

St Francis Xavier and Our Lady Help of Christians Parishes

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Child Protection Reporting Policy

Date of Policy: 31 October 2019

Date of last major review: 13 September 2017

Date of next major review: 1 October 2020

1. Introduction

The **St Francis Xavier Parish** aims to deal with all reports under the Code of Conduct fairly and appropriately, and to act on the following principles:

- a. Promoting a positive experience of the Church and creating a strong community of faith;
- b. Preventing misconduct wherever practical;
- c. Ensuring fair process for persons against whom allegations are made; and
- d. Dealing effectively with any allegations which are substantiated, including responding compassionately to anyone who has been affected.

This policy is in accordance with relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards and 'Safeguarding Children and Young People Framework' Catholic Archdiocese of Melbourne.

2. Who Can Report?

Any person (e.g. child, young person, parent, priest, employee, volunteer, parishioner) can make a report in relation to child-safety related misconduct and/or child abuse.

3. Reporting Obligations: Clergy, Employees and Volunteers

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child-safety related misconduct and/or child abuse.

It is a requirement of the Safeguarding Children and Young People Policy that clergy, employees and volunteers make a report if they have formed a reasonable belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm (even if others do not hold a reasonable belief or do not believe a report should be made).

Not reporting child safety concerns, complaints or allegations or preventing, influencing or coercing a person from making a report is a breach of the Safeguarding Children and Young People Policy and may result in disciplinary action and/or possible legal action.

Please note:

- **It is important for all child safety concerns, allegations or complaints to be taken seriously. Too often in the past those reporting child abuse were not believed, their concerns were dismissed, and the interests and status of the alleged perpetrator (or the organisation) were given priority over the welfare of the victim.**
- Legal action cannot be taken against a person if a report is made in good faith (e.g. When there is a reasonable belief that abuse may be occurring) in compliance with the expectations set out in the Safeguarding Children and Young People policy.



- Victimising or harassing behaviour toward a person who has made a report is unacceptable and may result in disciplinary action.
- Support (e.g. counselling, pastoral support) will be provided to all parties involved in relation to any child safety concerns, allegations or complaints.

4. Mandatory Reporters

The Children, Youth and Families Act 2005 (Vic) and the Family Law Act 1975 (Cth), establish a legal obligation for certain professionals to report child abuse to statutory authorities if they have formed a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse and the child's parents are unable or unwilling to protect the child. The failure of a mandatory reporter to make a report is considered a criminal offence.

5. When to Act?

Reporting child abuse requires a person to form a 'reasonable' belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm.

A reasonable belief is formed if a reasonable person in the same position would have formed the same belief on the same grounds. Definitive proof or evidence that abuse has occurred, is occurring, or that a child or young person is at risk is not required and it is not appropriate to undertake an investigation.

A reasonable belief might be formed by one or more of the following:

- A child or young person discloses abuse
- Observing one or more physical and/or behavioural indicators of abuse
- A complaint or allegation is made about behaviour that compromises the safety, health or wellbeing of children or young people
- Witnessing behaviour that suggests that a child or young person is being harmed or at risk of abuse
- A child or young person reports that someone else is experiencing abuse (they may be referring to themselves)
- A perpetrator discloses that they are harming a child or young person
- A child or young person creates drawings or stories that involve themes or events involving abuse
- An adult discloses historical abuse that occurred when they were a child.

It is important to note that each concern, allegation or complaint that arises will vary. In some instances, we can immediately form a reasonable belief and proceed to make a report (e.g. a child has made a disclosure of abuse). In other instances, forming a reasonable belief may require careful observation and monitoring of the situation (e.g. observing possible indicators that may suggest that a child is experiencing abuse) over a period of time.



The disclosure of abuse can be a very difficult and emotionally challenging process for a child, young person or adult and needs to be handled sensitively and respectfully.

All information relating to a concern, allegation or complaint is to be treated with sensitivity and the upmost confidentiality. Disclosing or sharing information with those not directly responsible for responding to a concern or allegation (e.g. gossip) may have serious consequences for the safety and wellbeing of those involved and the integrity of any future investigation (e.g. evidence may be destroyed, witnesses may be threatened or the alleged perpetrator may be 'tipped off').

