

Diocese of Maitland-Newcastle
Reporting Child Protection Concerns Policy



Effective date	21 October 2010
Applies to	All Members of the Diocese of Maitland-Newcastle

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Aim

This policy sets out the expectations and methodology for all 'members' of the Diocese of Maitland-Newcastle (the Diocese), to report child protection concerns.

Rationale

The Catholic Church in Australia has made an unambiguous commitment to promoting the protection of children. NSW legislation and Church regulations set out a range of personal, professional and organizational requirements for the promotion of child protection, reporting concerns and conducting investigations. The Diocese of Maitland-Newcastle has a legal and moral obligation to promote the protection of children from abuse or neglect.

One of the cornerstones of protecting children is to report concerns relating to their safety, welfare or well being. There is a complex interrelationship in NSW between child protection concerns and matters that may require reporting to and investigation by internal Diocesan resources or external authorities, including the NSW Police Force, Department of Human Services (previously DoCS) and the NSW Ombudsman.

Zimmerman House is a child protection unit established by the Bishop to act as a specialist resource for the Diocese. Zimmerman House will assist Diocesan members in meeting their reporting obligations and ensure that there is an appropriate record kept of any concerns raised.

Application

This policy applies to the following:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Catholic Schools Office | <input checked="" type="checkbox"/> Parishes |
| <input checked="" type="checkbox"/> CatholicCare | <input checked="" type="checkbox"/> Chancery |

This policy applies to the following members of the Diocese:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Clergy and Religious | <input checked="" type="checkbox"/> Visitors |
| <input checked="" type="checkbox"/> Contractors (<i>including consultants under contract to the Diocese</i>) | <input checked="" type="checkbox"/> Volunteers (<i>including authorised carers</i>) |
| <input checked="" type="checkbox"/> Students and trainees | <input checked="" type="checkbox"/> Wage and salaried employees |
-

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Definitions

Child refers to persons under the age of 18 years.

Under the Children and Young Persons (Care and Protection) Act 1998, there is a differentiation between children (0-15 yrs) and young people (16-17 yrs). However, the Crimes Act 1900, the Ombudsman Act 1974 and the Commission for Children and Young People Act 1998 all define children as any persons under 18 years.

Child protection concern is a term used to capture a wide range of possible concerns held by members of the Diocese for the safety, welfare and well being of children. Child protection concerns include those matters:

- that would constitute risks of significant harm; or
- that do not meet the threshold for significant harm but where a Diocesan member has anxiety, concern or fears for one or more children ; or
- that may constitute reportable conduct under the NSW Ombudsman's Act 1974.

The **Diocese of Maitland-Newcastle** is inclusive of all parishes, services, programmes and agencies that are under the authority of the Bishop of Maitland-Newcastle. The Bishop takes his authority from Canon Law (cannons 375-402) and his status as 'head of agency' from clause 6 of the Ombudsman Regulation 2005.

The Diocese is not wholly geographic in nature. There are elements of the Catholic Church operating within the geographical boundaries of the Diocese that do not fall under the authority of the Bishop, do not have him as 'head of agency' and are not a part of the Diocese of Maitland-Newcastle.

An **Entity** refers to the principle internal administrative structures within the Diocese of Maitland-Newcastle, which consist of:

- Catholic Schools Office for the Diocese of Maitland-Newcastle includes the Catholic systemic schools that are answerable to the Director of Schools or delegates.
- CatholicCare and all directorates, programmes and service outlets that are answerable to the Chief Executive Officer of CatholicCare Hunter-Manning or delegates.
- The Chancery and all departments answerable to the Bishop of Maitland-Newcastle or delegates.

Each parish is a unique entity, as articulated in Canon 515(3).

A **Mandatory Reporter** is:

- 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

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- 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 **Member of the Diocese** means any person engaged with the Diocese of Maitland-Newcastle, under the broad meaning of employment as defined by the Commission for Children and Young People Act 1998. This includes:

- performance of work under a contract of employment; or
- performance of work as a self-employed person or as a subcontractor; or
- performance of work as a volunteer for an organisation; or
- undertaking practical training as part of an educational or vocational course; or
- performance of work as a minister, priest, rabbi, mufti or other like religious leader or spiritual officer of a religion or other member of a religious organisation; or
- performance of the duties of an authorised carer within the meaning of the Children and Young Persons (Care and Protection) Act 1998.

