	<b>SAFEGUARDING CHILDREN AND VULNERABLE ADULTS</b>	<b>Document No:</b>	HR-PRO-034
		<b>Approval Date:</b>	5/04/18
		<b>Approved By:</b>	G. Mowbray
		<b>Review Date:</b>	5/04/20
	<b>Responsible Officer:</b> Employment Relations Advisor	<b>Expiry Date:</b>	N/A
		<b>Issue No:</b>	5/04/18
<b>Authorising Officer: Business Manager, General Secretariat</b>			

## 1. Purpose

The Australian Catholic Bishops Conference (ACBC) recognises the personal dignity and rights of children and vulnerable adults towards whom it has a special responsibility and duty of care and respect. All ACBC workers including contractors and volunteers undertake to create a safe environment for children and vulnerable adults and to prevent their neglect, physical abuse, emotional abuse or sexual exploitation.

The ACBC will not tolerate any form of child abuse or sexual exploitation including the possession or access to child pornography, as well as, any other form of activity that diminishes the dignity of a child or vulnerable adult.

The ACBC takes its duty of care seriously and commits to the safeguarding of children and vulnerable adults from various types of harm, abuse and exploitation in the delivery of services within Australia and overseas. For this reason, the ACBC has developed the following guidelines which aim to protect the rights of children and vulnerable adults, as well as ACBC workers and representatives, through outlining systems and mechanisms for raising awareness, preventing, reporting and responding to issues related to safeguarding children and vulnerable adults.

## 2. Scope

This procedure applies to all workers at ACBC agencies.

## 3. Related Documents

ACT: Children and Young People Act 2008  
 NSW: Children and Young Persons (Care and Protection) Act 1998  
 NT: Care and Protection of Children Act 2007  
 Qld: Child Protection Act 1999  
 SA: Children's Protection Act 1993  
 Tas: Children, Young Persons and their Families Act 1997  
 Vic: Children, Youth and Families Act 2005  
 WA: Children and Community Services Act 2004

Antidiscrimination legislation

Carer Recognition Act 2010

See Appendix 1 for a more comprehensive list of legislation relating to child protection and working with children checks

See Appendix 2 for a list of mandatory reporting requirements

[ACBC Conditions of Employment](#)

[ACBC Safeguarding of Children and Vulnerable Adults Code of Conduct](#)

Towards Healing, 2016

Integrity in Ministry 2010

Integrity in the Service of the Church 2011

## 4. Definitions

### Children

For the purposes of this procedure, children (and young people) are defined as people who are under the age of 18.

### Vulnerable Adults

A vulnerable adult is a person over the age of 18 years, who is susceptible to unfair treatment, exploitation or abuse. A vulnerability can be permanent or temporary. There are many personal attributes that can make a person vulnerable. For example among vulnerable adults could be the frail and elderly, the physically or intellectually disabled, those with mental health issues, those who have experienced bereavement, those of lower socio-economic status, those with poor understanding of the English language, those under the influence of drugs or alcohol and many others.

### Contact with Children/Vulnerable Adults

Contact with children/vulnerable adults means working on an activity or in a position that involves or may involve contact with children/vulnerable adults, either under the position description or due to the nature of the work environment. This includes indirect contact with children/vulnerable adults in the community. The risk associated with this level of contact is generally moderate.

Examples of contact are:

- Any in-country work (overseas), in particular working in remote/rural locations
- Oral and written communication (including electronic communication) relating to a child/vulnerable adult
- Visiting premises e.g. schools, health or residential facilities, that provide services to children/vulnerable adults
- Any community consultation (data collection, surveying, training)

### Working with Children/Vulnerable Adults

Working with children/vulnerable adults means being engaged in an activity with a child/vulnerable adult where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid work. The risk associated with this type of work is generally high.

For example activities or services such as the following:

- Disability service: school for the deaf
- Residential care, e.g. aged care, out of home care, camps etc.
- Child protection services
- Justice facilities for children/vulnerable adults
- Childcare services
- Child education services:
- Health services, in particular, access to sexual & reproductive health
- Counselling and support services for children/vulnerable adults
- Emergency response: Humanitarian assistance to children/vulnerable adults and families
- Children in sports
- Working in parishes

### Worker

Worker refers to any person who carries out work for or on behalf of an ACBC Agency, both in Australia or overseas. This includes all paid and unpaid workers i.e. employees, contractors, consultants, volunteers, partner agencies and visitors.

### Supervisor

The Supervisor is a Bishop, an Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

## 5. Responsibilities

### Workers

Workers are responsible for:

- Complying with procedures and processes designed to safeguard children/vulnerable adults  
Complying with their agency's Code of Conduct
- Managing risks in relation to working with children/vulnerable adults

### Supervisors

Supervisors are required to:

- Carry out safeguarding risk management and control for their agencies
- Implement safeguarding procedures and processes in their agencies
- Ensure that, where applicable, workers have read and signed the Code of Conduct for Safeguarding Children and Vulnerable Adults
- Monitor effectiveness of safeguarding procedures in their agencies
- Provide induction and ongoing training for workers on safeguarding procedures
- Take appropriate action in response to allegations of breaches in safeguarding children/vulnerable adults and vulnerable adults.

