



Diocese of Toowoomba

Children, Young People and Adults at Risk

Safeguarding Risk Management Strategy

for

Diocesan Councils, Commissions, Ministries, and Parishes

14 April 2023

In the Diocese of Toowoomba, we commit ourselves to ensure the safety and well-being of children, young people, and adults at risk in our community. The best interests of the child, young person or adult at risk come first. Our Diocese takes a zero tolerance approach to all forms of abuse.

Diocesan Safeguarding Policy for Children, Young People, and Adults at Risk
(April 2023)

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Introduction

Purpose

The Catholic Diocese of Toowoomba is committed to providing safe environments for those who may be vulnerable to the risk of harm, injury, or abuse. We value the participation of children, young people, and adults at risk, and seek to ensure they are protected, respected, and cared for appropriately while participating in our various activities. Legislation also espouses a duty of care for children, young people, and adults at risk at a diocesan and parish level.

Scope

The Catholic Diocese of Toowoomba interacts with children, young people, and adults at risk in a variety of contexts. These provisions apply to appointed personnel, employees and volunteers who are responsible for securing a safe environment for children, young people, and adults at risk in the care of all bodies involved in the Catholic Diocese of Toowoomba.

A – Statement of Commitment

The Catholic Diocese of Toowoomba is committed to ensuring that a Diocesan Council, Commission, Ministry, or Parish, and its appointed personnel, employees and volunteers provide a safe and caring environment for all children, young people and adults at risk. The appointed personnel, employees and volunteers will treat children, young people and adults at risk with respect and understanding and address their concerns at all times. The Diocesan Council, Commission, Ministry, or Parish will endeavour to provide a safe and supportive environment for children, young people and adults at risk through:

- Awareness: ensuring that all appointed personnel, employees and volunteers are aware of the problem of abuse and the potential risks to children, young people and adults at risk.
- Prevention: ensuring, through increased awareness and risk management strategies, that risks to the safety and wellbeing of children, young people and adults at risk are eliminated or minimised.
- Responding: ensuring that action is taken to support and protect children, young people and adults at risk where concerns arise regarding suspected abuse or neglect.
- Reporting: ensuring that appointed personnel, employees and volunteers have clearly defined processes to implement when concerns arise regarding the safety of children, young people and adults at risk.
- Reviewing: ensuring that environments and processes are reviewed at least annually and following any incident to maintain the safety of children, young people and adults at risk.

Objectives and aims

Each Diocesan Council, Commission, Ministry, or Parish will:

- Demonstrate a commitment to promoting the wellbeing of children, young people and adults at risk and to protecting them from harm by taking reasonable steps to prevent foreseeable risk of harm or abuse to a child, young person or adult at risk.
- Reaffirm, on an annual basis, its commitment to promoting the wellbeing of children, young people and adults at risk and to protecting them from harm as prescribed in this Safeguarding Risk Management Strategy.

- Communicate the Safeguarding Risk Management Strategy to appointed personnel, employees, volunteers, parishioners, parents, children, young people and adults at risk and visitors to the Diocesan Council, Commission, Ministry, or Parish. See *Appendix 1 Information for Parents and Carers*.
- Where there is risk of harm to a child, young person or adult at risk who is either a client, volunteer or participant, ensure legislative responsibilities are followed through to protect the child, young person or adult at risk. For example:
 - i. Carry out risk assessment processes and implement procedures consistent with the requirements of Blue Card Services <https://bluecard.qld.gov.au/>
 - ii. Co-operate with authorities (e.g., Queensland Police and Department of Children, Youth Justice and Multicultural Affairs (Child Safety Services)) in the investigation of suspected cases of harm and abuse.
 - iii. Train and educate appointed personnel, employees and volunteers who work with children or young people in child protection policies and procedures.
- When confronted with disclosures of harm to children, young people or adults at risk, the Diocesan Council, Commission, Ministry, or Parish will respond in the best interests of the child, young person or adult at risk subjected to the harm or abuse.
- An allegation or suspicion of harm that involves an offence against a child, young person or adult at risk will be taken seriously and responded to in an appropriate and timely manner.

The Safeguarding Risk Management Strategy

The Strategy consists of appropriate policies, procedures and practices that, once implemented, are intended to safeguard and minimise the risk to children, young people and adults at risk while in the care of the Catholic Diocese of Toowoomba. The Strategy acknowledges that risk assessment processes are needed to identify risks; implement control measures minimising such risks; and respond in an appropriate manner to suspected and/or reported cases of harm or abuse in an efficient and timely manner.

In doing so, it is acknowledged children, young people and adults at risk are involved, not only as recipients of varied services, but also as clients, volunteers and/or church members.

Further, to create an environment that is friendly to children, young people and adults at risk, collaboration must exist between the Diocesan Council, Commission, Ministry, or Parish, its appointed personnel, employees, volunteers, and families in ensuring the interests of children, young people and adults at risk come first. Our Diocese takes a zero tolerance approach to all forms of abuse.

B – Code of Conduct

All appointed personnel, employees and volunteers working with children, young people and adults at risk must ensure that at all times they:

- Commit to safe and supportive relationships,
- Uphold dignity and respect,
- Act with justice and fairness,
- Are diligent in Safeguarding practice,
- Maintain confidentiality, and
- Are responsible in the management of information and records.

Appendix 2 contains a copy of the Diocesan Safeguarding Code of Conduct which expands the points listed above.

C – Recruitment, selection, training, and management

To ensure a safe and supportive environment for children, young people and adults at risk, volunteers and employees in Councils, Commissions, Ministries, and Parishes will need to participate in:

- A recruitment and selection process, modified for appointed personnel,
- An induction into the organisation,
- Training relevant to their role, and
- Performance feedback or an appraisal system (as required).

