

Concern Reporting Form

(all of CofC Services and Churches, excluding Children, Youth and Families Programs)

Child protection is everyone's business.

From 5 July 2021 in Queensland new laws mean:

- all adults in the community must report sexual offending against children to the police unless they have a reasonable excuse for not doing so.
- adults in responsible positions in institutions (e.g. sporting clubs, churches, schools) must protect children from the risk of a sexual offence being committed against them.

The new laws target behaviour that ignores or hides the sexual abuse of children. It is an offence to fail to report or protect children - **so report it, don't ignore it.**

More information about the legislation can be found [here](#).

When should I report:

If you believe a child is in immediate danger call Triple Zero (000).

As soon as you become aware of any behaviour, allegation or actions by an adult (**employed by or connected with CofC, including churches**) that causes you to reasonably believe a child has been or is likely to be sexually abused.

If you have concerns about a child being at risk of harm or who has been harmed by a parent or adult household member, please report your concerns to the Department of Children, Youth Justice and Multicultural Affairs (please see page five for contact details). Please keep a written record of this as per any relevant procedures for your area.

When to use this form:

This form must be used to record concerns you have about the risk of sexual abuse or harm to a child perpetrated by an adult employed by or connected to CofC, including churches. This includes information about concerning behaviours or actions of an adult toward a child/ren (any person under the age of 18 years). It is also to be used to record information about an adult you are aware has current or historical complaints, charges or offences against a child.

Who receives this form:

Churches of Christ in Queensland have established a Safeguarding Response Group (SRG). When concerns for the safety of a child/ren that is interacting with CofC is identified, the SRG meet to recommend child focused actions to increase safety.

In accordance with the CofC Person of Concern Policy, this form should be sent to the SRG at safeguarding@cofcqld.com.au within 48 hours of becoming aware of the risk. The information you provide may be used to report to relevant authorities. If the space provided is insufficient for your answers, please attach a separate sheet.

Complete sections 1 and 2 of this form and retain a copy for your records.

Section 1:

Is this notification related to harm or sexual abuse against a child under 18 years?
Please also indicate if it is a current situation or something that happened in the past (historical accusation or offense/conviction).

What is the name of the alleged or known offender?

First name:	
Middle name:	
Surname:	

What is the date of birth or approximate age (if known) of the alleged or known offender?

What is the alleged or known offender's role within the organisation or the church i.e.: volunteer, elder, staff member, congregation member, grounds keeper etc.

What happened or what have you become aware of? Do not commence an investigation or interview children as this could unintentionally cause further trauma. Please provide as much detail as you can of what occurred or what you are aware of. Include what was said, reported or observed, including injuries (for current situations), and specific circumstances that supported your decision to complete this statement.

How is this connected to the organisation or church?

Where did it occur (including State/Country)?

When did it occur?

Please advise the age/approx. age and gender if known, of the child/ren involved (please **DO NOT INCLUDE IDENTIFYING DETAILS**)

Do you have information about current or past charges, convictions or allegations involving the alleged offender (please specify if these were made in Queensland, another Australian state or territory or overseas)? Please attach copies of charges, convictions or other documentation if possible

For historical convictions/allegations, please detail any treatment or professional support the alleged or known offender has received or is still receiving

For historical charges/convictions, please detail any registers the known offender is on or has been on (e.g. child protection offenders register, sex offenders register)

How did you become aware of this incident or information? If another person advised you, please provide their name and role if appropriate.

Who else was involved and what was their involvement? Including details about any witnesses.

Has this matter been reported to a line manager or the church eldership/leadership? If yes, when? If no, please provide reasons for why this has not been reported.

What immediate steps have been taken by the leadership team or church governance group to ensure no further harm is caused to children?

Have Queensland Police Service been notified (where applicable)? Please provide a record of this (i.e.: QPrime number if available or please complete Section 2 of this form with officer's name etc).

Your details:

Name

Address

Phone

Your connection to the events reported

Date

Signature

Section 2:

Please ensure you record who you have advised about this matter (either verbally or in writing)

Date you reported	Name of person you reported to	The organisation to which they belong	Their position, rank or ID within that organisation	What they advised you to do

PLEASE SEND TO safeguarding@cofcqld.com.au

Department of Children, Youth Justice and Multicultural Affairs - Regional Intake Services

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm, you need to contact a Child Safety Services' Regional Intake Service.

Trained child protection workers talk to you about your concerns for the child. They will record information you provide and gather other information that may be helpful in assessing the situation. The worker will then decide the best way of responding to the information you have provided.

When you contact a Regional Intake Service to report your concerns, your details will be confidential and your identity, if provided, will be protected by law.

A Regional Intake Service receives information and child protection concerns from community members, government and non-government agencies during business hours (from 9am to 5pm Monday to Friday).

Outside of these hours, you can contact the Child Safety After Hours Service Centre on phone free-call 1800 177 135 (Queensland only).¹

Contact your local Regional Intake Service during business hours on:

Brisbane and Moreton Bay	1300 682 254
Far North Queensland	1300 684 062
North Queensland	1300 706 147
South East	1300 679 849
South West (Darling Downs) - Toowoomba	1300 683 390
South West (West Moreton) - Ipswich	1800 316 855
Sunshine Coast and Central Queensland	1300 703 762

¹ [Regional Intake Services - Department of Children, Youth Justice and Multicultural Affairs \(cyjma.qld.gov.au\)](https://www.cyjma.qld.gov.au)