A **Reportable Allegation** means an allegation of reportable conduct or a reportable conviction against a member of the Diocese or an allegation of misconduct that may involve reportable conduct.

Reportable Conduct is:

- (a) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence), or
- (b) any assault, ill-treatment or neglect of a child, or
- (c) any behaviour that causes psychological harm to a child,

A **Reportable Conviction** is defined in s.25A of the Ombudsman Act as a conviction (including a finding of guilt without the court proceeding to a conviction), in this State or elsewhere, of an offence involving reportable conduct. Appendix A of this policy lists the reportable convictions for NSW.

A child is at **Risk of Significant Harm** if current concerns exist for the safety, welfare or well-being of the child because of the presence, to a significant extent, of any one or more of the following circumstances:

- (a) the child's basic physical or psychological needs are not being met or are at risk of not being met,

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- (b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child to receive necessary medical care,
- (b1) in the case of a child who is required to attend school in accordance with the Education Act 1990—the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child to receive an education in accordance with that Act,
- (c) the child has been, or is at risk of being, physically or sexually abused or ill-treated,
- (d) the child is living in a household where there have been incidents of domestic violence and, as a consequence, the child is at risk of serious physical or psychological harm,
- (e) a parent or other caregiver has behaved in such a way towards the child that the child has suffered or is at risk of suffering serious psychological harm,
- (f) the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

Risk of significant harm may occur from a single act or omission or to a series of acts or omissions.

The meaning of **Significant** in the phrase '*to a significant extent*' is that which is sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. What is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child's safety, welfare or well being.

In the case of an unborn child, what is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child after the child's birth. Significance can result from a single act or omission or an accumulation of these.

The functional meaning of 'risk of significant harm' will be achieved through the application of the Department of Human Services' (Community Services) structured decision making tool.

Senior management means a supervisor who oversees other management roles and would include:

- in the Chancery – Vice Chancellors and Chancellor;
- in Catholic Schools Office – Heads of Services and the Director of Schools;
- in Catholic Systemic Schools – Principals and Assistant Directors of Schools; and

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- in CatholicCare – Directors of Services, other members of the executive and the Chief Executive Officer.

For parishes, the Parish Priest may use his discretion to determine whether the relevant Dean, Vicar General or other member of the Chancery should be informed as a senior manager.

A **Supervisor** means a member of the Diocese who is in a position of direct authority over another Diocesan member. Direct authority means the supervisor has the ability to assign work to, or direct a member of the Diocese's work activities, or they have administrative responsibility for the member of the Diocese in such matters as certifying timesheets (where applicable), approving leave or providing supervision.

Supervisory roles within the Diocese include:

- in Parishes – the Parish Priest;
 - in the Chancery – the Bishop, Vicar General, Chancellor, Vice Chancellors, directors or managers of service;
 - in Catholic Schools Office – the Director of Schools, Assistant Directors or Heads of Service (e.g. Religious Education and Spirituality, Teaching and Learning, Financial or Employee);
 - in Catholic Systemic Schools – the Principal, Assistant Principals, or service coordinators (e.g. Ministry, Religious Education, Study or Primary); and
 - in CatholicCare – the Chief Executive Officer, Directors of Service, Programme Managers, service or site managers.
-

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Procedure for Members of the Diocese to Report Child Protection Concerns

Members of the Diocese will maintain an appropriate ongoing professional dialogue with their supervisor in relation to all relevant work matters, including working with children.

It is a member of the Diocese's responsibility to report child protection concerns to their supervisor.

Reporting child protection concerns may be done either verbally or in writing.

A verbal report may be in person or by phone. However, the member of the Diocese must speak directly to their supervisor and confirm that the supervisor is fully aware of the issues. Leaving a message, either with a third party (e.g. administrative assistant) or on an answering service does not constitute making a report. Employees must follow-up with further attempts at direct verbal contact or prepare a written report.

It is prudent for the member of the diocese who is verbally reporting their child protection concerns, to make a written note of their verbal report. A case note, diary entry or other form of private written record will suffice.

