

Procedure for Reporting Abuse

If a child discloses abuse to you, or there is suspicion of harm, follow these five steps:

1 DANGER

Is there immediate danger? Call Police **000**. If not, continue with the procedure below.

2 SUPPORT

LISTEN

Remain calm and listen attentively with sensitivity. No leading questions.

REASSURE

Reassure the child they have done the right thing in telling you.

RESPECT

Protect their identity & avoid promises you are not able to keep.

Does the child understand you must report the abuse to help keep them safe?

3 REPORT

■ **Report the suspicion or disclosure to your Ministry Coordinator or Minister ASAP.**

■ **If it relates to child sexual abuse, please report directly to Police (131 444), then notify PresSafe Risk Management Officer (RMO) & Clerk Of Assembly.**

If a suspicion or disclosure relates to a Ministry Coordinator or Minister, report directly to the PresSafe RMO on 0407 408 067. At any point you are able to contact Police or Child Services.

4 DOCUMENT

Document the disclosure or suspicion, as soon as you are able including names, time, location, statements, questions asked, action taken. **Do not attempt to investigate.**

5 PROTECT

You must protect the identity of the victim. **Do not discuss the situation with anyone who is not part of this official process.** This includes discussing the suspicion or disclosure with any other families or individuals who may be involved.

Your Reponse Matters.

The Presbyterian Church of Queensland (PCQ) has a policy of Mandatory Reporting for any disclosures of child abuse or suspicion of harm. Please contact the PresSafe Risk Management Officer (RMO) on 0407408067 or PCQ Clerk Of Assembly for any questions about keeping children safe in PCQ.