, which may jeopardise an investigation.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Ministry centre governing groups are responsible for ensuring compliance of this procedure within their centre.

Reporting

- 4.2 Ministry centre compliance with this procedure is reported in their quarterly report to the Diocese.

Records management

- 4.3 The Registry maintains all records relevant to administering this policy using its recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be found in the Diocesan Glossary.
- 5.2 The **Diocesan Safety Coordinator** is the person appointed by the Diocesan Council to represent the Diocese in all safety matters, including safe ministry, professional standards and environmental (workplace) safety.
- 5.3 A **Reasonable Concern** is a concern that a person or group of people is at risk of any form of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation which is likely to result in harm to health, survival, development or dignity of the person or group of people.
- 5.4 A **Mandatory Reporter** is a person listed in section 124B of the *Children and Community Services Act 2004* who is required to report child sexual abuse to the Western Australian Mandatory Reporting Service.

6 RELATED LEGISLATION AND DOCUMENTS

Safe Ministry Policy

7 FEEDBACK

7.1 Church members may provide feedback about this document by emailing registrar@anglicandnwa.org.

APPROVAL AND REVIEW DETAILS

| Certifications and Assent | Details | Signature | Date |
|---------------------------------------|--|------------------|-------------|
| Chair of Committees | Certified as printed in accordance with the regulation as reported | | |
| Registrar | Certified as passed by the Diocesan Council | | |
| Bishop | Assented | | |
| Approval and Review | | Details | |
| Approval Authority | Diocesan Council | | |
| Administrator | Diocesan Registrar | | |
| Next Review Date | 31/05/2026 | | |
| Approval and Amendment History | | Details | |
| Original Approval Authority and Date | 31/05/2023 | | |
| Notes | This document replaces the Responding to a Concern Procedure dated 19/02/2020. | | |

8 APPENDIX

Concerns Anecdotal Record Form

CONCERNS ANECDOTAL RECORD FORM

| | |
|---|--|
| Name of ministry coordinator | |
| Name of person filling in this form | |
| Contact details | |
| Name of the person about whom you have a concern | |
| Contact details (if known) | |
| Age of person about whom you have a concern | |
| Reporter's relationship to the person about whom you are concerned | |
| Describe your concerns, what was observed or what was said <i>(use an additional page if more space if required)</i> | |
| Time and date of the incident | |
| Date of this anecdotal record | |

It is important to provide as much information as possible, basing your information on facts and observations, without making assumptions or jumping to conclusions or making value judgements.

If a disclosure has been made, a verbatim (word for word) record must be written of the disclosure to the best of the reporter's ability, as soon as practicable after the disclosure has been made.

The completed form should be given to the ministry coordinator, who will pass the information onto (if not the subject of allegations) the Rector. Depending on the nature of the concern, he will contact the Safe Ministry Coordinator and/or the Director of Professional Standards (copy to the Safe Ministry Coordinator and (if not the subject of the allegation), the Rector. This confidential record is to be kept in accordance with the Diocesan Privacy Policy and the *Privacy Act*.