

Reporting Policy

Guiding Values

In keeping **children** and young people safe, the following values are a mechanism for guiding our actions and assisting in decision-making, they are a reference to which our people and shlichim (Jewish agency representative) can refer, to ensure their responsibilities to **children** and young people are upheld;

- Safeguarding **children** and young people is a shared responsibility, it is reliant on all individuals within our organisation to keep **children** and young people safe in our care.
- Any form of abuse or neglect towards **children** and young people will not be tolerated and immediate action will be taken upon to report any suspected harmful or abusive behaviours
- The best interest of the child will be the primary consideration in all actions and decisions concerning the safety or wellbeing of a child or young person.
- We are accountable to the **children** and young people we work with by fostering high ethical standards in a culture of openness and transparency.

We empower **children** by informing them of their rights and responsibilities and support them to speak up about any matters of importance to them, including if something goes wrong. We work to include the participation of **children** and young people in decision making regarding any services or other matters affecting them.

1. Purpose

This policy forms part of our zero-tolerance towards abuse and neglect of **children** and young people



The purpose of the Reporting Policy is to ensure all instances, allegations, disclosures or reasonable concerns of abuse or neglect involving **children** and young people, are accurately reported and responded to in a consistent, timely and sensitive manner.

This policy also outlines the responsibility of personnel to report any concern with breaches or actions of our people and shlichim within our organisation that contravene our policies and procedures, such as outlined in our Code of Conduct.

Compliance with this policy ensures all incidents are reported and managed in a way that is responsive to the immediate circumstances of the incident, the rights of those involved, and wherever possible, any risks of recurrence are minimised.

This policy assists our people and shlichim to:

- recognise the different types of abuse and neglect
- respond to the immediate needs of individuals involved in an incident (including our people and shlichim)
- guide responses to allegations and matters of concern, including breaches of our Code of Conduct
- follow our organisations reporting procedures
- ensure their legal responsibilities when working with children and young people are upheld.

Our policies and procedures reflect child safe legislation and promote best practice and care for the children and young people within our organisation. Our board approves and endorses our AZYC Reporting Policy.

2. Scope

The Reporting Policy applies to all personnel, including; employees, youth movement leaders, shlichim (Jewish agency representative) other volunteers, Board and committee members, and contractors involved with AZYC. Personnel, as defined above will be referred to as our people and shlichim throughout this policy.



This policy applies in all our operational environments and without fail wherever children and young people are participating in our organisation's activities, programs, services and / or facilities.

3. Responsibilities

Our people and shlichim within our organisation have a duty of care, and at times a legal obligation, to ensure that 'reasonable steps' are taken to prevent harm to children and young people. Our people and shlichim are responsible for supporting a transparent culture, whereby any actions by Our people and shlichim that go against our Code of Conduct and Safeguarding children and Young People Policy, however minor, are reported and documented.

Consequences of breaching policy

If people and shlichim fail to report instances, allegations, disclosures or concerns in relation to abuse or neglect of a child or young person – by our people and shlichim within our organisation or by others – we view such failure as a serious matter that, depending on the circumstances, may result in disciplinary action or be grounds for dismissal. Failure to report incidents of abuse, neglect and harm of a child or young person may be classed as a criminal offence under state law.

Our people and shlichim are obligated to report any information relating to:

- Incidents, allegations, disclosures or reasonable concerns in relation to abuse or neglect of a child or young person, either by our people and shlichim within our organisation or by others
- Any breaches or actions of our people and shlichim within our organisation that contravene our policies and procedures, such as outlined in our Code of Conduct.

Our policy prohibits our people and shlichim from:

- discussing any concerns or allegations with unauthorised personnel – within or outside our organisation – such prohibition not being designed to limit, in any way, their rights and responsibilities to report their concerns or allegations, but rather as part of our organisation's commitment to ensuring privacy, confidentiality and natural justice.
- making deliberately false, misleading or vexatious allegations.



All children and young people within our organisation are informed of our policy and provided with the support and mechanisms to feel empowered to speak up if they feel unsafe, hear something or see something that doesn't feel right. Our organisation upholds a child's rights to be heard, protected and supported. In adhering to this policy, our people and shlichim of AZYC will promote equity and respect diversity of the children and young people and their parents/caregivers who access our services and inform children and young people of their rights to feel and be safe. This includes Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and children, young people with a disability, LGBTQI+ children, and children who cannot live at home. Our organisation upholds a family's right to have their concern resolved and done so in a culturally respectful and safe way.

The responsibility of each role in relation to the development and compliance of the AZYC Reporting Policy is detailed in section 11 of this policy.

Complaints Handling

AZYC prioritises children and young people's rights, safety and wellbeing, including the right to make a complaint via formal or informal mechanisms. A complaint can include expressions of dissatisfaction about:

- AZYC's services or dealings with individuals
- allegations of abuse or misconduct by our people and shlichim or another individual associated with the organisation
- disclosures of abuse or harm made by a child
- the conduct of a child at an AZYC youth movement
- the inadequate handling of a prior concern
- general concerns about the safety of a group of children or activity

Any complaint made by a child or young person will be responded to and investigated promptly in-line with our Reporting Policy.



Prevention and Preparedness

All of our people and shlichim are provided with our Code of Conduct and Safeguarding children and Young People Policy which clearly detail the behavioural of expectations our people and shlichim around children and young people. Our people and shlichim are advised that any breaches, including minor breaches, to these policies are required to be reported.

It is our people and shlichim responsibility to identify and assess potential risks in ongoing programs and one-off activities. our people and shlichim should consider the online, physical or psychological risks associated with activities, and develop and implement risk mitigation strategies to address those risks, in line with our organisations Risk Management Policy.

Our organisation creates a safe environment for children and young people. Our people and shlichim use strategies to support and encourage children and young people to practice safe behaviours amongst personnel and their peers, and speak up if they feel unsafe.

4. Key Steps

There are four critical steps that everyone in our organisation must follow regarding all incidents, allegations, disclosures or reasonable concerns of abuse or neglect, or breaches of policy where appropriate:

1. Responding
2. Reporting
3. Sharing of Information
4. Supporting

4.1 Responding

Responding to an incident

Immediate responses include the care, support and communication that take place immediately following an incident to mitigate further harm and ensure the safety of children and young people / other service users, families and personnel.

1. **Reduce the harm and risk of harm** to those impacted by the incident including by:
 - making the surroundings safe to prevent immediate recurrence of the incident, for example
 - removing potentially harmful person(s)
 - increase supervision of children and young people
 - move uninvolved children and young people away from incident
 - moving to a safe place
 - alerting others to risks that extend beyond the local environment, for example, other areas within the organisation
 - Calling Emergency Services if required Insert 000 or 111 New Zealand as required.

2. **Provide immediate care and support** to child or young person / other service users, families, our people and shlichim and others involved in the incident including addressing:
 - physical well-being e.g. providing first aid or arranging medical treatment if a person suffers any harm or injury as a result of the incident; and
 - emotional well-being (including psychological) e.g. arranging for coverage of duties and supervision facilitating access to counselling, debriefing and support for others involved in the incident.

3. **Where possible, preserve evidence in situations where allegations or suspicions of abuse and neglect have occurred. This can include;**
 - ensuring that clothes worn by the person who may have perpetrated the abuse and the child or young person who has been subject to the abuse remain in their clothing, or the clothing is not washed and is sealed securely in a bag
 - not cleaning or disturbing the area in which the abuse has occurred
 - protecting any physical items such as weapons from being touched or removed.

Responding to a disclosure/allegation

When responding to a disclosure or allegation by a child or young person, our people and shlichim should respond by;

- listening to the allegation or disclosure supportively, without dispute

- clarifying the basic details, without seeking detailed information or asking suggestive or leading questions, guided by our organisation's Incident Report Form or equivalent.
- providing reassurance that the child or young person has done the right thing in telling you, are believed and our organisation will take immediate action in response to the disclosure / allegation.
- explaining to the child or young person that other people may need to be told, in order to stop what is happening. Do not promise to keep any information a secret.
- reporting the matter as per organisational policy requirements to the Safeguarding Manager.
- record notes as early as possible to ensure all information is captured before completing our organisation's Incident Report Form or equivalent.

In your responses you will need to consider the specific needs of the child or young person. Consider the unique qualities of a child including, for example, whether the child is Aboriginal or Torres Strait Islander, has a disability, identifies as LGBTQI+ has a culturally and linguistically diverse background and/or is unable to live at home.

Responding to a complaint

When responding to a complaint made by a child or young person (or by another individual on behalf of a child or young person) our people and shlichim should follow their individual youth movement protocol. Where the complaint relates to a disclosure or allegation against our people and shlichim, follow the same steps listed in the above 'Responding to a disclosure/allegation' section.

Our people and shlichim should also;

- answer any questions the child or young person asks
- give clear advice about what will happen next
- Provide any information about how they will be supported



Responding to alleged abuse and harm of a child by another child/young person

Responding to harm and abuse of a child by another child or young person may require Child Protection intervention, and/or other additional support services for all children/young people involved.

children and young people who display harmful sexual behaviours require specific responses and supports that carefully examine the nature of their behaviours, developmental considerations, and any other contextual and contributing factors.

Any allegation or incident of this nature should immediately be reported to the Executive Officer to determine the appropriate internal and external reporting requirements.

Responding to a breach of policy or procedure

Whilst an incident and or disclosure / allegation could include a breach of the Code of Conduct and Safeguarding children and Young People Policy, if there is no immediate response required as identified above, it is still deemed an incident, and therefore required to be reported and documented as with all other incidents.