Unauthorised breaches of confidentiality will result in disciplinary action.

6. How Do We Report a Concern, Allegation or Complaint?

Making a child-safety related misconduct and/or child abuse report involves notifying statutory authorities and the Professional Standards Unit (PSU) of the Catholic Archdiocese of Melbourne in a timely manner (as soon as practicable after forming a reasonable belief, unless the child or young person is in imminent danger).

Immediate danger If a child or young person is in imminent danger, a report to Victoria Police must be made immediately (phone '000').

Reports to statutory authorities can be made directly and/or with the assistance of an immediate supervisor or the PSU. The PSU can provide advice, support and information to assist any person making a disclosure and/or report.

All reports are to be documented on the Child-Safety Related Misconduct and/or Child Abuse Report Form and emailed to the Professional Standards Unit – psu@cam.org.au – as soon as practicable.

The Professional Standards Unit (PSU) is responsible for coordinating child-safety related misconduct and/or child abuse reports in relation to the safety and wellbeing of children and young people and liaising with statutory authorities e.g. Victoria Police, Reportable Conduct Scheme – Commission for Children and Young People.

All concerns, allegations or complaints of child-safety related misconduct and/or child abuse will be taken seriously, treated with sensitivity and confidentiality

7. Reportable Conduct Scheme

The Catholic Archdiocese of Melbourne has a legal responsibility under the Reportable Conduct Scheme to report current and historical incidents of suspected child abuse (e.g. Physical, sexual, emotional abuse and neglect, grooming) or child-related misconduct of clergy, employees and volunteers to the Commission for Children and Young People (CCYP).

The CCYP provides independent oversight of an organisation's investigative response to allegations of child abuse and misconduct perpetrated by an employee or volunteer of an organisation. Under the scheme, reportable conduct will include allegations against clergy, workers or volunteers of child abuse and misconduct involving children and young people.



Reports can be directed to one of the following:

VICTORIA POLICE

Sexual Offences and Child Abuse Investigation Team (SOCIT): http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/fla1975114/s67za.html

CHILD PROTECTION (DHHS) REGIONS

Child Protection performs a range of functions including:

- Investigating matters where it is alleged that a child or young person is at risk of harm
- Referring families to services to support them to provide a safe and supportive environment for their children (e.g. Counselling, parenting support)
- Taking action to ensure the safety of children and young people. When making a report to Child Protection, the reporting person may choose to identify themselves or make a report anonymously. Notifying family members that a report is being made, may in some cases, place the child or young person at further risk. It is advisable not to inform family members that a report is being made to Child Protection unless Child Protection has indicated it is safe to inform the family.

North and West (Metro): 1300 664 9777

- South: 1300 655 795
- East: 1300 360 391
- West (Rural): 1800 075 599 After-hours and weekends: 13 12 78

PROFESSIONAL STANDARDS UNIT (PSU)

- Phone: 9926 5630 • Email: psu@cam.org.au

Please note: If you are reporting this matter to your supervisor, it is important to consider whether your immediate supervisor is implicated in the alleged abuse that has taken place. If that is the case, report the matter directly to the PSU for advice and guidance.

It is important to remember that the safety and wellbeing of the child, young person or adult making a disclosure takes priority over the interests of any other person or the parish.

8. Responding to Historical Abuse

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The SANO Task Force investigates historical abuse that has occurred in religious and non-government organisations:

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The victim/survivor may also choose to report the matter to the PSU as the Archdiocese of Melbourne has legal obligations under the Reportable Conduct Scheme in relation to historical, as well as current incidents of abuse.

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9. Professional Standards Unit's Role in Relation to Reports of Alleged Child-Safety Related Misconduct and/or Child Abuse

The Professional Standards Unit (PSU) is responsible for coordinating child abuse reports and liaising with statutory authorities. The PSU will be guided by the recommendations of Victoria Police and/or Child Protection in relation to any action that may be required to promote the safety of those involved and the integrity of future investigations.

The PSU will conduct a risk assessment to ensure the safety and wellbeing of the alleged victim (i.e. the child or young person), and the safety of others who may be at risk (e.g. the alleged perpetrator, other children and young people, family members, employees or volunteers).