### Office for Employment Relations or HR Function (for Caritas Australia, Catholic Social Services Australia and the National Catholic Education Commission)

The Office for Employment Relations/HR Function is responsible for:

- Developing safeguarding procedures and processes
- Providing advice on risk management and control
- Obtaining legal advice in relation to safeguarding issues

### National Committee for Professional Standards

The National Committee for Professional Standards may be consulted in relation to:

- General advice on safeguarding issues
- Developing procedures for safeguarding of children/vulnerable adults
- Provide advice on training and education
- Monitor and provide advice on legislative and regulatory factors in the area of professional standards

## 6. Recruitment and Selection

Safeguarding children/vulnerable adults begins with the recruitment and selection of workers. Recruitment and selection of workers must be carried out according to the ACBC's Recruitment and Selection Procedure ([HR-PRO-004](#)). Engagement of volunteers must be carried out according to ACBC's Volunteer procedure ([HR-PRO-008](#)).

If a position involves working with children/vulnerable adults ask targeted questions such as:

- Has any of your previous work involved working with children/vulnerable adults? Can you tell me what that involved?
- What motivates you to work with children/vulnerable adults?
- What are your particular strengths in relation to working with children/vulnerable adults?
- Can you tell me about a challenging situation that you experienced when working with children/vulnerable adults? *(if required, prompt: What did you do?)*

Carrying our reference checks is essential, and must be recorded as stated in the Recruitment and Selection procedure. In carrying out these checks, particular emphasis must be given to asking the referee targeted questions relating to the worker's background in working with children/vulnerable adults.

Specific reference checking requirements for clergy and religious are set out in sections 45.6 and 45.7 of "Towards Healing". The Australian Catholic Ministry Register (ACMR) will assist clergy and religious to meet these requirements

All reference checks must be documented in compliance with ACBC's Recruitment and Selection Procedure (HR-PRO-004).

In accordance with the ACBC Recruitment and Selection procedure, when a pre-employment check (e.g. Working with Children check) is a requirement of a position, the position will not be offered until the result of the check has been received.

## **7. Training**

### **Induction**

Workers who are likely to interact with children/vulnerable adults must be given the appropriate training in safeguarding procedures and processes at induction. This must be documented on the Induction Checklist ([HR014](#)).

Supervisors must ensure that workers who are likely to interact with children/vulnerable adults have been given a copy of ACBCs [Safeguarding of Children and Vulnerable Adults Code of Conduct](#).

Workers who are likely to interact with children/vulnerable adults must read ACBCs Safeguarding of Children and Vulnerable Adults Code of Conduct and agree to adhere to this code of conduct by signing off on it.

### **Ongoing Training**

Supervisors must provide workers with regular ongoing training on procedures and processes for safeguarding children/vulnerable adults. Examples of ongoing training include training and refresher training on ACBC safeguarding processes and procedures, Safeguarding Code of Conduct, risk management, mandatory reporting, legislative requirements, appropriate use of images of children/vulnerable adults etc.

The HR function in an Agency or the Office for Employment Relations can assist with sourcing appropriate training.

Training can be online or face-to-face.

Records of all training must be kept and retained. Training records may be in hard copy or electronic format.

## **8. Supervision**

Supervisors must monitor activities involving interactions with children/vulnerable adults to ensure that any risk management processes which have been implemented are well understood by workers, and that these processes and procedures are being followed.

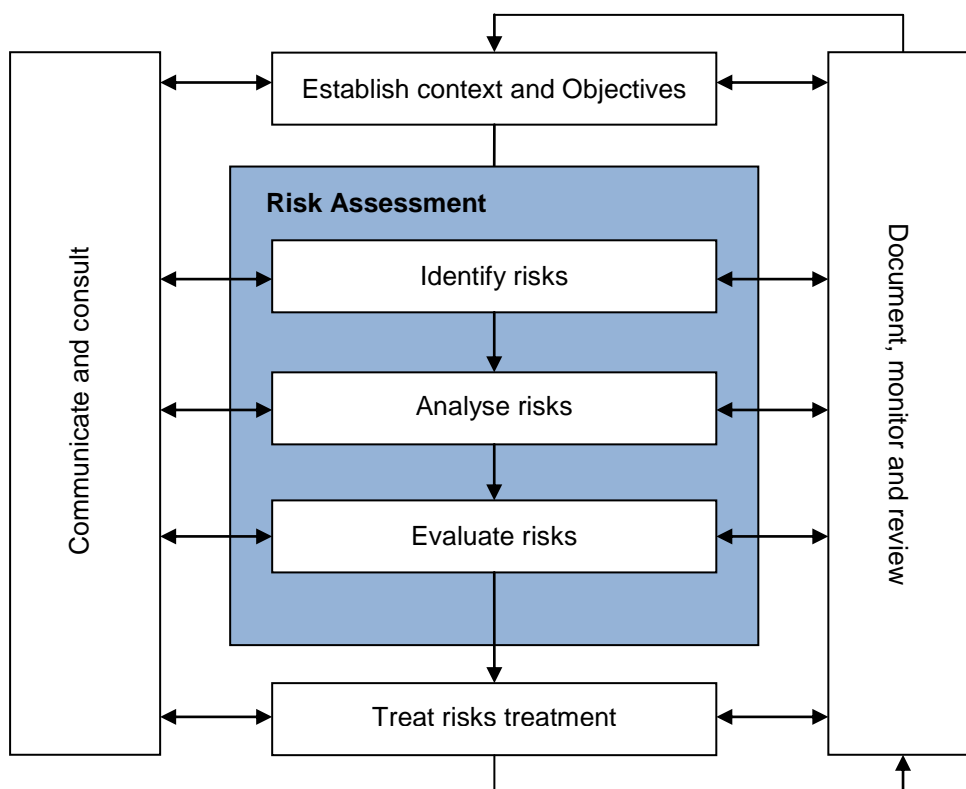
Procedures and processes must be reviewed regularly to check that they are still adequate and appropriate for the situation.