4.2 Reporting

Once the immediate response to the situation is completed, it is important to fulfill the internal and external reporting requirements.

Our people and shlichim are required to report any reasonable concerns or instances of abuse or neglect (cases in which a child or young person has suffered, or is likely to suffer, significant harm from abuse or neglect) by any person immediately, or if that is not possible, within 24 hours of the incident.



Our People and shlichim are also required to formally report any concerns for breaches to our organisation's policies and procedures by Our People and shlichim within our organisation.

It is not the role of Our People and shlichim to identify or investigate an allegation / concern, however Our People and shlichim must continually report each new instance of suspicion of harm and / or breach of policy as they become aware, and to seek advice from executive officer when they are unsure.

Our People and Shlichim should follow the guidance on the Incident Report Form or equivalent to complete the form accurately and to the best of their ability. All reports must be documented fully and written factually and objectively. Clear and accurate reporting can assist to support any internal or external investigation which may be required after an incident.

Key Reporting Contacts	
Primary Key Internal Contact	The Executive Officer
Alternate Key Internal Contact If the primary contact is not available or subject to the complaint	The Chairperson

Internal reporting requirements

Incident Report Form templates are accessible to our people and shlichim. Our people and shlichim are trained in the Reporting requirements, location and completion of forms and notification requirements and support available. All incidents including minor incidents must be recorded on an Incident Report Form which is forwarded to the executive officer. All incidents are entered into the Incident Register.

1. In adherence to internal reporting requirements, our people and shlichim must;

Report any safety or wellbeing concerns for a child or young person, and / or breach of policy and procedures to the: Executive Officer.

If a person does not feel comfortable making a report to the Executive Officer, or the report is about that person, they must report their concern directly to the: **Zionist Federation of Australia (ZFA) Chairperson.**

An Incident Report Form should be completed as soon as possible following an incident by our people and shlichim and signed off by the Executive Officer. Reports must include:

- details of the person/s involved
- date, time, location of the incident/disclosure/allegation
- incident type and how incurred
- what was said, and relevant factual information without assumptions (where possible, noting the exact words used by the person making the allegation / disclosure)
- actions taken including treatment

Where appropriate, details of the incident should also be recorded in the child / young persons file.

2. The Executive Officer is responsible for:

- ensuring the immediate response was sufficient and take any further action needed
- assessing and categorising the incident / breach of policy as Minor, Moderate or Critical. Definitions to be found in Appendix 3.
- ensuring an Incident Report Form is completed fully and logged on the Incident Register;
- notifying **Zionist Federation of Australia (ZFA) Chairperson** where required
- providing confirmation to the reporter that all required steps have been completed to manage the incident as necessary. Where appropriate, the reporter should continue to be updated as the incident is further managed, until closed off, whilst maintaining privacy and confidentiality obligations.



3. Moderate incidents and critical incidents must be reported to the Executive Officer immediately. In the case of critical incidents, the Executive Officer may establish a Critical Incident Response Team composed of the executive team. The Critical Incident Response Team's role is to ensure that immediate responses are coordinated and effective and to deploy resources to support this end. The Critical Incident Response Team is a central point for supporting responses to incidents and in managing and collecting information on incidents.

External reporting requirements

In addition to our internal reporting process, our organisation has external reporting requirements to fulfil, including legal reporting obligations. The AZYC operates within Victoria, New South Wales, Queensland, South Australia, Western Australia, and the ACT. External reporting requirements will differ according to state based legislation and regulation. Please see the appendix section of this policy for state based legislation and external reporting requirements. It is the responsibility of the State Rosh of each youth movement to be aware of any legal external reporting requirements.

External reporting may include reports to the Police, child protection authorities, other relevant government bodies including any professional bodies and / or accreditation/regulatory bodies. All incidents that require external authority notification must be reported to the Executive Officer. External notifications required by organisational policy and governing legislation must be initiated by the Executive Officer.

Mandatory reporting

Mandatory reporting requirements are the legal obligations of specified professionals to report incidence of child abuse and /or neglect where they have reasonable belief that abuse has, or is likely to, occur.

Please refer to the appendix section for each state based mandatory reporting requirements.

If the incident meets mandatory reporting thresholds or if unsure, our people and shlichim within our organisation who are Mandatory Reporters must, as soon as practicable and before the end of the program/activity, notify the prescribed child protection authority of their suspicion



and its basis. Incidents involving personnel within our organisation or others (i.e., family members) must be reported to child protection authorities.

The above does not preclude other non-mandated individuals from making a report to the child protection authority or the police if they have reasonable concerns for the safety and wellbeing of a child.

Criminal Offences under Mandatory Reporting

It is a criminal offence for a mandated reporter to fail to report abuse where they have a reasonable belief that abuse has, or is likely to, occur.

Reportable Conduct

Youth Movements that operate within Victoria, NSW, WA and ACT must adhere to the Reportable Conduct Schemes within those states.

Reportable Conduct legally requires AZYC Youth Movements to notify their prescribed reportable conduct authority if there is an allegation of 'reportable conduct' made against any of our people and shlichim, including all employees, volunteers, leadership and contractors.

Reportable conduct refers to the mistreatment of a child or young person, or misconduct by personnel within our organisation, which breaches the Safeguarding children and Young People Policy and / or Code of Conduct. This includes, but is not limited to, a sexual offence, sexual misconduct, physical violence, neglect, and behaviour that causes significant emotional or psychological harm to a child

Under legislation, the Executive Officer is the person who is primarily responsible for our organisation's compliance with the Reportable Conduct Scheme. Where there is an allegation involving a member of our organization's personnel, the matter must be reported to the Executive Officer immediately. Where the Executive Officer is implicated in the allegation the report should be made to the Zionist Federation Australia CEO. The Executive Officer will consider if such conduct contravenes the Safeguarding children and Young People Policy and / or Code of Conduct and act in accordance with the Scheme, this policy and our organisation's Incident Management Policy.



For State-based Reportable Conduct legal requirements for Victoria, NSW and ACT please see the Appendix section of this policy. It is the responsibility of the state Rosh of each Youth Movement to be aware and understand their legal Reportable Conduct requirements. This is not applicable for Youth Movements located in Queensland and South Australia.

Reporting to the Australian Childhood Foundation (ACF)

As a Safeguarding children Accredited organisation by the ACF, reports must be made to ACF by completing the Child Abuse Incident- ACF Report Form as follows:

- All critical incidents to be verbally reported to ACF within 24 hours; and
- Any allegations of child abuse or neglect, that involves our people and shlichim within 28 days of the incident in accordance with the requirements of the Safeguarding children Program.

Reports to the ACF will be made by our Executive Officer.

4.3 Sharing of Information

Confidentiality and Privacy

Our organisation maintains the confidentiality and privacy of all concerned (including the alleged perpetrator), except if doing so would compromise the safety or wellbeing of the child or young person and/or investigation of the allegation, or other reporting legislative requirements (such as, but not limited to, mandatory reporting/criminal offence/reportable conduct scheme).

After an incident has been reported and where appropriate, the information sharing process with child/ young person, their families and involved youth movement leaders and shlichim (or other AZYC personnel) will begin as soon as reasonably possible. The process will be adapted to fit child/ young person, family and, our people and shlichim needs, the requirements of any investigation processes, and any relevant confidentiality, privacy and employment law obligations.

Where appropriate to the circumstances and nature of the report, information will be provided to the child and family about:

- What was done to respond to the report/complaint including any investigation
- The decision or finding, including the main evidence that was obtained or unable to be obtained, and reasons why this decision was made
- Action taken, or that will be taken, to address the report/complaint, including by whom and when

The family will be provided with regular progress updates even where limited information can be provided.

Where police and/or child protection are involved, our organisation will provide the authorities with information about the incident to assist them in their investigations.

Where our people and shlichim are involved in breaches of Code of Conduct or Safeguarding children and Young People Policy, the Executive Officer will advise on internal communications regarding action taken, if appropriate.

Where an allegation about the conduct of our people and shlichim is received from a child, young person, parent/caregiver or other member of the community the allegation will be dealt with in a confidential manner that is respectful to both complainant and respondent. Reasonable steps will be taken to protect our people and shlichim information from loss, unauthorised access, use, disclosure or any other misuse during the complaint-handling and investigation process. However, the organisation cannot give an assurance of absolute confidentiality, given statutory obligations and principles of natural justice.

If the incident has reached the threshold to report to external agencies, our organisation will consult with the relevant child protection authority / police to determine what information can be shared with parents / caregivers. This can include;

- Not contacting the parents / caregivers in circumstances where they have alleged to have been engaged in the abuse, or, the child is a mature minor and does not wish their parent/caregiver to be contacted.
- To contact the parents / caregivers and provide agreed information as soon as possible.

Police and/or child protection will be consulted about the disclosing of information to child/ young person, their/ families and our people and shlichim.