A written report can be made using the *Diocese of Maitland-Newcastle Child Protection Report*. A copy is available in Appendix B. Particular diocesan entities or programmes within entities may have specific reporting forms that vary from the Diocese of Maitland-Newcastle Child Protection Report form. As long as the local variant of the form captures the salient information, please use the form most appropriate for your service and in accordance with local procedure.

Alternatively, a written report can be made using Community Services' *Risk of Significant Harm Report* (available in Appendix C). If you have formed a view that the concerns you have, constitutes a report of risk of significant harm (refer page 9 for *Additional Reporting Procedure for Members of the Diocese Who Are Mandatory Reporters*) then the Risk of Significant Harm Report should be used. Community Services will want their form completed (if reporting to the Helpline).

Do not complete multiple forms, duplication is unnecessary. For diocesan purposes, a single report, using the Community Services' report or one of the internal reports will suffice.

A verbal or written report should contain adequate information to describe the issues of concern and identify the persons involved, (**Who** did **What** to **Whom**, **Where** and **When**).

Dependent on the nature of the concerns, it may be necessary for a member of the Diocese to report as a matter of urgency. If a member of the Diocese believes a child is at imminent risk, they should make a verbal report immediately. Regardless, a member of the Diocese should report any child protection concerns within 24 hours.

Where a member of the Diocese's supervisor is unavailable or they believe their supervisor may have a conflict of interest in relation to the concerns, the member of the Diocese should report their concerns to an appropriate person.

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An **Appropriate Person** includes their supervisor's manager or other senior management within their Entity (i.e. Catholic Schools Office, CatholicCare or Chancery). For Parishes, an appropriate person would include an Associate Pastor, the Regional Moderator or Dean.

Where the member of the Diocese is unable to identify a supervisor or contact any other appropriate person, a member of the Diocese may report their child protection concerns directly to a staff member of Zimmerman House. Zimmerman House is contactable by during **office hours** phone (4940 8091) or **after hours** (1800 234 050).

If a member of the Diocese believes that a child, class of children or other persons face immediate danger, the member must contact 000 immediately.

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Additional Reporting Procedure for Members of the Diocese who are Mandatory Reporters

If a Diocesan member is a mandatory reporter and:

- they have reasonable grounds to suspect that a child is at risk of significant harm, and
- those grounds arise during the course of or from the member of the Diocese's work,

it is the individual member of the Diocese's duty to report, as soon as practicable, to the Department of Human Services, Community Services.

Mandatory reporters should use the NSW Mandatory Reporter Guide to support their decision whether their concerns constitute risk of significant harm. It is recommended that the **Online Mandatory Reporter Guide** be used and is available at:

<http://sdm.community.nsw.gov.au/mrg/app/summary.page>

It is recommended that the determination of what concerns constitute risk of significant harm is made in conjunction with the member of the Diocese's supervisor, an appropriate person or a member of Zimmerman House. Zimmerman House is contactable by during **office hours** phone (4940 8091) or **after hours** (1800 234 050).

On completing the Online Mandatory Reporter Guide, the member of the Diocese should request a copy of the **NSW Online Mandatory Reporter Guide - Decision Report**, which is a written record of the Guide's recommendations. The Report should be saved to the member of the Diocese's computer and printed out.

The member of the Diocese may choose to make a verbal report to Community Services' **Helpline** by **phone** (133 627 or 132 111).

Alternatively, the member of the Diocese may choose to complete a Community Services' **Risk of Significant Harm Report** and **fax** it to the **Helpline** (9633 7666). A copy of the Report is available in Appendix C.

Dependent on the nature of the concerns, it may be necessary for the member of the Diocese to report to Community Services as a matter of urgency. The Online Mandatory Reporter Guide will advise the user if the assessed risk requires an immediate report to the Helpline. If the Online Mandatory Reporter Guide recommends "*Immediate report to Community Services*", the supervisor must contact the Helpline immediately by phone (133 627 or 132 111).

Reporting to Community Services does not relieve the member of the Diocese of their responsibility to report their concerns to their supervisor.

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Procedure for Supervisors Managing Reports of Child Protection Concerns

Supervisors will maintain appropriate ongoing professional dialogue with their staff in relation to all relevant work matters, including working with children.