The safety and support needs of all parties involved in a report will be considered and addressed as part of this process e.g. counselling.

10. Child-Safety Related Misconduct and/or Child Abuse Report Form

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child abuse and/or misconduct which impacts the safety of children and young people.



This form must be completed and submitted to the Professional Standards Unit (as soon as practicable after forming a reasonable belief) that misconduct or abuse may be occurring that places a child or young person is at risk of harm.

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The PSU will conduct a risk assessment to ensure the safety and wellbeing of the alleged victim (i.e. the child or young person), and the safety of others who may be at risk (e.g. the alleged perpetrator, other children and young people, family members, employees or volunteers).

The safety and support needs of all parties involved in a report will be considered and addressed as part of this process e.g. counselling.

10. Child-Safety Related Misconduct and/or Child Abuse Report Form

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child abuse and/or misconduct which impacts the safety of children and young people.



This form must be completed and submitted to the Professional Standards Unit (as soon as practicable after forming a reasonable belief) that misconduct or abuse may be occurring that places a child or young person is at risk of harm.

Please do not hesitate to contact the Professional Standards Unit, if you require any assistance.

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St Francis Xavier and Our Lady Help of Christians Parishes

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Child Protection Reporting Policy

Date of Policy: 31 October 2019

Date of last major review: 13 September 2017

Date of next major review: 1 October 2020

1. Introduction

The **St Francis Xavier Parish** aims to deal with all reports under the Code of Conduct fairly and appropriately, and to act on the following principles:

- a. Promoting a positive experience of the Church and creating a strong community of faith;
- b. Preventing misconduct wherever practical;
- c. Ensuring fair process for persons against whom allegations are made; and
- d. Dealing effectively with any allegations which are substantiated, including responding compassionately to anyone who has been affected.

This policy is in accordance with relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards and 'Safeguarding Children and Young People Framework' Catholic Archdiocese of Melbourne.

2. Who Can Report?

Any person (e.g. child, young person, parent, priest, employee, volunteer, parishioner) can make a report in relation to child-safety related misconduct and/or child abuse.

3. Reporting Obligations: Clergy, Employees and Volunteers

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child-safety related misconduct and/or child abuse.

It is a requirement of the Safeguarding Children and Young People Policy that clergy, employees and volunteers make a report if they have formed a reasonable belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm (even if others do not hold a reasonable belief or do not believe a report should be made).

Not reporting child safety concerns, complaints or allegations or preventing, influencing or coercing a person from making a report is a breach of the Safeguarding Children and Young People Policy and may result in disciplinary action and/or possible legal action.

Please note:

- **It is important for all child safety concerns, allegations or complaints to be taken seriously. Too often in the past those reporting child abuse were not believed, their concerns were dismissed, and the interests and status of the alleged perpetrator (or the organisation) were given priority over the welfare of the victim.**
- Legal action cannot be taken against a person if a report is made in good faith (e.g. When there is a reasonable belief that abuse may be occurring) in compliance with the expectations set out in the Safeguarding Children and Young People policy.



- Victimising or harassing behaviour toward a person who has made a report is unacceptable and may result in disciplinary action.
- Support (e.g. counselling, pastoral support) will be provided to all parties involved in relation to any child safety concerns, allegations or complaints.

4. Mandatory Reporters

The Children, Youth and Families Act 2005 (Vic) and the Family Law Act 1975 (Cth), establish a legal obligation for certain professionals to report child abuse to statutory authorities if they have formed a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse and the child's parents are unable or unwilling to protect the child. The failure of a mandatory reporter to make a report is considered a criminal offence.

5. When to Act?

Reporting child abuse requires a person to form a 'reasonable' belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm.

A reasonable belief is formed if a reasonable person in the same position would have formed the same belief on the same grounds. Definitive proof or evidence that abuse has occurred, is occurring, or that a child or young person is at risk is not required and it is not appropriate to undertake an investigation.