The decision to share information will consider:

- whether the ongoing safety of those involved in or impacted by the incident is compromised by the sharing or non-sharing of information
- the advice of police and child protection (care will be taken not to compromise their investigations)
- Relevant privacy legislation and information-sharing provisions (where provisions for the responsible exchange of information between relevant parties to promote child safety)
- the rights of those impacted by the incident to privacy, confidentiality, procedural fairness and a presumption of innocence in accordance with organisational policies and employment law, and
- the need (of those potentially impacted by the incident) to know of the incident

4.4 Supporting

It is important to address the support needs of those impacted by the incident including considerations of cultural safety for:

- the child/young person and their family (this includes any specific support needs for those from an Aboriginal and Torres Strait Islander; Culturally and Linguistically Diverse; or person with a disability background; LGBTQI+, or a child or young person who is unable to live at home);
- other children or young people as witnesses to incident
- our people and shlichim who witness and/or reported the incident
- our people and shlichim against whom a complaint is made, for example, offering professional counselling
- our people and shlichim impacted by the incident

It is further important to make clear to all other youth movement leaders and shlichim (or other personnel) who are aware of the incident that:

- any allegation does not mean the person is guilty, and that the allegation will be properly investigated and will include the right to 'procedural fairness'



- they are not to discuss the matter with any person, except as directed by police, child protection authorities and/or our Executive Officer and only in direct relation to investigation of the allegation.

5. Records and Documentation

All Incident Report Forms will be recorded on the Incident Register and are reviewed twice a year by the Executive Officer to ensure the effectiveness of actions taken and to identify areas for improvement.

Our Executive Officer will oversee the administration of completed Incident Report Form and any other documentation relating to the allegation and subsequent action.

To prevent access by unauthorised persons, our organisation stores any documentation associated with an allegation of abuse or neglect of a child or young person and breaches of policy by having:

- hard-copy documentation stored in a locked filing cabinet (or similar)
- electronic documentation stored in a password-protected folder (or similar).

We maintain and regularly monitor records of Incident Reports as part of our Incident Management processes to ensure that they are responded to effectively in accordance with this policy and that requirements for reporting to external authorities are complied with. These records will inform reviews of the policy as detailed in section 7.

6. Communication and Training

We communicate our Reporting policy and its requirements to children, young people and their families and our people and shlichim .

Our organisation ensures all incoming youth movement leaders, shlichim, volunteers, employees and leadership are informed and supported to understand our organisations safeguarding children and young people policies and procedures, paying particular attention to the practices detailed in this code of conduct.



Copies of this Reporting policy and our organisation's Safeguarding children and Young People Policy and Code of Conduct are provided directly to our people and shlichim, they are also publicly accessible and available in child-friendly versions.

Our organisation provides training and guidance relating to an individual's safeguarding responsibilities and offers opportunities to seek clarity in relation to the commitments and behavioural expectations set out in our safeguarding policies.

We provide regular ongoing training of our people and shlichim in relation to how keeping children and young people safe will be fulfilled, including training regarding children and young people's rights, voices and participation, cultural safety and humility

7. Monitoring and Review

This document will be reviewed every three years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and Executive Officer. Records are retained to document each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

8. Supporting Resources

Appendix 1 Definitions
Appendix 2 Key Indicators of Abuse
Appendix 3 Categories of Incidents
Appendix 4 Reporting Flow Chart- Four Critical Actions
Appendix 5 Incident Report Form
Appendix 6 Jurisdictional Information

9. Related Policies and documents

- Safeguarding children and Young People Policy



- Code of Conduct
- Incident Management Policy or equivalent

10. Related Frameworks and Legislation

Our Policy complies with relevant legislation and frameworks.

- United Nations Convention on the Rights of the Child
- National Framework for Protecting Australia’s children 2009-2020
- Australian Human Rights Commission National Principles for Child Safe Organisations

11. Roles and Responsibilities

The responsibilities of each role in relation to the development, implementation and compliance of the AZYC Reporting Policy are detailed below;

Position	Responsibility
Board	<ul style="list-style-type: none"> ● Provide oversight and endorsement of this policy ● Receiving incident reports for specified categories of incidents, provide support and advice as appropriate, and utilise data to inform organisation incident and risk management strategies
Executive Officer	<ul style="list-style-type: none"> ● Implement policies and procedures across the organisation ● Ensure our people and shlichim have access to and understand this policy and related procedures ● Ensure our people and shlichim have access to and understand this policy and related procedures ● Reportable Conduct responsibility ● Initiates external reporting ● Receive and manage incident reports ● Assess each situation reported and notify appropriate personnel of the incident as indicated in this policy

Position	Responsibility
	<ul style="list-style-type: none"> Responsible for the response and recovery coordination of an incident Provide support and advice in the application of this policy
National Chairperson	<ul style="list-style-type: none"> Review and update this document and supporting resources in consultation with relevant stakeholders Provide training and advice in the application of policy and procedures Assist with messaging across organisation if required
Youth movement leaders and shlichim	<ul style="list-style-type: none"> Awareness of and compliance with this policy and related procedure. Treat child safety seriously and respond consistently with this policy. Immediately control the situation including liaising with key stakeholders, obtaining and documenting details of the incident Complete incident report form and submit to Executive Officer Youth movement Rosh to be aware and understand state based legislative reporting requirements

Reference	Date approved	Date last amended	Date of next review	Status
				Endorsed by: Approved by:

Appendix 1-Definitions

Term	Definition
Bullying	<p>Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include:</p> <ul style="list-style-type: none"> ● Verbal (name calling, put downs, threats); ● Physical (hitting, punching, kicking, scratching, tripping, spitting); ● Social (ignoring, excluding, ostracising, alienating); and/or ● Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).
Child or young person	A person under the age of eighteen years.
Emotional or psychological abuse	<p>Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviors continue to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development.</p>
Family Violence	<p>Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person's life. Exposure to family violence places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.</p>
Grooming	<p>Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins.</p>

Term	Definition
	<p>The child may be given special attention and what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chat rooms, in social media or by other technological channels.</p>
Harm	<p>Harm to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:</p> <ul style="list-style-type: none"> ● physical, psychological or emotional abuse or neglect; ● sexual abuse or exploitation; ● a single act, omission or circumstance; and ● a series or combination of acts, omissions or circumstances.
National criminal history record check	<p>Involves identifying and releasing any relevant Criminal History Information (CHI) subject to relevant spent convictions/non-disclosure legislation and/or information release policies</p>
Neglect	<p>Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect. The issue of neglect must be considered within the context of resources reasonably available.</p>
Personnel	<p>All who work for the organisation whether in a paid or unpaid capacity, including; employees, casual employees, volunteers, Board and committee members and contractors</p>
Physical abuse	<p>Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of</p>

Term	Definition
	<p>a child. Physically abusive behavior includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, excessive and physically harmful over training, and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury, can also be considered physical abuse if they place a child at risk of being hurt. Physical abuse also includes threats to physically harm.</p>
Reasonable belief	<p>A reasonable belief is more than suspicion. There must be some objective basis for the belief. However, it is not the same as having proof and does not require certainty.</p> <p>For example, a person is likely to have a reasonable belief if they; observed the conduct themselves, heard directly from a child that the conduct occurred, received information from another credible source (including another witness)</p>
Reasonable steps	<p>Personnel may breach duty of care towards a child or young person if they fail to act in the way a reasonable or diligent professional would have acted in the same situation.</p> <p>In relation to suspected child abuse, reasonable steps may include (but are not necessarily limited to): acting on concerns and suspicions of abuse as soon as practicable</p> <p>seeking appropriate advice or consulting with other professionals or agencies when the unsure of what steps to take, reporting the suspected child abuse to appropriate authorities such as Police or Child Protection, arranging counselling and/or other appropriate support for the child, providing ongoing support to the child and sharing information with other personnel who will also be responsible for monitoring and providing ongoing support to the child or young person.</p>
Sexual abuse	<p>Sexual abuse occurs when an adult or a person of authority (e.g. older) involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or</p>

Term	Definition
	intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse.
Sexual exploitation	Sexual exploitation is a form of sexual abuse where offenders use their power, (physical, financial or emotional) over a child or young person, or a false identity, to sexually or emotionally abuse them. It often involves situations and relationships where children and young people receive something (food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money etc.) in return for participating in sexual activities. Sexual exploitation can occur in person or online, and sometimes the child or young person may not even realise they are a victim.

Appendix 2-Key Indicators of Abuse

Abuse	Physical Indicators	Behavioural Indicators
Physical	<ul style="list-style-type: none"> ● unexplained cuts, abrasions, bruising or swelling ● unexplained burns or scalds, cigarette burns ● rope burns or marks on arms, legs, neck, torso ● unexplained fractures, strains or sprains; dislocation of limbs ● recurrent injuries ● bite marks ● mouth and dental injuries ● ear or eye injuries ● disclosure of physical threats being made ● consistent sickness/nausea from potential poisons ● covering themselves with clothes inappropriate to weather conditions 	<ul style="list-style-type: none"> ● avoidance of particular staff, fear of a particular person ● sleep disturbances ● changes in behaviour (e.g. unusual mood swings, uncharacteristic aggression) ● changes in daily routine, changes in appetite ● unusual passivity, withdrawal ● self-harm, suicide attempts ● inappropriate explanations of how injuries occurred ● excessive compliance to staff ● Rough handling
Sexual	<ul style="list-style-type: none"> ● direct or indirect disclosure of abuse or assault ● trauma to the breasts, buttocks, lower abdomen or thighs ● difficulty walking or sitting ● pain or itching in genital and/or anal area; bruising, bleeding or discharge ● self-harm, abuse, suicide attempts ● torn, stained or blood-stained underwear or bedclothes 	<ul style="list-style-type: none"> ● sleep disturbances ● changes in eating patterns ● inappropriate or unusual sexual behaviour or knowledge ● changes in social patterns ● sudden or marked changes in behaviour or temperament ● anxiety attacks, panic attacks, clinical depression ● refusal to attend usual places (e.g. work, school, respite)