Position descriptions and role descriptions must also be reviewed regularly to check that they are current and cover all activities carried out by that position.

## 9. Safeguarding Risk Management

For specific activities that involve working with children/vulnerable adults ACBC Agencies must follow a risk management approach to safeguarding. Potential risks arising from an Agency's activities can be identified and controlled in a systematic way through this process. The controls identified can then be embedded into any processes and procedures relating to these activities.

Safeguarding Risk Management can be carried out by any ACBC worker for any activity. Safeguarding Risk Management must be carried out by all ACBC Agencies for any activity that involves working with children/vulnerable adults/vulnerable adults. Supervisors are responsible for making sure that Safeguarding Risk Management is carried for their Agency's activities, and that risk identification and risk control plans are documented.



### Establishing the context of the risk

There are three key steps in establishing the context of the safeguarding risk:

1. Determine the level of contact with children/vulnerable adults the activity is likely to involve using the Section A of Assessment of Safeguarding Risk Context form ([HR041](#)). Refer to the definitions in Section to complete the form. If the risk is moderate to high, then a full risk assessment will be necessary so that the appropriate controls can be implemented. Determine whether the risk level is Low, Moderate or High.
2. Determine whether the ACBC Agency/partner organisation/service provider is focused on safeguarding, and what safeguarding controls are in place. Record this in Section B of Assessment of Safeguarding Risk Context form ([HR041](#)). Determine whether the Organisation has a Low, Moderate or High focus on safeguarding.
3. Determine the potential overall safeguarding risk context and whether a full safeguarding risk assessment is required based on the outcomes of the first two steps.

- Work out the overall risk context in terms of the level of contact and Safeguarding focus using the matrix below. Record this in Section C of Assessment of Safeguarding Risk Context form (HR041).
- If a full assessment of safeguarding risks is required, conduct this using the risk processes and documentation outlined in the Risk Assessment section below.

Organisation Level of Contact with Children/ Vulnerable Adults and Systems in Place	Activity Level of Contact with Children/ Vulnerable Adults		
	NIL (LOW)	CONTACT (MODERATE)	WORKING (HIGH)
NO FOCUS (LOW)	No further assessment required	No further assessment required, monitor for changes	Full assessment required
FOCUS & STRONG SYSTEMS (MODERATE)	No further assessment required, monitor for changes	No further assessment required, monitor for changes	Full assessment required
FOCUS & POOR SYSTEMS (HIGH)	Full assessment required	Full assessment required	Full assessment required

4. If a full risk assessment is required, record the name of the person who will complete it and the date that the full risk assessment will be completed in Section D of Assessment of Safeguarding Risk Context form (HR041).

### Assessing the risk

All risks identified must be assessed using the risk assessment matrix below.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Moderate	High	High	Very High	Very High
Likely	Moderate	Moderate	High	High	Very High
Possible	Low	Moderate	High	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

1. If a full risk assessment is required then it must be carried out and documented using the Safeguarding of Children/Vulnerable Adults Risk Identification and Control form (HR042).
2. List each of the risks associated with carrying out each of the activities and determine the risk using the Risk Matrix above. Record this on the Safeguarding of Children/Vulnerable Adults Risk Identification and Control form (HR042).
3. Identify any existing controls which may be in place, and reassess the risk. If the residual risk is moderate, high or very high, further controls must be implemented to reduce the risk.
4. Embed these controls into any procedure or processes pertaining to activities that present a potential risk to children/vulnerable adults.
5. Review risk identification and control plans least every five years and whenever a breach is suspected or reported.
6. Review risk identification and control plans for specific activities following any report of a breach of safeguarding procedures or processes. If required amend any risk controls to be implemented and any related procedures.

## 10. Control Actions for Safeguarding

If an activity involves working directly with children/vulnerable adults, additional controls must be put in place to reduce the potential increased risk of exploitation and abuse occurring.

Control actions for safeguarding include:

- Pre-employment screening of prospective workers. This includes strong background and reference checking of ACBC paid workers, volunteers, contractors, and anyone else who provides services on behalf of an ACBC Agency.
- Mandatory checks: This includes Working with Children Checks, Working with Vulnerable Adult Checks, Criminal History Checks etc.
- Background Checks of partner organisations to ensure that they have safeguarding procedures in place
- Having position descriptions/role descriptions for all workers. This outlines the activities that will be carried out by a worker and the accountability and expectations of that position
- Making sure that all workers are aware of the requirements of the Safeguarding Code of Conduct.
- Providing training so that workers are fully aware of processes and procedures to be followed in respect to safeguarding
- Supervision: Support through supervision helps to create an environment where workers are encouraged to speak up about concerns, and to work on solution.

