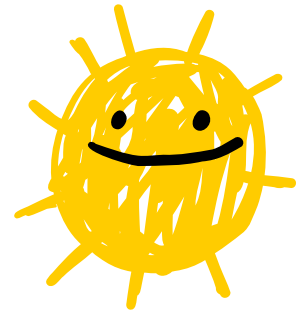


Reporting Protocols for Children and Youth



I am concerned about a child/youth

- Harm from a non-church worker
- Self-harm or suicidal behaviours
- Harm from a church worker*

*A church worker includes a minister, any ministry volunteer or leader (e.g. kids church leader, youth group leader, SRE teacher, musician, etc), warden, parish councillor, parish Synod representative.

1

Emergency?

If it's an emergency, call 000.



Document

Document in a Risk of Harm Report

Visit this link: menaianglican.org/safe-ministry/, and complete the relevant Risk of Harm Report.

2



MENAI ANGLICAN CHURCH
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Note: At this step, **do NOT tell the parents/caregivers.**

3

Tell

Tell the leader directly above you (e.g., “Team Member tells Team Leader”).

- If your team leader is unavailable or is the alleged perpetrator, **tell the leader directly above them** (e.g., “Team Member tells Area Leader / Youth or Children’s Minister”).
- If you have any concerns about telling any leaders, **tell the Safe Ministry Representative instead.**

Tell the Senior Minister about all allegations against church workers

- If the allegation is against the Senior Minister, tell the Safe Ministry Representative, **Kelly Peters**, by emailing Safe@menaianglican.org or calling 0410 131 905.

4

Report

Complete the MRG then make the relevant report/s.

First, complete the Mandatory Reporter Guide (MRG)

via the [website reporter.childstory.nsw.gov.au/s/mrg](http://reporter.childstory.nsw.gov.au/s/mrg) and use the Decision Report Outcome to determine which steps to take (e.g., whether to report). **Generate, save then send** the PDF of the Decision Report Outcome to the head of your ministry.

Then, make the required report/s:

- **Department and Communities and Justice (DCJ)**: If instructed to by the MRG, **immediately report to the DCJ** by calling the **Child Protection Helpline** on **13 21 11**.
 - If you make a report to the Child Protection Helpline, your responsibility to make a report to the police is met.
- **Office of the Director of Safe Ministry (ODSM)**: If your concern involves a church worker, report to the ODSM by calling the **Abuse Report Line** on **1800 774 945** or via the [website](#).
- **Police**: If it is NOT an emergency but you require assistance from the local police (e.g., reporting a minor crime), contact the **Police Assistance Line** on **131 444**.

Send the **reference number** of any reports you make to your head of ministry.

5

Parents

Consider informing the parents.

The head of your ministry* must discuss and decide whether or not to inform the parents, following the advice from relevant authorities and the guidance below.

*or the Senior Minister if the head of your ministry area is the alleged perpetrator.

Guidance

- **If a report has been made to the Child Protection Helpline**, seek advice from them before disclosing anything to parents/caregivers.
- **If the concern is an allegation made against a parent/caregiver**, do not tell them about the allegation.
- **If the concern is regarding a child/youth who is in danger to themselves** (e.g., self-harm, suicidal ideation or drug use), inform the parent/caregiver unless specifically advised otherwise, and if possible, in collaboration with the child/young person.
- **If the concern is regarding abuse inflicted on a child/youth by another person**, consider as to whether it is appropriate for relevant authorities (e.g., Police) to inform the parents/caregivers or whether they should be informed pastorally by the head of your ministry (or Senior Minister if the head of your ministry is the alleged perpetrator).



6

Monitor & Care

Monitor the situation and care for those involved.

Monitor

the situation and be alert for any additional safety concerns.

Care

and support to the child/youth, family/caregivers involved, and the reporter.

Self-care

- **Debrief** the situation with your team leader.
- **Self-care practices:** do what you need to do to look after your well-being.
- **Seek professional support:** seek additional professional support to help process the situation. Speak to your head of ministry to be provided with additional pastoral and psychological support.