Abuse	Physical Indicators	Behavioural Indicators
	<ul style="list-style-type: none"> ● sexually transmitted diseases, pregnancy ● unexplained money or gifts ● recurrent pain on passing urine or faeces 	<ul style="list-style-type: none"> ● going to bed fully clothed ● excessive compliance to staff ● inappropriate or excessive masturbation
Psychological	<ul style="list-style-type: none"> ● speech disorders ● in the case of a child, lags in physical development, failure to thrive ● injuries sustained from self-harm or abuse ● suicide attempts ● anxiety attacks 	<ul style="list-style-type: none"> ● self-harm or self-abusive behaviours ● challenging/extreme behaviours ● excessive compliance to staff ● very low self-esteem, feelings of worthlessness ● clinical depression ● marked decrease in interpersonal skills ● extreme attention-seeking behaviour
Neglect	<ul style="list-style-type: none"> ● physical wasting, unhealthy weight levels ● poor dental health ● food from meals left on face and/or clothes throughout the day ● dirty, unwashed body and/or face, body odour ● person always wearing the same clothes ● ill-fitting and/or unwashed clothes ● person is always over- or underdressed for the weather conditions 	<ul style="list-style-type: none"> ● constant tiredness ● persistent hunger ● unexpectedly poor social/interpersonal skills ● signs of loss of communication and other skills ● staff member, service provider, carer or support person consistently fails to bring the person to appointments, events, activities ● person is persistently denied opportunities to socialise with others in the community

Abuse	Physical Indicators	Behavioural Indicators
	<ul style="list-style-type: none"> ● food is consistently poor quality, insufficient, inedible and/or unappetising ● persistent illnesses without appropriate medical treatment ● suffering persistent infestations such as scabies or headlice ● disclosure of being left alone for long periods of time that are inappropriate to age or maturity 	<ul style="list-style-type: none"> ● excessively clingy or fearful
Family Violence	<ul style="list-style-type: none"> ● eating and sleeping ● difficulties ● concentration problems ● inability to play ● constructively ● clinginess ● defiant behaviour ● rebelliousness ● temper tantrums ● cruelty to pets ● physical abuse of others ● avoidance of peers ● dropping out of school ● academic failure ● delinquency/offending ● eating disorders ● substance misuse ● depression ● suicide ideation 	<ul style="list-style-type: none"> ● fearfulness ● numbing ● increased arousal ● adjustment problems ● developmental delay ● physical complaints ● overly compliant behaviour ● withdrawal ● loss of interest in social activities ● self-harm ● poor school performance ● use of controlling behaviours ● distrust of adults ● violent behaviours ● violence toward a parent/care giver (particularly their mother) ● early pregnancy

Appendix 3- Categories of Incidents

Incident Type	Description	Managed/escalated to
Minor Incident	<p>Events which cause or may cause minor physical stress and or emotional stress to personnel or clients/service users.</p> <p>Near misses and minor breaches of professional standards or AZYC policy (for example the Code of Conduct) that do not compromise the health and safety of clients/service users, including children and our people and shlichim.</p>	<p>Youth movement leaders and shlichim</p> <p>Executive Officer</p>
Moderate Incident	<p>Events which cause or are likely to cause physical stress or emotional distress to personnel or clients/service users.</p> <p>Near misses and criminal behaviour or breaches of professional standards or AZYC policy (for example the Code of Conduct) by our people and shlichim that may compromise the health and safety of children and our people and shlichim.</p>	Executive Officer
Critical Incident	<p>Criminal behaviour, breaches of professional standards or AZYC policy (for example Code of Conduct) by our people and shlichim that cause harm to or significantly compromise the health and safety of including children and our people and shlichim.</p> <p>For Accredited organisations ONLY</p>	Executive Officer, Zionist Federation Australia CEO and Board

Incident Type	Description	Managed/escalated to
	<p>A critical Incident, in relation to a child under the care of the Organisation (whether or not at the relevant time the child is on premises controlled by the Organisation or is otherwise under the physical supervision of the Organisation) includes the occurrence of any of the following events or any similar event:</p> <ul style="list-style-type: none"> a. the child dies and: <ul style="list-style-type: none"> i. abuse or neglect is known or suspected to be a factor in the death; ii. the death is, or appears to be, the result of suicide or accident; iii. the death is, or appears to be, the result of alleged murder, homicide, reckless conduct or an act of violence; or b. the child is under statutory care; <p>a child has not died but has sustained significant harm or is at risk of harm under the categories described in the relevant jurisdictional legislation of abuse and neglect;</p> <ul style="list-style-type: none"> c. ACF notifies the Organisation that a child has been, in the opinion of ACF, subjected to cumulative inaction or wrong action; or d. ACF notifies the Organisation that an incident and or accumulation of incidents has occurred in relation to the child that, in ACF's opinion, gives rise to serious concerns about the adherence by the Organisation, or any employee or contractor of the Organisation, to any part of the Safeguarding children Program 	



Incident Type	Description	Managed/escalated to
	(definition as per the ACF Accreditation Terms and Conditions Contract)	

Appendix 4 - Incident Report Form

This form must be used to record details of any:

- Incidents, allegations, disclosures or reasonable concerns in relation to abuse or neglect of a child or young person, either by personnel within our organisation or by others
- breaches or actions of other personnel within our organisation that contravene our policies and procedures, such as outlined in our Code of Conduct

Child / Young Persons Name:			
Program:			
Date of incident:		Site/location where incident occurred:	
Person making Report:		Role & relationship to child:	
Type of incident (tick all that apply):			
<input type="checkbox"/>	Suspicion or allegation of abuse or neglect of child/young person	<input type="checkbox"/>	Breaches of Code of Conduct
<input type="checkbox"/>	Suspicion of potential harm to a child/young person	<input type="checkbox"/>	Breach of Safeguarding children or reporting policy
<input type="checkbox"/>	A critical incident as defined in the Incident Management policy	<input type="checkbox"/>	Potential abuse by or criminal matters involving an employee

Details of the child / young person affected by the incident

[A Separate Incident Report Form should be completed for each child]

Full name			
Date of birth		Gender	
Any accessibility, communication, medical or cultural requirements			
Parent/care giver name			



Parent/care giver contact/s phone	(Home) (Mobile)	(Work)
parent/care giver address		
Any known parent / care giver accessibility, communication, medical or cultural requirements		

Details of other persons involved

Other children and Young People	
Were there other children present? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide their details below:	
Name	
Has a separate incident report form been completed for this child/young person? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, please provide a reason as to why:	

Alleged perpetrator(s) details:	
Name – if known.	
Connection with the child – if known	
Any other relevant factors:	

Witness Details	
Were there any other witnesses to the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide their details below:	
Full name	
Involvement as witness	
Contact phone number	
Full name	



Involvement as witness	
Contact phone number	
Any accessibility, communication, medical or cultural requirements	

Details of incident

(Please describe in as much factual details as possible the incident including; the events which lead up to the incident, sighted injury or other indicators of abuse, conversations with the child, alleged perpetrator/s behaviour)

Action undertaken (if any):

To ensure the safety of child/young person:	
To address the support needs of the child / young person and their family:	
To address the support needs of the alleged perpetrator:	
To address the support needs of other personnel involved:	



Other children/young people involved	
Any others involved?	

Incident response

Please tick who of the following have been informed of this incident:	
Externally	Police <input type="checkbox"/> Child Protection <input type="checkbox"/> Ambulance <input type="checkbox"/> Doctor <input type="checkbox"/> Family / Care Giver <input type="checkbox"/> Reportable Conduct Authority <input type="checkbox"/> Working with children Check Authority <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____
Internally	Full Name of Incident Reporter: Position / title: Contact details of Reporter: Date and time of Report:

Police

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			
Engagement Number:			

Child Protection authorities

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			
Engagement Number:			



Reportable Conduct authorities

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			
Engagement Number:			

Parent / Care Giver

Has the [x insert parent/care giver x] been informed of the incident: Yes <input type="checkbox"/> No <input type="checkbox"/> (If appropriate) has the [x insert parent/care giver x] been informed the authorities being notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide relevant details of conversations:	<i>E.g. (information provided, reactions, concerns and admissions)</i>
If no, please explain why:	

Please provide details of which manager/s or other personnel have been informed of the incident?	
Full name:	
Position / title:	
Date and time informed:	
Full name	
Position / title:	
Date and time informed:	



Additional comments / including other Reporting bodies, (e.g., ACF, ACECQA, Education authorities, Case Worker)

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Acknowledgement of form completion

I have completed this form to the best of my knowledge and ability			
Name		Position	
Signed		Date	