There may be a number of specific controls for certain activities for example:

- Transporting children/vulnerable adults: Do not take children/vulnerable adults alone in a car, even for short journeys, unless this is unavoidable for safety reasons. If this is unavoidable, make sure an adult caretaker or supervisor is aware that it is happening.
- Overnight stays: Do not sleep close to unsupervised children/vulnerable adults unless absolutely necessary; in which case supervisor's permission must be obtained and another adult to be present if possible.
- Taking photographs: Obtain written consent for taking or using the image. Ensure that the child or vulnerable adult is adequately clothed.

These are sample control actions. There are many other ways of controlling risks.

## 11. Breaches in Safeguarding

If you suspect a breach in safeguarding (e.g. this includes concerning behaviour) you must report it to your Agency Head.

The Agency Head must assess the report and take appropriate action. This could be a risk control action that can be implemented immediately.

If the matter is a criminal offence the Agency Head must make a Police Report.

In certain cases, the Agency Head may conduct or arrange an internal investigation to be conducted. This could involve external legal, mediation or expert advice. Information provided will remain confidential to the extent that it will only be shared with those who are directly involved or those who are required to provide expert advice. Refer to the ACBC's Workplace Investigation procedure (HR-PRO-016).

If a child or vulnerable adult tells you they are being, or have been, abused:

1. Accept what the child or vulnerable adult says but don't ask any probing or leading questions – leave that to child protection professionals or the police.
2. Take the alleged abuse seriously but do not promise that you can “fix” anything.
3. Reassure the child or vulnerable adult that they have done the right thing by telling you.
4. Let the child or vulnerable adult know you need to tell someone else. Do not promise total confidentiality. Let the child or vulnerable adult speak freely but do not press for information.

5. Let the child or vulnerable adult know what you are going to do next and that you will let them know what happens.
6. Record carefully what you have heard while it is still fresh in your mind. Include attendance, date, time and place of your conversation and any incident disclosed. Date and sign anything you write and number the pages. If you do not have access to a computer, take care with handwriting. When writing what the child or vulnerable adult said, try and be as accurate as possible and use inverted commas to make clear what the child or vulnerable adult said, rather than your interpretation of what the child or vulnerable adult said. If you are going to give your opinion or assessment put it under a separate heading so as not to confuse the facts with an opinion.
7. Report in as much detail as possible and without delay to your senior manager.

## 12. Mandatory Reporting

The Agency Head will obtain advice on mandatory reporting and, if required, report to the relevant state authorities as soon as possible and within 24 hours.

- If the allegation of abuse is in another country and involves an Australian citizen or national, who is the allegation will be reported to the Australian Federal Police.
- If the allegation involves a non-Australian citizen and the child is overseas, the ACBC Agency will provide support to the child's guardian in reporting the incident to the relevant government departments

Refer to Appendix 2: National Mandatory Reporting Overview for more detailed guidance on mandatory reporting

## 13. Records

Reference Checks at Recruitment

Working with Children Checks

Criminal History Checks

Completed Assessment of Safeguarding Risk Context forms ([HR041](#)).

Completed Safeguarding of Children/Vulnerable Adults Risk Identification and Control forms ([HR042](#))

Induction Records

Safeguarding training Records

Workplace investigation records

These records are to be maintained in a secure location. Access to them is by permission of the Agency Head or HR function.

Records are to be retained in accordance with the relevant state or commonwealth legislation.



## Appendix 1: GENERAL OVERVIEW OF NATIONAL WORKING WITH CHILDREN SCREENING LEGISLATION

(Prepared by the National Committee for Professional Standards, March 2016)

Each State and Territory has their own laws and different exemptions and exclusions apply. Individuals and employers need to be aware of their legal obligations before engaging in relevant activities and services with children in all states and vulnerable people (children and vulnerable adults) in the ACT. If you are visiting interstate and intend to engage in child-related work, please contact the relevant body for more detailed advice about what you should do.

Some agencies/employers, as part of their local protocols, may require visitors to undergo a National Criminal History Record Check (NCHRC).

Additionally, please note that visiting clergy and religious must comply with Sections 45.6 and 45.7 of the Towards Healing Protocols. (Listed at the end of this document)