When a member of the Diocese reports child protection concerns to the supervisor, that supervisor has the responsibility to check whether the member of the Diocese has made a determination that the concerns constitute risk of significant harm and that they have made a report to Community Services.

If the member of the Diocese has not, the supervisor will assist in making that determination, using the NSW Mandatory Reporter Guide to support their decision whether their concerns constitute risk of significant harm. It is recommended that the **Online Mandatory Reporter Guide** be used and is available at:

<http://sdm.community.nsw.gov.au/mrg/app/summary.page>

On completing the Online Guide, supervisors should request a copy of the **NSW Online Mandatory Reporter Guide - Decision Report**, which is a written record of the Guide's recommendations. The Report should be saved to the supervisor's computer and printed out.

Supervisors are encouraged to contact Zimmerman House to assist in their decision making, during **office hours** phone (4940 8091) or **after hours** (1800 234 050).

If the supervisor forms the view that the child protection concerns constitute risk of significant harm, the supervisor is responsible for ensuring that a report is made to Community Services' Helpline immediately.

The supervisor may choose to make a verbal report to the **Helpline** by **phone** (133 627 or 132 111).

Alternatively, the supervisor may choose to complete or direct the member of the Diocese to complete a Community Services' **Risk of Significant Harm Report** and **fax** it to the **Helpline** (9633 7666). A copy of the Report is available in Appendix C.

Dependent on the nature of the concerns, it may be necessary for the supervisor to report as a matter of urgency. The Online Mandatory Reporter Guide will advise the user if the assessed risk requires an immediate report to the Helpline. If the Online Mandatory Reporter Guide recommends "**Immediate report to Community Services**", the supervisor must contact the Helpline immediately by phone (133 627 or 132 111).

If the supervisor believes that a child, class of children or other persons face immediate danger, the supervisor must contact 000 immediately.

If the person alleged to be the cause of the child protection concerns, is a member of the Diocese, the supervisor must contact Zimmerman House within 5 working days. This includes programmes and services that have alternate reporting arrangements (refer p.15).

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Contact with Zimmerman House should be made sooner if the concerns expressed are of a more serious nature.

Contact Zimmerman House during *office hours* phone (4940 8091) or *after hours* (1800 234 050).

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Procedure for Contacting 000 Emergency

000 is a free national emergency hotline service to contact the Police, Ambulance or Fire Services in case of urgent time critical, life threatening situations or other emergencies.

A member of the Diocese may form the view that a child, class of children or other persons face immediate danger if:

- there is a fire;
- there is a hazardous material spillage;
- one or more persons are trapped and require rescue;
- there are other emergency situation, such as a medical emergency;
- there are criminal or other incidents -
 - that are actually occurring at the time of the call,
 - where offenders are still on the scene,
 - that involve violence (eg. domestic violence, assault and rob, brawl),
 - where a crime has just occurred (eg. disturbing offenders breaking into a house), or
- there are credible fears for their safety.

Emergency calls are free on all mobile phones. Many newer digital phones may require the member of the diocese to dial 112. The Emergency Operator will ask for the mobile from which the call is made. Ensure that the mobile phone number is known prior to ringing 000.

Ensure that clear, accurate information is provided. Allow the Emergency Operator to guide the 000 call. Ensure that the following information is ready for the Emergency Operator:

- The nature of the emergency e.g. house fire, bush fire, car accident, hazardous material spillage, medical emergency etc.
- Location of the incident. This should include a house or flat number, street name and the name of the town, suburb or city.
- The name of the nearest cross street or distinguishing landmark. The nearest cross street is the nearest intersecting street. This does not mean the nearest main road, or any street nearby.
- If there are any people trapped or injured.

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Procedure for Advising Senior Management

It is the supervisor's responsibility to make a determination whether the child protection concerns warrant advising relevant senior management.

The criteria for making the decision to advise senior management includes:

- a child was in immediate danger and a member of the Diocese or the supervisor has made contact with 000, or
- the concerns were assessed as involving risk of significant harm, the concerns are a consequence of the actions or inaction of a Diocesan member and it appears probable that statutory intervention by Police, JIRT or Community Services will occur.