A reasonable belief might be formed by one or more of the following:

- A child or young person discloses abuse
- Observing one or more physical and/or behavioural indicators of abuse
- A complaint or allegation is made about behaviour that compromises the safety, health or wellbeing of children or young people
- Witnessing behaviour that suggests that a child or young person is being harmed or at risk of abuse
- A child or young person reports that someone else is experiencing abuse (they may be referring to themselves)
- A perpetrator discloses that they are harming a child or young person
- A child or young person creates drawings or stories that involve themes or events involving abuse
- An adult discloses historical abuse that occurred when they were a child.

It is important to note that each concern, allegation or complaint that arises will vary. In some instances, we can immediately form a reasonable belief and proceed to make a report (e.g. a child has made a disclosure of abuse). In other instances, forming a reasonable belief may require careful observation and monitoring of the situation (e.g. observing possible indicators that may suggest that a child is experiencing abuse) over a period of time.



The disclosure of abuse can be a very difficult and emotionally challenging process for a child, young person or adult and needs to be handled sensitively and respectfully.

All information relating to a concern, allegation or complaint is to be treated with sensitivity and the upmost confidentiality. Disclosing or sharing information with those not directly responsible for responding to a concern or allegation (e.g. gossip) may have serious consequences for the safety and wellbeing of those involved and the integrity of any future investigation (e.g. evidence may be destroyed, witnesses may be threatened or the alleged perpetrator may be 'tipped off').

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Reports to statutory authorities can be made directly and/or with the assistance of an immediate supervisor or the PSU. The PSU can provide advice, support and information to assist any person making a disclosure and/or report.

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The PSU will conduct a risk assessment to ensure the safety and wellbeing of the alleged victim (i.e. the child or young person), and the safety of others who may be at risk (e.g. the alleged perpetrator, other children and young people, family members, employees or volunteers).

The safety and support needs of all parties involved in a report will be considered and addressed as part of this process e.g. counselling.

10. Child-Safety Related Misconduct and/or Child Abuse Report Form

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child abuse and/or misconduct which impacts the safety of children and young people.



This form must be completed and submitted to the Professional Standards Unit (as soon as practicable after forming a reasonable belief) that misconduct or abuse may be occurring that places a child or young person is at risk of harm.

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St Francis Xavier and Our Lady Help of Christians Parishes

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Child Protection Reporting Policy

Date of Policy: 31 October 2019

Date of last major review: 13 September 2017

Date of next major review: 1 October 2020

1. Introduction

The **St Francis Xavier Parish** aims to deal with all reports under the Code of Conduct fairly and appropriately, and to act on the following principles:

- a. Promoting a positive experience of the Church and creating a strong community of faith;
- b. Preventing misconduct wherever practical;
- c. Ensuring fair process for persons against whom allegations are made; and
- d. Dealing effectively with any allegations which are substantiated, including responding compassionately to anyone who has been affected.

This policy is in accordance with relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards and 'Safeguarding Children and Young People Framework' Catholic Archdiocese of Melbourne.

2. Who Can Report?

Any person (e.g. child, young person, parent, priest, employee, volunteer, parishioner) can make a report in relation to child-safety related misconduct and/or child abuse.

3. Reporting Obligations: Clergy, Employees and Volunteers

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child-safety related misconduct and/or child abuse.

It is a requirement of the Safeguarding Children and Young People Policy that clergy, employees and volunteers make a report if they have formed a reasonable belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm (even if others do not hold a reasonable belief or do not believe a report should be made).

Not reporting child safety concerns, complaints or allegations or preventing, influencing or coercing a person from making a report is a breach of the Safeguarding Children and Young People Policy and may result in disciplinary action and/or possible legal action.

Please note:

- **It is important for all child safety concerns, allegations or complaints to be taken seriously. Too often in the past those reporting child abuse were not believed, their concerns were dismissed, and the interests and status of the alleged perpetrator (or the organisation) were given priority over the welfare of the victim.**
- Legal action cannot be taken against a person if a report is made in good faith (e.g. When there is a reasonable belief that abuse may be occurring) in compliance with the expectations set out in the Safeguarding Children and Young People policy.



- Victimising or harassing behaviour toward a person who has made a report is unacceptable and may result in disciplinary action.
- Support (e.g. counselling, pastoral support) will be provided to all parties involved in relation to any child safety concerns, allegations or complaints.