Supervisor

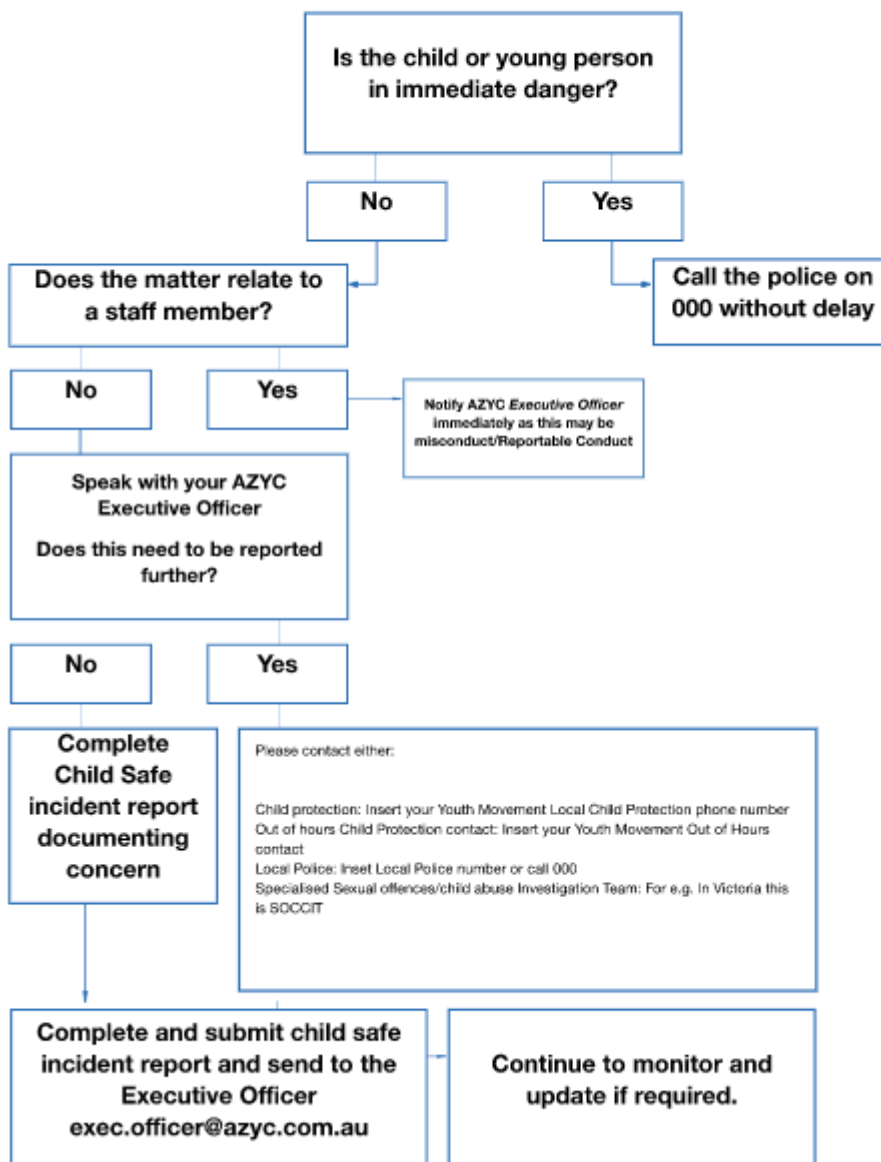
I have checked that all sections of this form are complete			
Name		Position	
Signed		Date	

Privacy Disclaimer:

The x AZYC acknowledges and respects the privacy of all its employees, volunteers, contractors and patrons. The information being collected is for the purposes of obtaining details of and assessing the incident in question. Information disclosed on this form may be passed on to the appropriate authorities, as required. By signing this form, you have consented to this information being collected, used and disclosed for the purposes it intended. You have the right to access and alter personal information concerning yourself in accordance with the Commonwealth Privacy Act (amended 2001)

Appendix 6 - Reporting Flowchart Example

If you have concerns about the safety of a child or young person:



Appendix 7 - Jurisdictional Information

Australian Capital Territory

1. ACT Related Legislation Table

<p><u>Australian Capital Territory</u></p>	<p><i>children and Young People Act 2008 (ACT)</i></p>	<p><i>Adoption Act 1993 (ACT)</i> <i>children and Young People Act (ACT Childcare Services) Standards 2009 (No. 1)</i> <i>children and Young People (Employment) Standards 2011 (No. 1)</i> <i>Crimes (Child Sex Offenders) Act 2005 (ACT)</i> <i>Family Violence Act 2016 (ACT)</i> <i>Ombudsman Act 1989 (ACT)</i> <i>Working with Vulnerable People (Background Checking) Act 2011 (ACT)</i></p>
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2. Mandatory Reporting Guidance Resource

Mandatory reporting laws require specified people to report suspected abuse and neglect to government child protection services in Australia.

Australian Capital Territory mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Section 356 of the <i>children and Young People Act 2008 (ACT)</i>
Who is mandated to report?	A person who is: a doctor; a dentist; a nurse; an enrolled nurse; a midwife; a psychologist; a teacher at a school; a person authorised to inspect education programs, materials or other records used for home education of a child or young person under the <i>Education Act 2004</i> ; a police officer; a person employed to counsel <i>children</i> or young people at a school; a person caring for a child at a child care centre; a person coordinating or monitoring home-based care for a family day care scheme proprietor; a public servant who, in the course of employment as a public servant, works with, or provides services personally to <i>children</i> and young people or families; the public advocate; an official visitor; a minister of religion, religious leader or member of the clergy of a church or religious denomination; a person who, in the course of the person's employment, has contact with or provides services to <i>children</i> , young people and their families and is prescribed by regulation.
What must be reported?	A belief, on reasonable grounds, that a child or young person has experienced or is experiencing sexual abuse or non-accidental physical injury; and the reasons for the belief arise from information obtained by the person during the course of, or because of, the person's work (whether paid or unpaid)
Abuse and neglect types that must be reported	Physical abuse Sexual abuse

For immediate help

- To report concerns that are life threatening, ring ACT Police: 000
- To report concerns about the safety of a child contact Care and Protection Services; General Public line: 1300 556 729
Mandated Reporters Line: 1300 556 728



Online: For less serious concerns, [complete an online child concern report](#).

Email: For less serious concerns, [contact Child Protection Reports\(link sends e-mail\)](#)

Care and Protection Services is open 24 hours a day, 7 days a week

3. Working with *children*

Jurisdiction	Principal act	Type of program:
ACT	<p><i>Working with Vulnerable People (Background Checking) Act 2011</i></p>	<p>The ACT Working With Vulnerable People Background Check requires that individuals engaging in regulated activities or services, including where these are provided to <i>children</i>, must be registered. A statutory Screening Unit within the Office of Regulatory Services, Justice and Community Safety Directorate is responsible for applications for registration. There are three types of registration administered to individuals: general registration, which is transferable across all roles and organisations; role-based registration; and conditional registration.</p> <p>People aged 16 years and over who have contact with vulnerable people while engaging in regulated activities and services require a WWVP Check Individuals are responsible for their own application through Access Canberra.</p> <p>Organisations should keep a record of registration details for each worker and set reminders for registration expiry to ensure workers do not continue work without a valid WWVP registration. Evidence of WWVP registration is</p>

Jurisdiction	Principal act	Type of program:
		required and any restrictions upon the employee card should be adhered to Valid for: 3 years

In ACT it is an offence for an employer to knowingly engage a child-related worker, volunteer or contractor who does not hold a With Vulnerable People Background Check (or equivalent) or who has a bar.

Personnel who are engaged with our organisation in a child-related work are required to:

- Hold and maintain a valid Working with Vulnerable People registration (or equivalent).;
- Not engage in child-related work at any time that they are subjected to an interim bar or a bar; and
- Report to the Head of Relevant Entity if they are no longer eligible for With Vulnerable People Background Check (or equivalent), the status of their With Vulnerable People Background Check (or equivalent) changes or are notified by the administering body that they are subject of risk assessment

For more information visit the [ACT website](#)

4. Reportable Conduct Scheme

Reportable conduct is defined as;

- a sexual offence with or in the presence of a child,
- sexual misconduct with, or in the presence of a child,
- ill-treatment of a child,
- neglect of a child,
- an assault against a child, or,
- behaviour that causes significant emotional or psychological harm to a child.



The reportable conduct scheme monitors how organisations manage allegations made against personnel. Specific organisations, agencies or bodies have obligations under the reportable conduct scheme, dependent on States or Territories.

For more information on ACT Reportable Conduct Scheme see;
<https://www.ombudsman.act.gov.au/improving-the-act/reportable-conduct>

5. Failure to Report

Personnel within organisations have a moral obligation to report child abuse. In certain States and Territories, failing to prevent child abuse or concealing child abuse behaviour that causes emotional or psychological harm and may fall under the reportable conduct scheme and result in legal implications.

New South Wales

1. NSW Related Legislation Table

<u>New South Wales</u>	<i>children and Young Persons (Care and Protection) Act 1998 (NSW)</i>	<i>Adoption Act 2000 (NSW)</i> <i>Advocate for children and Young People Act 2014 (NSW)</i> <i>Child Protection (International Measures) Act 2006 (NSW)</i> <i>Child Protection (Offenders Prohibition Orders) Act 2004 (NSW)</i> <i>Child Protection (Offenders Registration) Act 2000 (NSW)</i> <i>Child Protection (Working with children) Act 2012 (NSW)</i> <i>Crimes (Domestic and Personal Violence) Act 2007 (NSW)</i> <i>Industrial Relations (Child Employment) Act 2006 (NSW)</i> <i>Ombudsman Act 1974 (NSW)</i> <i>Young Offenders Act 1997 (NSW)</i> <i>children's Guardian Act 2019 (NSW)</i>
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2. Mandatory Reporting Guidance Resource

Mandatory reporting laws require specified people to report suspected abuse and neglect to government child protection services in Australia.