If 000 was contacted or the concerns are such that the statutory intervention is likely to occur as a matter of immediacy, the supervisor must inform their agency's senior management immediately.

Regardless, supervisors are required to advise their senior management within 24 hours of the report having been made to the Helpline.

If the child protection concern involves a member of clergy or religious, the Bishop must be advised immediately.

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Procedure for Reporting Child Protection Concerns to Zimmerman House

It is the Bishop's responsibility (as Head of Agency) to determine whether a child protection concern constitutes a reportable allegation, which may require a separate report to the NSW Ombudsman. Zimmerman House acts as the Bishop's delegate.

Supervisors must advise Zimmerman House of any child protection concerns within 5 working days of becoming aware of the concerns; unless there are alternate reporting arrangements (refer p.15).

If the person alleged to be the cause of the child protection concerns, is a member of the Diocese, the supervisor must contact Zimmerman House within 5 working days. This includes programmes and services that have alternate reporting arrangements. Contact with Zimmerman House should be made sooner if the concerns expressed are of a more serious nature.

The supervisor may advise Zimmerman House in writing by **e-mail** (child.protection@mn.catholic.org.au) or by **fax** (4940 8087). Include the following documents:

1. a copy of the NSW Online Mandatory Reporter Guide - Decision Report; **and**
2. either a copy of the Diocese of Maitland-Newcastle Child Protection Report; **or**
3. a copy of the Department of Human Services Risk of Significant Harm Report (if available).

The supervisor may verbally advise Zimmerman House by phoning during **office hours** (4940 8091) or **after hours** (1800 234 050).

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Procedure for Establishing and Reporting Under Alternate Reporting Arrangements

Particular services and programmes within the Diocese work with children who are in crisis or otherwise unsettled. These services or programmes generate a significant number of child protection concerns. These concerns relate mostly to the risk taking behaviours of the children themselves and verbal advice is provided to Community Services caseworkers or as risk of significant harm to the Helpline, as a matter of course.

For services or programmes that fit these criteria, it is possible to establish alternate reporting arrangements.

The Manager Zimmerman House and either, the Chief Executive Officer for CatholicCare services or the Director of Schools for Catholic Schools Office, must be satisfied that the supervisors of the service or programme can demonstrate adequate knowledge of the reporting requirements of both the Children and Young Persons (Care and Protection) Act 1998 and the Ombudsman Act 1974.

Once satisfied, the Manager Zimmerman House and either the Chief Executive Officer or Director of Schools for Catholic Schools Office, co-sign an **alternate reporting authorisation** which allows the specified service or agency to determine whether a child protection concern involves a member of the Diocese. An alternate reporting authorisation may last for a maximum of 2 years.

If a child protection concern involves a member of the Diocese, the supervisor must follow the Procedure for Reporting Child Protection Concerns to Zimmerman House (refer p.14).

If a child protection concern does not involve a member of the Diocese, the supervisor may use their discretion whether to forward the report to Zimmerman House for review.

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Supporting Material

Diocese	Canon Law
<p>Legislation</p> <p>Children and Young Persons (Care and Protection) Act 1998 and Regulation 2000</p> <p>Commission for Children and Young People Act 1998 and Regulation 2009</p> <p>Ombudsman Act 1974 (Part 3A) and Regulation 2005</p> <p>Statutory Guidelines</p> <p>Child Protection in the Workplace: Responding to allegations against employees (June 2004)</p> <p>New South Wales Interagency Guidelines for Child Protection Intervention (2006)</p> <p>Structured Decision Making System New South Wales: Mandatory Reporter Guide (December 2009)</p> <p>Working With Children Check Guidelines (February 2010)</p>	<p>Canon Law</p> <p>Book II, Part II, Section II, Title I, Chapter II:</p> <p>Article 1: Bishops in General, canons 375-380 and Article 2: Diocesan Bishops, canons 381-402</p> <p>Title III, Chapter IV: Parishes, Pastors, And Parochial Vicars, canons 515-552</p> <p>Church Guidelines</p> <p>Integrity in Ministry (June 2004)</p> <p>Towards Healing (January 2010)</p>

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Sign Off

I have read, understood and am prepared to abide by the Reporting Child Protection Concerns Policy.