4. Mandatory Reporters

The Children, Youth and Families Act 2005 (Vic) and the Family Law Act 1975 (Cth), establish a legal obligation for certain professionals to report child abuse to statutory authorities if they have formed a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse and the child's parents are unable or unwilling to protect the child. The failure of a mandatory reporter to make a report is considered a criminal offence.

5. When to Act?

Reporting child abuse requires a person to form a 'reasonable' belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm.

A reasonable belief is formed if a reasonable person in the same position would have formed the same belief on the same grounds. Definitive proof or evidence that abuse has occurred, is occurring, or that a child or young person is at risk is not required and it is not appropriate to undertake an investigation.

A reasonable belief might be formed by one or more of the following:

- A child or young person discloses abuse
- Observing one or more physical and/or behavioural indicators of abuse
- A complaint or allegation is made about behaviour that compromises the safety, health or wellbeing of children or young people
- Witnessing behaviour that suggests that a child or young person is being harmed or at risk of abuse
- A child or young person reports that someone else is experiencing abuse (they may be referring to themselves)
- A perpetrator discloses that they are harming a child or young person
- A child or young person creates drawings or stories that involve themes or events involving abuse
- An adult discloses historical abuse that occurred when they were a child.

It is important to note that each concern, allegation or complaint that arises will vary. In some instances, we can immediately form a reasonable belief and proceed to make a report (e.g. a child has made a disclosure of abuse). In other instances, forming a reasonable belief may require careful observation and monitoring of the situation (e.g. observing possible indicators that may suggest that a child is experiencing abuse) over a period of time.



The disclosure of abuse can be a very difficult and emotionally challenging process for a child, young person or adult and needs to be handled sensitively and respectfully.

All information relating to a concern, allegation or complaint is to be treated with sensitivity and the upmost confidentiality. Disclosing or sharing information with those not directly responsible for responding to a concern or allegation (e.g. gossip) may have serious consequences for the safety and wellbeing of those involved and the integrity of any future investigation (e.g. evidence may be destroyed, witnesses may be threatened or the alleged perpetrator may be 'tipped off').

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Immediate danger If a child or young person is in imminent danger, a report to Victoria Police must be made immediately (phone '000').

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SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Child Protection Reporting Policy

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The PSU will conduct a risk assessment to ensure the safety and wellbeing of the alleged victim (i.e. the child or young person), and the safety of others who may be at risk (e.g. the alleged perpetrator, other children and young people, family members, employees or volunteers).

The safety and support needs of all parties involved in a report will be considered and addressed as part of this process e.g. counselling.

10. Child-Safety Related Misconduct and/or Child Abuse Report Form

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child abuse and/or misconduct which impacts the safety of children and young people.



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St Francis Xavier and Our Lady Help of Christians Parishes

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Child Protection Reporting Policy

Date of Policy: 31 October 2019

Date of last major review: 13 September 2017

Date of next major review: 1 October 2020

1. Introduction

The **St Francis Xavier Parish** aims to deal with all reports under the Code of Conduct fairly and appropriately, and to act on the following principles:

- a. Promoting a positive experience of the Church and creating a strong community of faith;
- b. Preventing misconduct wherever practical;
- c. Ensuring fair process for persons against whom allegations are made; and
- d. Dealing effectively with any allegations which are substantiated, including responding compassionately to anyone who has been affected.

This policy is in accordance with relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards and 'Safeguarding Children and Young People Framework' Catholic Archdiocese of Melbourne.

2. Who Can Report?

Any person (e.g. child, young person, parent, priest, employee, volunteer, parishioner) can make a report in relation to child-safety related misconduct and/or child abuse.

3. Reporting Obligations: Clergy, Employees and Volunteers

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child-safety related misconduct and/or child abuse.

It is a requirement of the Safeguarding Children and Young People Policy that clergy, employees and volunteers make a report if they have formed a reasonable belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm (even if others do not hold a reasonable belief or do not believe a report should be made).

Not reporting child safety concerns, complaints or allegations or preventing, influencing or coercing a person from making a report is a breach of the Safeguarding Children and Young People Policy and may result in disciplinary action and/or possible legal action.