JURISDICTION	LEGISLATION	OVERVIEW Of Obtaining a Working with Children Check
ACT <b>Working with Vulnerable People Registration</b>	<b><i>Working with Vulnerable People (Background Checking) Act 2011</i></b>  Legislation <a href="http://www.legislation.act.gov.au/a/2011-44/default.asp">http://www.legislation.act.gov.au/a/2011-44/default.asp</a>	Those people who are engaged in regulated activities or services with vulnerable people need to be registered. ( <a href="https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2755">Do I need to register for WWVP questionnaire?</a> <a href="https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2755">https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2755</a>  In order to register complete an online form for a Working with Vulnerable People (WWVP) registration. The information is then submitted to the Office of Regulatory Services but is not lodged officially until you: <b>Apply for working with vulnerable people registration in the ACT.</b> ( <a href="https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804">https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804</a> )
NSW <b>Working with Children Check</b>	<b><i>Child Protection (Working with Children) Act 2012</i></b>  Legislation <a href="http://www.legislation.nsw.gov.au/maintop/view/inforce/act+51+2012+cd+0+N+Regulations">http://www.legislation.nsw.gov.au/maintop/view/inforce/act+51+2012+cd+0+N+Regulations</a>	A Working With Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct. <a href="http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check">http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check</a>  The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked. <a href="http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply">http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply</a>
NT <b>Ochre Card</b>	<b><i>Care and Protection of Children Act 2007 (NT)</i></b>  Legislation <a href="http://notes.nt.gov.au/dcm/legislat/legislat.nsf/linkreference/CARE%20AND%20PROTECTION%20OF%20CHILDREN%20ACT?opendocument">http://notes.nt.gov.au/dcm/legislat/legislat.nsf/linkreference/CARE%20AND%20PROTECTION%20OF%20CHILDREN%20ACT?opendocument</a>	It is mandatory for people who have contact or potential contact with children in <a href="http://www.workingwithchildren.nt.gov.au">certain specified areas</a> of employment to hold a Working with Children Clearance Notice – an Ochre Card. <a href="http://www.workingwithchildren.nt.gov.au">www.workingwithchildren.nt.gov.au</a>  <b>Applying online for an ochre card or National Police Check</b> <a href="https://forms.pfes.nt.gov.au/safent/">https://forms.pfes.nt.gov.au/safent/</a>
QLD <b>Working with Children Check, also known as the Blue Card</b>	<b><i>Working with Children (Risk Management and Screening) Act 2000</i></b>  Legislation <a href="http://www3.austlii.edu.au/au/legis/qld/consol_act/wwcmasa2000469/">http://www3.austlii.edu.au/au/legis/qld/consol_act/wwcmasa2000469/</a>	The process of obtaining a working with children check assesses a person's eligibility to hold a blue card or exemption card based on their known past police and disciplinary information. This process also disqualifies certain people upfront and prevents people from working with children whose past behaviour indicates they are not eligible to enter regulated child-related employment. <a href="http://www.bluecard.qld.gov.au/index.html">http://www.bluecard.qld.gov.au/index.html</a>  If you don't have a blue card or exemption card, follow the instructions on the link <a href="http://www.bluecard.qld.gov.au/employees/howdoiapply.html">http://www.bluecard.qld.gov.au/employees/howdoiapply.html</a>

JURISDICTION	LEGISLATION	OVERVIEW Of Obtaining a Working with Children Check
SA <b>Child Related Employment Screening</b>	<p><i>Children's Protection Act 1993 s8B</i></p> <p><a href="#">Legislation</a></p>	<p>Organisations providing certain services wholly or partly for children must ensure that before a person is engaged or appointed to a prescribed position, an assessment of their relevant history is conducted. Assessments must then be conducted every three years.</p> <p>This requirement applies to organisations that provide health, welfare, education, sporting or recreation, religious or spiritual, child care or residential services wholly or partly for children. <a href="http://www.families.sa.gov.au/childsafe">www.families.sa.gov.au/childsafe</a></p> <p>The check construes A child related employment screening certificate or letter issued by the authorised screening unit (the Department for Communities and Social Inclusion Screening Unit)</p> <p>Or</p> <p>A criminal history report prepared by South Australia Police or a Crim Trac accredited agency. <a href="http://www.families.sa.gov.au/pages/protectingchildren/AssessCrimHist/">http://www.families.sa.gov.au/pages/protectingchildren/AssessCrimHist/</a></p> <p>To obtain a letter or certificate from the Government Authorised Screening Unit, go to <a href="http://www.dcsi.sa.gov.au/services/screening">http://www.dcsi.sa.gov.au/services/screening</a></p> <p>NB A verification number is not provided in South Australia a letter or certificate is provided</p>
TAS <b>Working with Children Registration</b>	<p>Registration to Work with Vulnerable People Act 2013.</p> <p><a href="#">Legislation</a></p> <p>Registration to Work with Vulnerable People Regulations 2014.</p> <p><a href="#">Regulations</a></p>	<p>If you work or volunteer with children you might need to apply for this new registration. The new law requires registration for roles within child related organisations. <a href="http://www.justice.tas.gov.au/working_with_children/application">http://www.justice.tas.gov.au/working_with_children/application</a></p> <p><a href="#">Questionnaire as to whether a person needs to register</a></p> <p>The process for making applications can be found at <a href="https://wwcforms.justice.tas.gov.au/RegistrationForm.aspx">https://wwcforms.justice.tas.gov.au/RegistrationForm.aspx</a></p>
VIC <b>Working with Children Check</b>	<p>Working with Children Act 2005 (the Act)</p> <p><a href="#">Legislation</a></p>	<p>Under the Working with Children Act 2005 (the Act), only people who are doing child-related work need a WWC Check. This applies to both paid and volunteer workers.</p> <p>The process for making applications can be found at <a href="http://www.workingwithchildren.vic.gov.au/home/">http://www.workingwithchildren.vic.gov.au/home/</a></p> <p>The process for making applications can be found at <a href="http://www.workingwithchildren.vic.gov.au/home/applications/">http://www.workingwithchildren.vic.gov.au/home/applications/</a></p>
WA <b>Working with Children Check</b>	<p>Working with Children (Criminal Record Checking) Act 2004</p> <p><a href="#">Legislation</a></p>	<p>A paid employee or volunteer must apply for a WWC Check or hold a valid WWC Card if they currently engage in child-related work, or about to commence child-related work. <a href="http://www.checkwwc.wa.gov.au">www.checkwwc.wa.gov.au</a></p> <p>The process for making applications can be found at <a href="http://www.checkwwc.wa.gov.au/checkwwc/Employees+and+Volunteers/How+to+Apply+and+Card+Expiry.htm">http://www.checkwwc.wa.gov.au/checkwwc/Employees+and+Volunteers/How+to+Apply+and+Card+Expiry.htm</a></p>