New South Wales' mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Sections 23 and 27 of the <i>children and Young Persons (Care and Protection) Act 1998 (NSW)</i>
Who is mandated to report?	A person who, in the course of his or her professional work, or other paid employment, delivers health care, welfare, education, <i>children's</i>

Legal provisions	Sections 23 and 27 of the <i>children and Young Persons (Care and Protection) Act 1998 (NSW)</i>
	<p>services, residential services or law enforcement, wholly or partly, to <i>children</i>.</p> <p>A person who holds a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, <i>children's</i> services, residential services or law enforcement, wholly or partly, to <i>children</i>.</p> <p>A person in religious ministry, or a person providing religion-based activities to <i>children</i>.</p> <p>A registered psychologist providing a professional service as a psychologist.</p> <p>Note: <i>children's</i> services means either or both of the following (subject to the regulations): (a) an education and care service within the meaning of the <i>children</i> (Education and Care Services) National Law (NSW); (b) a State regulated education and care service within the meaning of the <i>children</i> (Education and Care Services) Supplementary Provisions Act 2011.</p>
What must be reported?	Suspicion on reasonable grounds, obtained during the course of or from the person's work, that a child is at risk of significant harm because of the presence to a significant extent of circumstances of: neglect, physical abuse, sexual abuse, psychological abuse, risk of harm through exposure to domestic violence, and failure to engage with services after a pre-natal report.
Abuse and types of neglect that must be reported	<ul style="list-style-type: none"> ● Physical abuse ● Sexual abuse ● Emotional/psychological abuse ● Neglect ● Exposure to domestic violence



For immediate help

- To report concerns that are life threatening, ring NSW Police: 000
- To report concerns about the safety of a child contact the Child Protection Helpline 13 2111 (NSW)
- [For interstate child protection reporting](#)
- If you are calling from an international number call: +61 2 9765 5117.

The Helpline is open 24 hours a day, 7 days a week

3. Working with children

Jurisdiction	Principal act	Type of program:
NSW	<p><i>Child Protection (Working With children) Amendment (Statutory Review) Act 2018 (NSW)</i></p>	<p>Individuals are responsible for their own application for certification and are also legally required to update their contact details, including any name or address changes within three months.</p> <p>Employers must verify that their workers or volunteers who work with <i>children</i> have had a check or applied for one.</p> <p>Employers operating within a child-related industry are required to register online with the NSW Office of the <i>children's</i> Guardian (OCG) and are required to subsequently conduct online verification of new paid employees' clearance.</p> <p>Existing paid workers and all volunteers (new and current) also need to have their clearance validated online.</p> <p>Parent volunteers attending overnight <i>children's</i> camps are required to have a WWCC.</p> <p>NGOs are required to provide information relevant to an assessment of whether a person poses a risk to the safety of <i>children</i> in response to a request from the OCG.</p> <p>Valid for: 5 years</p>

In NSW it is an offence for an employer to knowingly engage a child-related worker, volunteer or contractor who does not hold a Working with children Check Clearance (or equivalent) or who has a bar.

Personnel who are engaged with our organisation in a child-related work are required to:

- Hold and maintain a valid Working with children Check clearance (or equivalent);
- Not engage in child-related work at any time that they are subjected to an interim bar or a bar;

- Report to the Head of Relevant Entity if they are no longer eligible for Working with children Check clearance (or equivalent), the status of their Working with children Check clearance (or equivalent) changes or are notified by the administering body that they are subject of risk assessment; and
- Notify the administering body of any changes to their personal details within 3 months of the change occurring. Failure to do so may result in a fine.

For more information visit the [NSW website](#)

4. Reportable Conduct Scheme

Reportable conduct is defined as;

- a sexual offence with or in the presence of a child,
- sexual misconduct with, or in the presence of a child,
- ill-treatment of a child,
- neglect of a child,
- an assault against a child, or,
- behaviour that causes significant emotional or psychological harm to a child.

The reportable conduct scheme monitors how organisations manage allegations made against personnel. Specific organisations, agencies or bodies have obligations under the reportable conduct scheme, dependent on States or Territories.

For more information on NSW Reportable Conduct Scheme see;

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/reportable-conduct-scheme>

5. Failure to Report

Personnel within organisations have a moral obligation to report child abuse. In certain States and Territories, failing to prevent child abuse or concealing child abuse behaviour that causes emotional or psychological harm and may fall under the reportable conduct scheme and result in legal implications.



6. Failure to Protect

In NSW, failure to protect is an offense where;

- personnel believe there is a significant risk of harm to children (under the age of 18) by other personnel in the organisation;
- they are in a position of authority to remove or reduce that risk; and
- they fail to do so.

Failure to protect may result in legal implications, including imprisonment

Queensland

1. QLD Related Legislation Table

Queensland	<p><i>Child Protection Act 1999 (Qld)</i></p>	<p><i>Adoption Act 2009 (Qld)</i> <i>Child Employment Act 2006 (Qld)</i> Child Protection and Education Legislation (Reporting of Abuse) Amendment Bill 2017 <i>Child Protection (International Measures) Act 2003 (Qld)</i> Child Protection (Offender Reporting) and Other Legislation Amendment Bill 2017 (Qld) <i>Child Protection Reform Amendment Act 2017 (Qld)</i> <i>Child Protection Reform Amendment Act 2014 (Qld)</i> <i>Commission for children and Young People and Child Guardian Act 2000 (Qld)</i> <i>Director of Child Protection Litigation Act 2016 (Qld)</i> <i>Domestic and Family Violence Protection Act 2012 (Qld)</i> <i>Education and Care Services Act 2013 (Qld)</i> <i>Education (General Provisions) Act 2006 (Qld)</i> <i>Family and Child Commission Act 2014 (Qld)</i> <i>Family Responsibilities Commission Act 2008 (Qld)</i> <i>Guardianship and Administration Act 2000 (Qld)</i> <i>Ombudsman Act 2001 (Qld)</i> <i>Police Powers and Responsibilities Act 2000 (Qld)</i> <i>Public Guardian Act 2014 (Qld)</i> <i>Public Health Act 2005 (Qld)</i> <i>Working with children (Risk Management and Screening) Act 2000 (Qld)</i> <i>Youth Justice Act 1992 (Qld)</i></p>
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2. Mandatory Reporting Guidance Resource

Mandatory reporting laws require specified people to report suspected abuse and neglect to government child protection services in Australia.

Queensland mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Part 1AA, section 13F of the <i>Child Protection Act</i> 1999 (Qld)	Part 1AA, section 13E of the <i>Child Protection Act</i> 1999 (Qld)	Sections 364, 365, 365A, 366, 366A of the <i>Education (General Provisions) Act</i> 2006 (Qld)
Who is mandated to report?	An authorised officer, a public service employee employed in the department, a person employed in a departmental care service or licensed care service	Doctors; registered nurses; teachers; a police officer who, under a direction given by the commissioner of the police service under the <i>Police Service Administration Act</i> 1990, is responsible for reporting under this section; a person engaged to perform a child advocate function under the <i>Public Guardian Act</i> 2014; early childhood education and care professionals.	School staff
What must be reported?	A reasonable suspicion that a child in care (a child placed in the care of an entity conducting a departmental care service or a licensee)	A reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering, significant harm caused by	Awareness or reasonable suspicion that a child has been or is likely to be sexually abused; and the suspicion is formed in the course of the person's employment

Legal provisions	Part 1AA, section 13F of the <i>Child Protection Act</i> 1999 (Qld)	Part 1AA, section 13E of the <i>Child Protection Act</i> 1999 (Qld)	Sections 364, 365, 365A, 366, 366A of the <i>Education (General Provisions) Act</i> 2006 (Qld)
	has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse	physical or sexual abuse; and may not have a parent able and willing to protect the child from the harm	
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> Physical abuse Sexual abuse 	<ul style="list-style-type: none"> Physical abuse Sexual abuse 	<ul style="list-style-type: none"> Sexual abuse

For immediate help

- To report concerns that are life threatening, ring QLD Police: 000
- To report concerns about the safety of a child contact the Child Safety Service Centres: [Regional Intake Services](#)
- Out Of Hours Service Centre- 1800 177 135 or (07) 3235 9999

3. Working with children

Jurisdiction	Principal act	Type of program:
QLD	<i>Working with children (Risk Management)</i>	Individuals are required to apply for a WWCC, known as a 'Blue Card' in Queensland. Blue Cards allow individuals to engage in child-related occupations/volunteering.

	<p><i>and Screening) Act 2000</i></p>	<p>Organisations providing child-related services must also have policies and procedures in place to identify and minimise the risk of harm to children.</p> <p>Individuals are responsible for their own application for a Blue Card and are also legally required to update their contact details, including any name or address changes.</p> <p>Employers must verify that their workers or volunteers who work with children hold a valid Blue Card before commencement of work with children.</p> <p>Organisations which fall within a category of regulated business in the Working with children (Risk Management and Screening) Act 2000, must hold a blue card or an exemption card.</p> <p>These policies and procedures are monitored by the Public Safety Business Agency.</p> <p>Valid for: 3 years</p>
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In QLD it is an offence for an employer to knowingly engage a child-related worker, volunteer or contractor who does not hold a valid Blue Card or exemption card.

Personnel who are engaged with our organisation in a child-related work are required to:

- Hold and maintain a valid Blue Card or exemption card;
- Not engage in child-related work at any time that they are subjected to an interim bar or a bar;
- Advise if role with children has moved from volunteer to regulated employee or regulated business;
- Report to the Head of Relevant Entity if they are no longer eligible for Blue Card clearance (or equivalent), the status of their Blue Card clearance (or equivalent) changes or are notified by the administering body that they are subject of risk assessment; and
- Notify the administering body of any changes to their personal details within 14 days of the change occurring. Failure to do so may result in a fine.