I understand the following procedures (*mark all relevant boxes*) apply to me in my role:

- Procedure for Members of the Diocese Reporting Child Protection Concerns
- Additional Reporting Procedure for Members of the Diocese Who Are Mandatory Reporters
- Procedure for Supervisors Managing Reports of Child Protection Concerns
- Procedure for Contacting 000 Emergency
- Procedure for Advising Senior Management
- Procedure for Reporting Child Protection Concerns to Zimmerman House
- Procedure for Establishing and Reporting Under Alternate Reporting Arrangements

Employee's

Full Name: _____

Role: _____

Signature: _____

Date: _____

Revision History

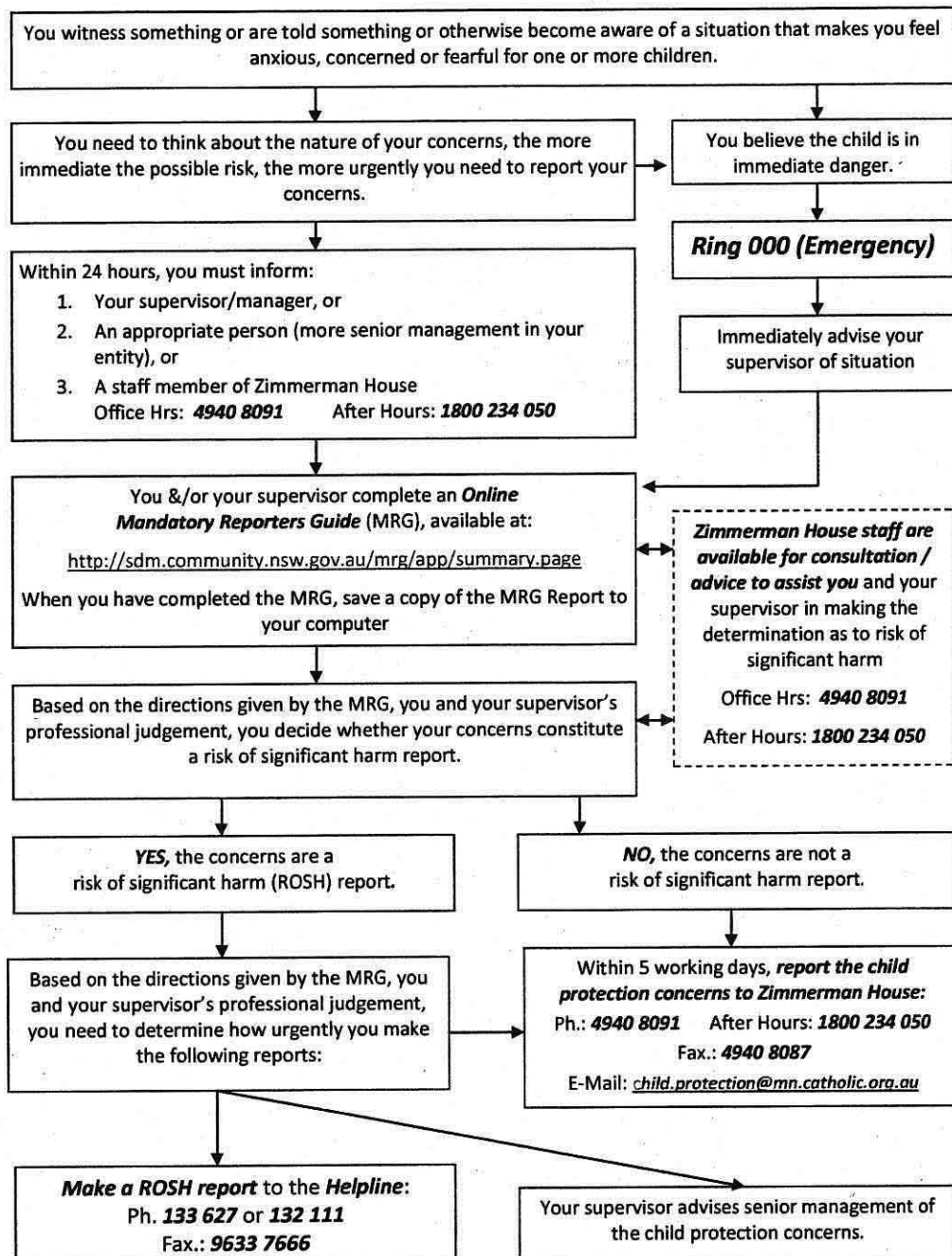
Version	Date	Author	Description of Changes
1.0			