**PLEASE NOTE:**

**The above information is not to be relied upon as legal advice but general information sourced from the relevant State/Territory Government websites. As legislation and regulations are subject to change, it is recommended that you visit the websites for the most current and accurate information.**

**In addition to legislative requirements, visiting clergy and religious must also comply with Sections 45.6 and 45.7 of *Towards Healing*.**

**45.6** Whenever a cleric or religious is to transfer from one diocese or institute to another, (whether within Australia or coming from overseas) or is to carry out a ministry or apostolate in another diocese or institute, the Church Authority to which the person is to be transferred shall ask for a written statement from the cleric or religious indicating whether there have been any substantiated complaints of abuse against him or her or whether there are known circumstances that could lead to a complaint of abuse. Such statements shall be held as confidential documents by the Church Authority.

**45.7** In these same circumstances the Church Authority in the diocese or institute where the cleric or religious previously lived and worked, shall provide a statement in writing to the new diocese or institute indicating whether such authority knows of any complaints of abuse which have been substantiated or is aware of circumstances that could lead to a complaint of abuse, or whether it considers that there would be an unacceptable risk to children, young people or vulnerable adults if the person were to be allowed to engage in particular kinds of ministry. Where there has been a substantiated complaint, the Church Authority shall furnish all information necessary to evaluate the seriousness of the offence, and shall report on all treatment undertaken, and other measures employed to ensure that further offences do not occur. Such statements shall be held as confidential documents by the church Authorities.

## Appendix 2: National Mandatory Reporting Overview

(Prepared by the National Committee for Professional Standards, March 2016)

Jurisdiction	Who is mandated to notify?	What is to be notified?	Maltreatment types for which it is mandatory to Report?	Relevant Sections of the Act/Regulations	To whom do I Notify?
<b>ACT</b>	A person who is: a doctor; a dentist; a nurse; an enrolled nurse; a midwife; a teacher at a school; a psychologist, a person providing education to a child or young person who is registered, or provisionally registered, for home education under the <i>Education Act 2004</i> ; a police officer; a person employed to counsel children 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, children and young people or families; the public advocate; an official visitor; a person who, in the course of the person's employment, has contact with or provides services to children, young people and their families and is prescribed by regulation.	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 belief arises from information obtained by the person during the course of, or because of, the person's work (whether paid or unpaid)	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse</li> </ul>	Section 354 & 356 of the <i>Children and Young People Act 2008 (ACT)</i>	Office for children, Youth and Family Support  GPO Box 158 Canberra City ACT 2601 Ph: 132 281  <b><u>To report instances of child abuse:</u></b>  <b>Ph:1300 556 729</b>  <b><u>If you are a mandatory Reporter:</u></b> <b>Ph: 1300 556 728</b> <b>Fax: 6205 0641</b>  <b>Email Child Protection Reports</b> <b>childprotection@act.gov.au</b>  <b>Online Reporting (Ctrl + Click to follow)</b>  <b><a href="https://form.act.gov.au/smartforms/csd/child-concern-report/">https://form.act.gov.au/smartforms/csd/child-concern-report/</a></b>
<b>NSW</b>	A person who, in the course of his or her professional work or other paid employment delivers health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children; and 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, children's services, residential services or law enforcement, wholly or partly, to children	A child or young person "is at risk of significant harm if current concerns exist for the safety, welfare or wellbeing of the child or young person because of the presence, to a significant extent, of ... basic physical or psychological needs are not being met ... physical or sexual abuse or ill-treatment ... serious psychological harm during the course of or from the person's work	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse</li> <li>Emotional/ Psychological abuse</li> <li>Neglect</li> <li>Exposure to family violence</li> </ul>	Sections 23 and 27 of the <i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i>	Department of Family and Community Services Head Office 4-6 Cavill Ave Ashfield, NSW 2131  Locked Bag 4028 Ashfield NSW 2131 Ph: (02) 9716 2222  <b><u>Child Protection Helpline:</u></b> <b>132 111 (24 hours a day, 7 days a week)</b>  <b><u>Mandatory Reporters call:</u></b> <b>133 627 (13 DOCS)</b> <b>Online Reporting (Ctrl + Click to follow)</b>  <b><a href="http://www.keepthemsafe.nsw.gov.au/v1/reporting_children_at_risk/">http://www.keepthemsafe.nsw.gov.au/v1/reporting_children_at_risk/</a></b>