For more information visit the [QLD website](#)



4. Reportable Conduct Scheme

Reportable conduct is defined as;

- a sexual offence with or in the presence of a child,
- sexual misconduct with, or in the presence of a child,
- ill-treatment of a child,
- neglect of a child,
- an assault against a child, or,
- behaviour that causes significant emotional or psychological harm to a child.

The reportable conduct scheme monitors how organisations manage allegations made against personnel. Specific organisations, agencies or bodies have obligations under the reportable conduct scheme, dependent on States or Territories.

Currently Queensland is not subject to the Reportable Conduct Scheme

5. Failure to Report

Personnel within organisations have a moral obligation to report child abuse. In certain States and Territories, failing to prevent child abuse or concealing child abuse behaviour that causes emotional or psychological harm and may fall under the reportable conduct scheme and result in legal implications.

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South Australia

1. SA Related Legislation Table

<u>South lia</u>	<p><i>children and Young People (Safety) Act 2017 (SA)</i></p> <p><i>Child Safety (Prohibited Persons) Act 2016 (SA)</i></p>	<p><i>Adoption Act 1988 (SA)</i></p> <p><i>Child Protection Review (Powers and Immunities) Act 2002 (SA)</i></p> <p><i>Child Safety (Prohibited Persons) Act 2016 (SA)</i></p> <p><i>Child Sex Offenders Registration Act 2006 (SA)</i></p> <p><i>children and Young People (Oversight and Advocacy Bodies) Act 2016 (SA)</i></p> <p><i>children and Young People (Safety) Bill 2017 (SA)</i></p> <p><i>children’s Protection (Miscellaneous) Amendment Act 2005 (SA)</i></p> <p><i>Domestic Violence Act 1994 (SA)</i></p> <p><i>Family and Community Services Act 1972 (SA)</i></p> <p><i>Young Offenders Act 1994 (SA)</i></p>
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2. Mandatory Reporting Guidance Resource

Mandatory reporting laws require specified people to report suspected abuse and neglect to government child protection services in Australia.

South Australia mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Sections 17, 18, 30 and 31 of the <i>children and Young People (Safety) Act 2017 (SA)</i>
Who is mandated to report?	Medical practitioners; pharmacists; registered or enrolled nurses; dentists; psychologists; police officers; community corrections officers under the <i>Correctional Services Act 1982</i> ; social workers; ministers of religion; employees of, or volunteers in, an organisation formed for religious or spiritual purposes; teachers employed as such in a school (within the meaning of the <i>Education and Early Childhood Services (Registration and Standards) Act 2011</i>) or a preschool or kindergarten; employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children and young people, being a person who - (i) provides such services directly to children and young people; or (ii) holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people
What must be reported?	Reasonable grounds to suspect a child or young person is, or may be, at risk; and the suspicion was formed in the course of the person's employment
Abuse and neglect types that must be reported	Harm and risk of harm, including: <ul style="list-style-type: none"> ● Physical abuse ● Sexual abuse ● Mental or emotional abuse ● Neglect

For immediate help

- To report concerns that are life threatening, ring SA Police: 000
- To report concerns about the safety of a child contact the Child Abuse Report Line; 13 14 78
- Less serious concerns can also be reported online.

3. Working with children

Jurisdiction	Principal act	Type of program:
SA	<p><i>The Child Safety (Prohibited Persons) Act 2016 (SA)</i></p>	<p>The South Australian system is an employer-driven system requiring employers and responsible authorities to obtain National Police Checks and conduct wider child-related employment screening for those engaging in child-related occupations/volunteering.</p> <p>The Working with children Check applies to people aged 14 and over.</p> <p>Check applications can be started by an individual or by an organisation on behalf of their employees or volunteers. Sole-traders, contractors and self-employed people are considered organisations, too.</p> <p>Prescribed positions are defined as: involving regular contact with children or work in close proximity with children on a regular basis, unless the contact or work is directly supervised at all times; roles supervising or managing persons in such positions; roles with access to records relating to children; or roles engaged in any other function prescribed by regulation.</p> <p>Organisations need to register with the Screening Unit before completing any applications. Employers must ensure that assessments are undertaken at least once every three years. Renewal applications must be sent when an applicant has six months or less on their current clearance.</p> <p>Valid for: 3 Years</p>

In SA, organisations are legally obligated to ensure employees and volunteers have clear and valid working with children checks before they engage with the organisation.



Employers must ensure that all employees working with children checks are current.

Organisations must contact the DHS if they become aware of any criminal activity relating to the employee or volunteer which impact the validity of their working with children check.

For more information visit the [SA website](#)

4. Reportable Conduct Scheme

Reportable conduct is defined as;

- a sexual offence with or in the presence of a child,
- sexual misconduct with, or in the presence of a child,
- ill-treatment of a child,
- neglect of a child,
- an assault against a child, or,
- behaviour that causes significant emotional or psychological harm to a child.

The reportable conduct scheme monitors how organisations manage allegations made against personnel. Specific organisations, agencies or bodies have obligations under the reportable conduct scheme, dependent on States or Territories.

Currently South Australia is not subject to the Reportable Conduct Scheme

5. Failure to Report

Personnel within organisations have a moral obligation to report child abuse. In certain States and Territories, failing to prevent child abuse or concealing child abuse behaviour that causes emotional or psychological harm and may fall under the reportable conduct scheme and result in legal implications.

Victoria

1. Victoria Legislation Table

Victoria	<i>children, Youth and Families Act 2005 (Vic.)</i>	<p>Adoption Act 1984 (Vic.)</p> <p>Child Employment Act 2003 (Vic.)</p> <p>Child Wellbeing and Safety Act 2005 (Vic.)</p> <p>children and Justice Legislation Amendment (Youth Justice Reform) Act 2017 (Vic.)</p> <p>Commission for children and Young People Act 2012 (Vic.)</p> <p>Family Violence Protection Act 2008 (Vic.)</p> <p>Sex Offenders Registration Act 2004 (Vic.)</p> <p>The Worker Screening Act 2020 (Vic.)</p>
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2. Mandatory Reporting Guidance Resource

Mandatory reporting laws require specified people to report suspected abuse and neglect to government child protection services in Australia.

In Victoria, under the *children, Youth and Families Act 2005*, mandatory reporters must make a report to child protection if, in the course of practicing their profession, or carrying out their duties, they form a belief on reasonable grounds that a child or young person is in need of protection and their parents/caregivers are unable or unwilling to protect the child/young person.

Victoria's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Sections 182(1), 184 and 162(1)(c)-(d) of the <i>children, Youth and Families Act 2005 (Vic.)</i>
Who is mandated to report?	Registered medical practitioners, nurses, midwives, a person registered as a teacher or an early childhood teacher under the <i>Education and Training Reform Act 2006</i> or teachers granted permission to teach under that Act; principals of government or non-government schools within the meaning of the <i>Education and Training Reform Act 2006</i> ; police officers, a person in religious ministry, out-of-home care workers (excluding voluntary foster and kinship carers), early childhood workers, youth justice workers and registered psychologists.
What must be reported?	Belief on reasonable grounds that a child is in need of protection on a ground referred to in section 162(1)(c) or 162(1)(d), formed in the course of practising his or her profession or carrying out the duties of his or her office, position or employment as soon as practicable after forming the belief and after each occasion on which he or she becomes aware of any further reasonable grounds for the belief
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> ● Physical injury ● Sexual abuse <p>Note that technically, under s. 162, the duty is limited to instances of physical injury and sexual abuse where 'the child's parents have not protected, or are unlikely to protect, the child from harm of that type'.</p>

For immediate help

- To report concerns that are life threatening, ring Victoria Police: 000
- To report concerns about the immediate safety of a child after hours, call the After-Hours Child Protection Emergency Service: 13 12 78.

To make a report, you should contact the child protection intake service covering the local government area (LGA) where the child normally resides.



Telephone numbers to make a report during business hours (8.45am -5.00pm), Monday to Friday, are listed below.

- North Division intake: 1300 664 977
- South Division intake: 1300 655 795
- East Division intake: 1300 360 391
- West Division intake - metropolitan: 1300 664 977
- West Division intake - rural and regional: 1800 075 599

If you are not sure which number to call, check the [Child Protection Contacts Page](#) for details on the LGAs covered by each intake service.

It is a criminal offence not to report in these circumstances.

3. Working with children

Jurisdiction	Principal act	Type of program:
Vic.	<i>Worker Screening Act 2020 (Vic.)</i>	Individuals are required to apply for a WWCC. The check allows individuals to engage in child-related occupations/volunteering and practical training. Valid for: 5 years.

Legislation on working with children ensures that adults who work with, or care for, children are subject to screening processes to protect children from physical and sexual harms.

To ensure that all employees, and volunteers involved in activities and contact with children and young people are responsible and of sound character and comply with the requirement of the Worker Screening Act 2020.



Any personnel whose duties usually involve or are likely to involve work with children and young people (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Worker Screening Act.

Our organisation is required to:

- Verify online and record the status of each child-related worker's Working with children Check clearance (or equivalent).
- Only employ or engage child-related workers or eligible volunteers who have a valid Working with children/ot and madrichim/ot Check clearance (or equivalent)

It is an offence for an employer to knowingly engage a child-related worker who does not hold a Working with children Check Clearance (or equivalent) or who has a negative notice.