Please note:

- **It is important for all child safety concerns, allegations or complaints to be taken seriously. Too often in the past those reporting child abuse were not believed, their concerns were dismissed, and the interests and status of the alleged perpetrator (or the organisation) were given priority over the welfare of the victim.**
- Legal action cannot be taken against a person if a report is made in good faith (e.g. When there is a reasonable belief that abuse may be occurring) in compliance with the expectations set out in the Safeguarding Children and Young People policy.



- Victimising or harassing behaviour toward a person who has made a report is unacceptable and may result in disciplinary action.
- Support (e.g. counselling, pastoral support) will be provided to all parties involved in relation to any child safety concerns, allegations or complaints.

4. Mandatory Reporters

The Children, Youth and Families Act 2005 (Vic) and the Family Law Act 1975 (Cth), establish a legal obligation for certain professionals to report child abuse to statutory authorities if they have formed a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse and the child's parents are unable or unwilling to protect the child. The failure of a mandatory reporter to make a report is considered a criminal offence.

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Reporting child abuse requires a person to form a 'reasonable' belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm.

A reasonable belief is formed if a reasonable person in the same position would have formed the same belief on the same grounds. Definitive proof or evidence that abuse has occurred, is occurring, or that a child or young person is at risk is not required and it is not appropriate to undertake an investigation.

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SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Child Protection Reporting Policy

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- A perpetrator discloses that they are harming a child or young person
- A child or young person creates drawings or stories that involve themes or events involving abuse
- An adult discloses historical abuse that occurred when they were a child.

It is important to note that each concern, allegation or complaint that arises will vary. In some instances, we can immediately form a reasonable belief and proceed to make a report (e.g. a child has made a disclosure of abuse). In other instances, forming a reasonable belief may require careful observation and monitoring of the situation (e.g. observing possible indicators that may suggest that a child is experiencing abuse) over a period of time.



The disclosure of abuse can be a very difficult and emotionally challenging process for a child, young person or adult and needs to be handled sensitively and respectfully.

All information relating to a concern, allegation or complaint is to be treated with sensitivity and the upmost confidentiality. Disclosing or sharing information with those not directly responsible for responding to a concern or allegation (e.g. gossip) may have serious consequences for the safety and wellbeing of those involved and the integrity of any future investigation (e.g. evidence may be destroyed, witnesses may be threatened or the alleged perpetrator may be 'tipped off').

Unauthorised breaches of confidentiality will result in disciplinary action.

6. How Do We Report a Concern, Allegation or Complaint?

Making a child-safety related misconduct and/or child abuse report involves notifying statutory authorities and the Professional Standards Unit (PSU) of the Catholic Archdiocese of Melbourne in a timely manner (as soon as practicable after forming a reasonable belief, unless the child or young person is in imminent danger).

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| Immediate danger If a child or young person is in imminent danger, a report to Victoria Police must be made immediately (phone '000'). |
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Reports to statutory authorities can be made directly and/or with the assistance of an immediate supervisor or the PSU. The PSU can provide advice, support and information to assist any person making a disclosure and/or report.

All reports are to be documented on the Child-Safety Related Misconduct and/or Child Abuse Report Form and emailed to the Professional Standards Unit – psu@cam.org.au – as soon as practicable.

The Professional Standards Unit (PSU) is responsible for coordinating child-safety related misconduct and/or child abuse reports in relation to the safety and wellbeing of children and young people and liaising with statutory authorities e.g. Victoria Police, Reportable Conduct Scheme – Commission for Children and Young People.

All concerns, allegations or complaints of child-safety related misconduct and/or child abuse will be taken seriously, treated with sensitivity and confidentiality

7. Reportable Conduct Scheme

The Catholic Archdiocese of Melbourne has a legal responsibility under the Reportable Conduct Scheme to report current and historical incidents of suspected child abuse (e.g. Physical, sexual, emotional abuse and neglect, grooming) or child-related misconduct of clergy, employees and volunteers to the Commission for Children and Young People (CCYP).

The CCYP provides independent oversight of an organisation's investigative response to allegations of child abuse and misconduct perpetrated by an employee or volunteer of an organisation. Under the scheme, reportable conduct will include allegations against clergy, workers or volunteers of child abuse and misconduct involving children and young people.