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Quick Reference:
Flowchart for Reporting Child Protection Concerns

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Appendix B: Diocese of Maitland-Newcastle Child Protection Report

Entity

- Chancery / Parish Catholic Schools Office / Systemic school
 Catholic Care Other

Details of Employee Making Report

Name:

Role/Function:

Mobile/Phone:

Employee's Team/Programme/Parish/School

Name:

Address:

When did the member of the Diocese become aware of the child protection concerns:

Date: Time:

Report Directed To (Internal):

Supervisor Appropriate Person Zimmerman House

Name: Mobile/Phone:

Role/Function: Fax (if used):

Report Directed To (External): *(Tick ALL relevant boxes & complete details)*

Report to Community Services Helpline *(Risk of Significant Harm)* Helpline Report No:

NSW Police Force *(allegation of criminality)* CoPS Event No:

DETAILS OF THE CHILD PROTECTION CONCERNS

- 1 Details of the people involved in the child protection concerns:**
(List as much identifying detail as possible, e.g. full names, gender, dates of birth, home or work addresses, their roles in the Diocese, any special medical or other conditions relating to the persons, etc)

Child(ren) or Young person(s):

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Person(s) alleged to have caused the child protection concerns:

Witnesses (if any):

2 Details of the alleged incident(s):

- Who did it?
- What did they do?
- Who did they do it to?
- Where did it happen? (location)
- When did it happen? (time and date)

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3 Other Information / Corroboration (if any):

(List any other information that may be of relevance. Consider any objects or other 'physical proof' that the alleged incident occurred – a detailed description of the object, where it is and who has control/possession/ownership of the object)

SIGNATURES

Employee's Signature

Supervisor's Signature

Date:

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Appendix C: Human Services Risk of Significant Harm Report



Human Services
Community Services

RISK OF SIGNIFICANT HARM REPORT

**BEFORE YOU FAX THIS REPORT TO THE CHILD PROTECTION HELPLINE,
PLEASE READ THE FOLLOWING:**

The **Mandatory Reporter Guide (MRG)** has been written to assist professionals make a decision about whether their concerns about a particular child or young person are likely to meet the risk of significant harm threshold. It also provides useful advice about any other actions you can take to assist the child, young person or family.

The MRG gives clear advice about the threshold for risk of significant harm. You are encouraged to use the MRG for reporting all child protection concerns - it is located on the KTS website www.keepthemsafe.nsw.gov.au.

1. Have you completed the MRG? Yes No
2. Have you consulted and were subsequently referred to the Child Protection Helpline via your Child Wellbeing Unit (CWU) if available, or via another professional? Yes No

PLEASE DO NOT COMPLETE THE FAX FORM:

**If the outcome of the MRG is
"Immediate Report to Community Services"
OR**

**If you have concerns of a high risk of significant harm and/or imminent risk of
significant concerns for the safety of a child or young person.**

In this case you MUST make your report by telephone on 133 627.

PLEASE COMPLETE A FAX FORM

**If your concern meets the Risk of Significant Harm threshold but it is non-imminent OR
you believe your concern is about a matter that requires a Community Services
response**

Fax to: Child Protection Helpline on 9633 7666

Approved by: Bishop Michael Malone & the Combined Diocesan Executive
Date: 21 October 2010
Review Date: 21 October 2011

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PLEASE TYPE OR PRINT CLEARLY

Please make sure all pages are sent

1. YOUR DETAILS			
Reporter's name		Position	
Service / Agency			
Contact phone no.		Fax no.	
Business Address			
Was a message left on the Child Protection Helpline telephone system?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes →	Date _____ Time _____
COPS Event No. (Police only)			
Is the parent / carer / alleged offender on the NSW Child Protection Register?(Police only - tick if applicable)	<input type="checkbox"/> Yes	In relation to this report, are you an Opioid treatment prescriber? (Health only)	<input type="checkbox"/> Yes