Personnel who are engaged with our organisation in a child-related work are required to:

- Hold and maintain a valid Working with children Check clearance (or equivalent).;
- Not engage in child-related work at any time that they are subjected to an interim negative notice or a negative notice or revoking of Working with children Check;
- Report to the Executive Officer if they are no longer eligible for Working with children Check clearance (or equivalent), the status of their Working with children Check clearance (or equivalent) changes or are notified by the administering body that they are subject of risk assessment; and
- Notify the administering body of any changes to their personal details within 21 days of the change occurring. Failure to do so may result in a fine.

It is an offence for an employee, volunteer, contractor and where identified sub-contractor to engage in child related work when they do not have clearance or if they are subject to a negative notice.

For more information visit the [Victoria website](#)

4. Reportable Conduct Scheme

The Victorian Reportable Conduct Scheme aims to improve how organisations respond to allegations of certain types of misconduct involving children and young people committed by their personnel.

The Reportable Conduct Scheme requires our organisation to notify the Commission for children and Young People (the Commission) if there is an allegation of reportable conduct made against one of its personnel, including employees, casual employees, Board or committee members, contractors, sub-contractors, volunteers or authorised carers

Reportable allegations include;

- Sexual offences committed against, with or in the presence of a child
- Sexual misconduct committed, against, with or in the presence of a child
- Physical violence against, with or in the presence of a child
- Any behaviour that causes significant emotional or psychological harm to a child
- Significant neglect of a child

Under legislation, the Executive Officer is the person who is primarily responsible for our organisation's compliance with the Reportable Conduct Scheme. Where there is an allegation involving a member of our organisation's personnel, the matter must be reported to the Executive Officer immediately. Where the Head of Organisation is implicated in the allegation the report should be made to the Board Chairperson. The Reportable Conduct scheme also enables any person to notify the Commission of a reportable allegation involving the Head of Organisation. This can be done via the Commission for children and Young People website.

Where the allegation meets the criteria for Reportable Conduct the Executive Officer will notify the Commission within 3 business days and an investigation into the allegation will commence. The scheme requires allegations to be notified to the Commission when any person has a reasonable belief that reportable conduct has occurred, even if the head of organisation does not hold that same belief.



The Commission will be provided with periodic updates and the findings and outcome of the investigation. The Commission has the power to appropriately share information regarding substantiated findings with the Working with children Check Unit, relevant regulators, and Victoria Police to better prevent and protect children from abuse, and to determine if the subject of allegation is suitable to continue to work or volunteer with children and young people

<https://ccyp.vic.gov.au/reportable-conduct-scheme/>

5. Failure to Disclose Offence

The Victorian Failure to Disclose Offence requires all adults (18 years and over) who has information that leads them to form a 'reasonable belief' that another adult has sexually offended against a child under 16, to report that information to Victoria Police. If you fail to report to police you may be charged with a criminal offence. There are some circumstances where you may have a 'reasonable excuse' for not disclosing the information.

For more information on Failure to Disclose Offence see;

<https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence>

6. Failure to Protect

The failure to protect offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become the victim of a sexual offence committed by an adult associated with that organisation

In Victoria, failure to protect is an offense where;

- personnel believe there is a significant risk of harm to children (under the age of 18) by other personnel in the organisation;



- they are in a position of authority to remove or reduce that risk; and
- they fail to do so.

As soon as any member of personnel becomes aware of a risk of child sexual abuse, they have the legal duty to take steps to remove or reduce that risk, or to inform someone else who had the authority to do so

Failure to protect may result in legal implications, including imprisonment

For more information on Failure to Protect Offence see:

<https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to>

Western Australia

1. WA Related Legislation Table

<u>Western Australia</u>	<i>children and Community Services Act 2004 (WA)</i>	<i>Adoption Act 1994 (WA)</i> <i>Child Care Services Act 2007 (WA)</i> <i>children and Community Services Act 2004 (WA)</i> <i>Commissioner for children and Young People Act 2006 (WA)</i> <i>Community Protection (Offender Reporting and Registration) Act 2004 (WA)</i> <i>Family Court Act 1997 (WA)</i> <i>Restraining Orders Act 1997 (WA)</i> <i>Working with children (Criminal Record Checking) Act 2004 (WA)</i> <i>Young Offenders Act 1994 (WA)</i>
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2. Mandatory Reporting Guidance Resource

Mandatory reporting laws require specified people to report suspected abuse and neglect to government child protection services in Australia.

Western Australia mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Sections 124A and 124B of the <i>children and Community Services Act 2004 (WA)</i> ²	Sections 5 and 160 of the <i>Family Court Act 1997 (WA)</i>
Who is mandated to report?	Doctors; nurses and midwives; teachers and boarding supervisors; and police officers	The Principal Registrar, a registrar or a deputy registrar; family counsellors; family consultants; family dispute resolution practitioners, arbitrators or legal practitioners

Legal provisions	Sections 124A and 124B of the <i>children and Community Services Act 2004</i> (WA) ²	Sections 5 and 160 of the <i>Family Court Act 1997</i> (WA)
		independently representing the child's interests
What must be reported?	Belief on reasonable grounds that child sexual abuse has occurred or is occurring, where this belief is formed in the course of the person's work, whether paid or unpaid	Reasonable grounds for suspecting that a child has been: abused, or is at risk of being abused; ill-treated, or is at risk of being ill-treated; or exposed or subjected to behaviour that psychologically harms the child
Abuse and neglect types that must be reported	Sexual abuse	<ul style="list-style-type: none"> ● Physical abuse ● Sexual abuse ● Neglect ● Psychological harm including (but not limited to) harm caused by being subjected or exposed to family violence

For immediate help

- To report concerns that are life threatening, ring WA Police: 000
- To report concerns about the safety of a child contact the Central Intake Team; 1800 273 889
- After hours: (08) 9223 1111 or Country Freecall: 1800 199 008
- Online: Mandatory reporters with less serious concerns can use the department's secure [Mandatory Reporting Web System](#)

3. Working with children

Jurisdiction	Principal act	Type of program:
WA	<p><i>Working With children (Criminal Record Checking) Act 2004 (WA)</i></p>	<p>Individuals are required to apply for a WWCC. The check allows individuals to engage in child-related occupations/volunteering.</p> <p>Volunteers who are under 18 years of age do not require a Working With children Check; however, employees under 18 years of age do require a Working With children Check.</p> <p>Employees and volunteers in the following settings are required to obtain a Working With children Check: child care services; community kindergartens; educational institutions for children; coaching or private tuition services; arrangements for the accommodation or care of children, whether in a residential facility or private residence; placement arrangements made under the children and Community Services Act 2004 (WA); child protection services; detention centres; community child health services; counselling or other support services; religious organisations; a club, association or movement (including of a sporting nature and whether incorporated or not) with a significant membership or involvement of children; wards of public or private hospitals in which children are ordinarily patients; babysitting or child-minding services; overnight camps; transport services specifically for children; school crossing services; children's entertainment or party services.</p> <p>Valid for: 3 Years</p>



In WA, it is the responsibility of the employer to ensure that all employees and volunteers have applied for or hold a current working with children check card. Employers must not engage any employees or volunteers if their WWC card has been issued with an Interim Negative Notice.

Employers must keep records of all employees WWC cards and their expiry dates

If an employer becomes aware that an employee, volunteer or student has been convicted of an offence which would affect the validity of their WWC card, they must contact the WWC Screening unit

For more information visit the [WA website](#)

4. Reportable Conduct Scheme

Reportable conduct is defined as;

- a sexual offence with or in the presence of a child,
- sexual misconduct with, or in the presence of a child,
- ill-treatment of a child,
- neglect of a child,
- an assault against a child, or,
- behaviour that causes significant emotional or psychological harm to a child.

The reportable conduct scheme monitors how organisations manage allegations made against personnel. Specific organisations, agencies or bodies have obligations under the reportable conduct scheme, dependent on States or Territories.

Currently Western Australia is not subject to the Reportable Conduct Scheme

5. Failure to Report

Personnel within organisations have a moral obligation to report child abuse. In certain States and Territories, failing to prevent child abuse or concealing child abuse behaviour that causes



emotional or psychological harm and may fall under the reportable conduct scheme and result in legal implications.

New Zealand

1. New Zealand Related Legislation Table

New Zealand	<i>children's Action Plan & Vulnerable children Act 2014</i>	<i>children's Act 2014 children, Young Persons, and Their Families Act 1989</i>
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2. Reporting Guidance Resource

There is no mandatory reporting requirement in New Zealand, however organisations who are accredited with ACF must have a reporting policy which states that it is mandatory to report any suspicion of abuse and neglect to Oranga Tamariki- Ministry for children.

For immediate help

- To report concerns that are life threatening, ring NZ Police: 111
- To report concerns about the safety of a child contact Oranga Tamariki;
- General Public line: 0508 326 459
- Email: contact@ot.govt.nz

3. Safety Checks

All employees who work with children for government-funded organisations must be safety checked every three years.

Employers are responsible to ensure that safety checks are complete before the employee begins contact with children and young people

For more information visit the [New Zealand website](#)

4. Reportable Conduct Scheme

Currently there is no Reportable Conduct Scheme in New Zealand



5. Failure to Report

Personnel within organisations have a moral obligation to report child abuse. Failure to prevent child abuse or concealing child abuse behaviour that causes emotional or psychological harm, may result in legal implications.

full name	Date	signature