Jurisdiction	Who is mandated to notify?	What is to be notified?	Maltreatment types for which it is mandatory to Report?	Relevant Sections of the Act/Regulations	To whom do I Notify?
					<b>mandatory_reporter_guide</b>
NT	Any person with reasonable grounds	A belief on reasonable grounds that a child has been or is likely to be a victim of a sexual offence;  or otherwise has suffered or is likely to suffer harm or exploitation	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse</li> <li>Emotional/ Psychological abuse</li> <li>Neglect</li> <li>Exposure to Physical violence(e.g. A child witnessing violence between parents at home)</li> </ul>	Sections 15 and 26 of the Care and Protection of Children Act 2007 (NT)	Department of Children and Families PO Box 40596 Casuarina NT 0811 Ph: (08) 8999 3737  <b><u>To report instances of child abuse:</u></b> <b>(24 hours) 1800 700 250</b>
	Registered health professionals	Reasonable grounds to believe a child aged 14 or 15 years has been or is likely to be a victim of a sexual offence and the age difference between the child and offender is greater than 2 years.	<ul style="list-style-type: none"> <li>Sexual abuse</li> </ul>	Section 26 of the Care and protection of Children Act 2007 (NT)	
QLD	An authorised officer, employee of the Department of Child Safety, a person employed in a departmental care service or licensed care service. Including police officers with child protection responsibilities	Awareness or reasonable suspicion of harm caused to a child placed in the care of an entity conducting a departmental care service or a licensee	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse or</li> <li>Exploitation</li> </ul>	Section 9, 13E & F of the <i>Child Protection Act 1999</i> (Qld)	Department of Communities-Child Safety (Child Safety Queensland) PO Box 806 Brisbane QLD 4002  <b>To report instances of child abuse:</b>
	A doctor or registered nurse	Awareness or reasonable suspicion during the practice of his or her profession of harm or risk of harm	<ul style="list-style-type: none"> <li>Emotional/ Psychological abuse</li> </ul>	Sections 191-192 and 158 of the <i>Public Health Act 2005 (Qld) No 48</i>	<b>South East: 1300 679 849</b> <b>South West: 1300 683 390</b> <b>Far Nth Qld: 1300 684 062</b> <b>North Qld: 1300 706 147</b> <b>Nth Coast: 1300 703 921</b> <b>Brisbane: 1300 682 254</b> <b>Central Qld: 1300 703 762</b> <b>After hours (all areas): 1800 177 135</b>
	The staff of the Commission for Children and young People and Child Guardian . A person performing a child advocate function under the Public Guardian Act 2014.	A child who is in need of protection under s10 of the <i>Child Protection Act</i> (i.e., has suffered or is at unacceptable risk of suffering harm and does not have a parent able	<ul style="list-style-type: none"> <li>Neglect</li> </ul>	Section 20 of the <i>Commission for Children Young People and child Guardian act 2000 (Qld)</i>	<b>If unsure of who to contact: Call child Safety Services Enquiries Unit on: 1800 811 810</b>

Jurisdiction	Who is mandated to notify?	What is to be notified?	Maltreatment types for which it is mandatory to Report?	Relevant Sections of the Act/Regulations	To whom do I Notify?
		and willing to protect them)			<p><a href="#">Online Reporting</a> (Ctrl + Click to follow)</p> <p><a href="https://secure.communities.qld.gov.au/cbir/home/ChildSafety">https://secure.communities.qld.gov.au/cbir/home/ChildSafety</a></p>
<b>SA</b>	Doctors; pharmacists; registered or enrolled nurses; dentists; psychologists; police officers; community corrections officers; social workers; teachers; family day care providers; employees/volunteers in a government department, agency or instrumentality, or a local government or non-government agency that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children; ministers of religion (with the exception of disclosures made in the confessional); employees or volunteers in a religious or spiritual organisations	Reasonable grounds that a child has been or is being abused or neglected; and the suspicion is formed in the course of the person's work (whether paid or voluntary) or carrying out official duties	<ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Emotional/ Psychological</li> <li>• Abuse</li> <li>• Neglect</li> </ul>	Section 11 of the <i>Children's Protection Act 1993</i> (SA)	<p>Families SA Level 7, 108 North Terrace Adelaide SA 5000 Ph: (08) 8124 4185</p> <p><b><u>To report instances of child abuse:</u></b> <b>131 478 (24 hours)</b></p> <p><a href="#">Online Reporting</a> (please note you will need to create an account to use)</p> <p><a href="https://my.families.sa.gov.au/IDMProv/landing.html">https://my.families.sa.gov.au/IDMProv/landing.html</a></p>
<b>TAS</b>	Registered medical practitioners; nurses; dentists, dental therapists or dental hygienists; registered psychologists; police officers; probation officers; principals and teachers in any educational institution; persons who provide child care or a child care service for fee or reward; persons concerned in the management of a child care service licensed under the <i>Child Care Act 2001</i> ; any other person who is employed or engaged as an employee for, of, or in, or who is a volunteer in, a government agency that provides health, welfare, education, child care or residential services wholly or partly for children, and an organisation that receives any funding from the Crown for the provision of such services; and any other person of a class determined by the Minister by notice in the Gazette to be prescribed persons.	<p>A belief, suspicion, reasonable grounds or knowledge that: a child has been or is being abused or neglected or is an affected child within the meaning of the <i>Family Violence Act 2004</i>;</p> <p>or there is a reasonable likelihood of a child being killed or abused or neglected by a person with whom the child resides</p>	<ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Emotional/ Psychological</li> <li>• abuse</li> <li>• Neglect</li> <li>• Exposure to family violence</li> </ul>	Sections 13 and 14 of the <i>Children, Young persons and Their Families Act 1997 (Tas)</i>	<p>Child Protection Services GPO Box 125 Hobart, TAS 7001 Ph: 1300 135 513</p> <p><b><u>To report instances of child abuse:</u></b> <b>Ph: 1300 737 639</b> <b>(24 hours)</b></p> <p><a href="#">Online Reporting</a> (Ctrl + click to follow)</p> <p><a href="http://www.dhhs.tas.gov.au/children/child_protection_services/what_can_i_expect_when/child_protection_notification_form">http://www.dhhs.tas.gov.au/children/child_protection_services/what_can_i_expect_when/child_protection_notification_form</a></p>