Reports can be directed to one of the following:

VICTORIA POLICE

Sexual Offences and Child Abuse Investigation Team (SOCIT): http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/cth/consol_act/fla1975114/s67za.html

CHILD PROTECTION (DHHS) REGIONS

Child Protection performs a range of functions including:

- Investigating matters where it is alleged that a child or young person is at risk of harm
- Referring families to services to support them to provide a safe and supportive environment for their children (e.g. Counselling, parenting support)
- Taking action to ensure the safety of children and young people. When making a report to Child Protection, the reporting person may choose to identify themselves or make a report anonymously. Notifying family members that a report is being made, may in some cases, place the child or young person at further risk. It is advisable not to inform family members that a report is being made to Child Protection unless Child Protection has indicated it is safe to inform the family.

North and West (Metro): 1300 664 9777

- South: 1300 655 795
- East: 1300 360 391
- West (Rural): 1800 075 599 After-hours and weekends: 13 12 78

PROFESSIONAL STANDARDS UNIT (PSU)

- Phone: 9926 5630 • Email: psu@cam.org.au

Please note: If you are reporting this matter to your supervisor, it is important to consider whether your immediate supervisor is implicated in the alleged abuse that has taken place. If that is the case, report the matter directly to the PSU for advice and guidance.

It is important to remember that the safety and wellbeing of the child, young person or adult making a disclosure takes priority over the interests of any other person or the parish.

8. Responding to Historical Abuse

Where the allegation or complaint relates to historical abuse by or on behalf of someone who is now over 18 years of age but was under 18 years of age when the alleged abuse took place. It is important to note that as an adult, a survivor/victim can decide whether to report the matter to the Victoria Police. Reports in relation to historical abuse can be referred to SANO Taskforce of Victoria Police.



The SANO Task Force investigates historical abuse that has occurred in religious and non-government organisations:

- Phone: 1800 110 007
- Email: sanotaskforce@police.vic.gov.au

The victim/survivor may also choose to report the matter to the PSU as the Archdiocese of Melbourne has legal obligations under the Reportable Conduct Scheme in relation to historical, as well as current incidents of abuse.

The victim/survivor can also make a direct report to the Reportable Conduct Scheme.

Reportable Conduct Scheme (CCYP)

- Phone: (03) 8601 5281
- Email: contact@ccyp.vic.gov.au www.ccyp.vic.gov.au

Alternatively, a victim/survivor may choose to contact the following bodies in relation to redress:

- Melbourne Response deals with complaints of sexual and other abuse by priests, religious and lay persons in the Catholic Archdiocese of Melbourne. Mr Jeff Gleeson QC is the Independent Commissioner. (03) 9225 6422 www.cam.org.au/Professional-Standards/Melbourne-Response
- National Redress Scheme (effective from the 1 July 2018) allows survivors of institutional child sexual abuse to seek redress. 1800 737 377 www.nationalredress.gov.au

9. Professional Standards Unit's Role in Relation to Reports of Alleged Child-Safety Related Misconduct and/or Child Abuse

The Professional Standards Unit (PSU) is responsible for coordinating child abuse reports and liaising with statutory authorities. The PSU will be guided by the recommendations of Victoria Police and/or Child Protection in relation to any action that may be required to promote the safety of those involved and the integrity of future investigations.

The PSU will conduct a risk assessment to ensure the safety and wellbeing of the alleged victim (i.e. the child or young person), and the safety of others who may be at risk (e.g. the alleged perpetrator, other children and young people, family members, employees or volunteers).

The safety and support needs of all parties involved in a report will be considered and addressed as part of this process e.g. counselling.

10. Child-Safety Related Misconduct and/or Child Abuse Report Form

All clergy, employees and volunteers have a duty of care to protect children and young people from harm and a moral, legal and ethical duty to effectively respond to and report all concerns, allegations or complaints of child abuse and/or misconduct which impacts the safety of children and young people.



This form must be completed and submitted to the Professional Standards Unit (as soon as practicable after forming a reasonable belief) that misconduct or abuse may be occurring that places a child or young person is at risk of harm.

Please do not hesitate to contact the Professional Standards Unit, if you require any assistance.

- phone: 9926 5621 (Monday to Friday 9am–5pm)
- email: psu@cam.org.au