2. DETAILS ABOUT THE CHILD OR YOUNG PERSON			
Child or young person's name			
Date of birth (or expected date)		Age or approximate age	<input type="checkbox"/> Unborn
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not known
Tick if applicable	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both
Cultural background			
School / Pre-School attended or other child care (Family Day Care / nanny arrangements etc)			
Child or young person's name			
Date of birth (or expected date)		Age or approximate age	<input type="checkbox"/> Unborn
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not known
Tick if applicable	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both
Cultural background			
School / Pre-School attended or other child care (Family Day Care / nanny arrangements etc)			
Child or young person's name			
Date of birth (or expected date)		Age or approximate age	<input type="checkbox"/> Unborn
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not known

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Tick if applicable	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both
Cultural background			
School / Pre-School attended or other child care (Family Day Care / nanny arrangements etc)			
Child or young person's name			
Date of birth (or expected date)		Age or approximate age	<input type="checkbox"/> Unborn
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not known
Tick if applicable	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both
Cultural background			
School / Pre-School attended or other child care (Family Day Care / nanny arrangements etc)			

3. FAMILY DETAILS

Family's address			
Suburb		Postcode	
Home phone			
Interpreter required	<input type="checkbox"/> No <input type="checkbox"/> Yes →	Please identify language spoken	
Disability issues			
Current whereabouts of child / young person			

4. NAME OF PARENTS/ CARERS & THEIR RELATIONSHIP TO THE CHILD OR YOUNG PERSON

Name	
Address (if different from above)	
Phone (if different from above)	
Relationship	
Name	
Address (if different from above)	
Phone (if different from above)	
Relationship	
Significant others close to the child and/or family (eg. grandparents/ aunts/ uncles)	

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5. SAFETY CONCERNS			
Known relevant criminal history of parents/carers			
Current Apprehended Violence Order (AVO)	<input type="checkbox"/> Yes ↓	<input type="checkbox"/> No	<input type="checkbox"/> Not known
Who is the AVO against?			
Who is protected by the AVO?			
Family Law Court Orders (please provide details)			
Any known worker safety issues	<input type="checkbox"/> No	<input type="checkbox"/> Yes (please provide details)	

AS PER THE ACT, A CHILD IS DEFINED AS A PERSON WHO IS UNDER THE AGE OF 16 YEARS, AND A YOUNG PERSON IS DEFINED AS 16 YEARS AND ABOVE, BUT IS UNDER THE AGE OF 18 YEARS.

What is the reason for reporting under the <i>Children and Young Persons (Care and Protection) Act 1998</i> ?	<input type="checkbox"/> Request for Assistance (Sect 21/113)	<input type="checkbox"/> Prenatal (Sect 25)
	<input type="checkbox"/> Risk of Significant Harm (Sect 23/24)	<input type="checkbox"/> Homelessness (Sect 120/121/122)
Please provide details of your ROSH concern for the safety and/or welfare of the child/ren and/or young persons. Also include any concerns you may have in regards to: <ul style="list-style-type: none"> • issues of domestic violence • carer's alcohol or other drug misuse • carer's mental health issues 		
What have you noticed about the child/ren and/or young person's appearance and behaviour?		
Did this incident result in a physical injury to a Child/Young Person?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please provide details:	
Did this incident result in a physical injury to another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please provide details:	

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Did this incident result in medical attention/treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details:
What is the nature of your ongoing professional role, if any, with the child/ren, young person/s and their parents/carers, and the frequency, duration and type (if applicable)?	
What other services or supports are currently in place to support the child/ren, young person/s and their parents/carers (if known)?	

<p>Is the family, child or young person aware that this report has been made? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you consent for your identifying information to be provided to JIRT (NSW Police and NSW Health) or NSW Police (LAC) and/or NSW Health in the event that JIRT does not accept the report for action? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the report is referred to NSW Police, the same protections and confidentiality relating to your identity will continue to apply as per Section 29 of the <i>Children and Young Persons (Care and Protection) Act 1998</i>.</p>
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Reporter's name (please print clearly)	
Signature	
Date and time	

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