Jurisdiction	Who is mandated to notify?	What is to be notified?	Maltreatment types for which it is mandatory to Report?	Relevant Sections of the Act/Regulations	To whom do I Notify?
<b>VIC</b>	Registered medical practitioners, registered nurses, a person registered as a teacher under the <i>Education, Training and Reform Act 2006</i> or teachers granted permission to teach under that Act, principals of government or non-government schools, and members of the police force .	Belief on reasonable grounds that a child is in need of protection on a ground referred to in Section 162(c) or 162(d), formed in the course of practising his or her office, position or employment	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse</li> </ul>	Sections 162 and 182 and 184 of the <i>Children, Youth and Families Act 2005 (Vic.)</i>	Department of Human Services-Children, Youth and families Level 9, 50 Lonsdale St Melbourne VIC 3000  <b>Child Protection Crisis Line            131 278            24 hrs 7 Days</b>  <b><u>Local Child Protection Contacts:</u></b> <b><u>Metropolitan</u></b> Eastern: 1300 360 391 Southern: 1300 655 795 North & West: 1300.664 977 <b><u>Rural:</u></b> Barwon S/West: 1800 075 99 Gippsland:1800 020 202 Grampians:1800 000 551 Hume: 1800 650 227 <b>Loddon Mallee: 1800 675 598</b>
<b>WA</b>	Court personnel; family counsellors; family dispute resolution practitioners, arbitrators or legal practitioners representing the child's interests	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/	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse</li> <li>Emotional/</li> <li>Psychological</li> <li>abuse</li> <li>Neglect</li> </ul>	Section 160 of the <i>Western Australia Family Court Act 1997 (WA)</i>	Department for Child Protection: Central Office PO Box 6334 East Perth WA 6892 Ph: (08) 9222 2555 TTY: (08) 9325 1232 <b><u>To report instances of child abuse:</u></b>  <b>(08) 9222 2555 or            1800 622 258</b>  <b><u>After hours:</u></b> <b>(08) 9223 1111 or            1800 199 008</b>  <b><u>Mandatory Reporters:</u></b> <b>1800 708 704 (24 hours)</b> <b>Fax: 1800 610 614</b>  <b><u>Online Reporting</u></b>  <b><a href="https://mrweb.dcp.wa.gov.au/psc/mrweb/EMPLOYEE/CRM/c/MRIS2.AS_MRIS2.GBL?&amp;">https://mrweb.dcp.wa.gov.au/psc/mrweb/EMPLOYEE/CRM/c/MRIS2.AS_MRIS2.GBL?&amp;</a></b>
	Licensed providers of child care or outside-school-hours care services	Allegations of abuse, neglect or assault, including sexual assault, of an enrolled child during a care session	<ul style="list-style-type: none"> <li>Physical abuse</li> <li>Sexual abuse</li> <li>Neglect</li> </ul>	Regulation 20 of the Child Care Services Regulations 2006  Regulation 19 of the Child Care Services (Family Day Care) Regulations 2006  Regulation 20 of the Child Care Services (Outside School	<b><u>Mandatory Reporters:</u></b> <b>1800 708 704 (24 hours)</b> <b>Fax: 1800 610 614</b>  <b><u>Online Reporting</u></b>  <b><a href="https://mrweb.dcp.wa.gov.au/psc/mrweb/EMPLOYEE/CRM/c/MRIS2.AS_MRIS2.GBL?&amp;">https://mrweb.dcp.wa.gov.au/psc/mrweb/EMPLOYEE/CRM/c/MRIS2.AS_MRIS2.GBL?&amp;</a></b>

Jurisdiction	Who is mandated to notify?	What is to be notified?	Maltreatment types for which it is mandatory to Report?	Relevant Sections of the Act/Regulations	To whom do I Notify?
				Hours Family Day Care) Regulations 2006  Regulation 21 of the Child Care Services (Outside School Hours Care) Regulations 2006	
	Doctors; nurses and midwives; teachers; and police officers	Belief on reasonable grounds that child sexual abuse has occurred or is occurring	<ul style="list-style-type: none"> <li>Sexual abuse</li> </ul>	Section 124B of the <i>Children and Community Services Act 2004</i>	