The Diocesan Recruitment Policy (including specific provisions related to safeguarding) and aids for the purpose of implementing these requirements are available from the Diocesan Professional Standards and Safeguards Office, the Diocesan and Development Funds Office, or the Diocesan Work Health and Safety Coordinator.

D – Handling of disclosures or suspicions of harm

Procedures for receiving a disclosure of harm or abuse from a child, young person or adult at risk

When receiving a disclosure of harm or abuse:

- Remain calm and find a private place to talk,
- Do not promise that you will keep a secret; tell the person disclosing that they have done the right thing in telling you but that you will need to tell someone who can keep them safe,
- Ask only enough questions to confirm the need to report the matter; probing questions could cause distress and confusion or interfere with any later enquiries, and
- Do not attempt to conduct your own investigation or mediate an outcome between the parties involved.
- Document the disclosure using the appropriate Diocesan form (*Appendix 3 Receiving and Recording a Disclosure Form*).

Reporting guidelines for disclosures or suspicions of harm

The Diocese accepts that there may be times when a child, young person or adult at risk participating in church activities may disclose harm or abuse, or there may be times when there is a reasonable suspicion of harm or abuse when no parent is available or willing to protect the child. It is critical that appointed personnel, employees and volunteers know what is expected of them in these circumstances. All reporting of allegations is highly sensitive and should be dealt with in a sensitive and confidential manner. Following are the actions our Diocesan Council, Commission, Ministry, or Parish will take immediately following a disclosure or reasonable suspicion of harm.

Documenting a suspicion of harm

If you or others have concerns about the safety of a child, young person or adult at risk, record your concerns in a non-judgemental and accurate manner as soon as possible. If a parent explains a noticeable mark on a child, record your own observations as well as accurate details of the conversation. If you see unsafe or harmful actions towards a child, young person or adult at risk

in your care, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance.

Documenting a disclosure of harm

Record the details as soon as possible so that they are accurately captured. *Appendix 3 Receiving and Recording a Disclosure Form* is available for use. Include:

- Time, date, and place of the disclosure,
- Verbatim (word for word) account of what happened and what was said, including anything you said and any actions that have been taken, and
- Date of report and signature.

It is essential that a child, young person or adult at risk making a disclosure is acknowledged with the full attention of the person accepting their disclosure. For that reason it is best not to take notes during the disclosure but it is important to ensure that the child, young person or adult at risk is informed that the disclosure will be documented immediately afterwards. The explanation about the importance of documentation should be appropriate to the age and level of understanding of the child, young person or adult at risk.

Reporting the disclosure or suspicion of harm to authorities

The Diocesan Council, Commission, Ministry, or Parish will not conduct its own enquiries in relation to the disclosure or suspicion of harm or abuse or try to mediate an agreement between the parties involved. The person who receives a disclosure or suspects harm is to report it to the Diocesan Council, Commission, Ministry, or Parish leader and then contact the relevant authority to ensure information provided is comprehensive and accurate.

Report the matter to:

- Queensland Police Service on 131 444 (in cases of immediate danger, imminent harm, or criminal activity (eg., sexual abuse) or 000).
- Department of Children, Youth Justice and Multicultural Affairs (Child Safety Services) on freecall 1800 811 810,

Appendix 4 Reporting a Disclosure or Allegation of Harm or Abuse is available for use.

Actions following a disclosure of harm or abuse:

Processes for those involved in the report:

- The children, young people or adults at risk involved should be offered appropriate counselling and support.
- *The person who made the report* – under Section 22 of the Child Protection Act 1999 a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics. Details of the person who made the report are to be kept confidential and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.
- *The person against whom the allegation has been made* – where it is alleged that an appointed person, employee or volunteer is the source of harm against the child or young person, the appointed person, employee or volunteer will be stood down from their duties until the matter has been investigated and resolved by the appropriate authorities.

Confidentiality

Any issue relating to suspected or alleged harm or abuse to children, young people and adults at risk is highly sensitive and must be treated accordingly. Any reports or documentation on

disclosures must be kept secure at all times. Access should be strictly limited to those involved in the matter.

E – Managing breaches of the Safeguarding Risk

Management Strategy

Breaches of the Safeguarding Risk Management Strategy include any breach in relation to:

- The statement of commitment to the safety and wellbeing of children, young people and adults at risk and the protection of children, young people and adults at risk from harm or abuse,
- The code of conduct,
- Employment procedures for recruiting, selecting, training, and managing paid employees and volunteers,
- Policies and procedures for handling disclosures or suspicions of harm or abuse, including reporting guidelines,
- Risk management plans for high-risk activities and special events,
- The policies and procedures for implementing and reviewing the Safeguarding Risk Management Strategy and maintaining a Blue Card register, or
- Strategies for communication and support.

Where there is an allegation of a breach of the Safeguarding Risk Management Strategy within a Diocesan Council, Commission, Ministry, or Parish, the allegation is to be reported to the relevant Diocesan Council, Commission, Ministry, or Parish leader. Where the allegation concerns the relevant Diocesan Council, Commission, Ministry, or Parish leader, the allegation is to be reported to the Diocesan Safeguarding Office (07 4638 1379) or the Bishop's Office (07 4632 4277).

Investigation and assessment of breaches of the Safeguarding Risk Management Strategy will be governed by the nature and seriousness of the allegation. The process will be managed with due consideration to the needs of all parties and will occur in a timely manner. As a minimum, the following processes will occur:

- all people concerned will be advised of the process,
- all people concerned will be able to provide their version of events,
- the details of the breach, including the versions of all parties and the outcome will be recorded,
- matters discussed in relation to the breach will be kept confidential, and
- an appropriate outcome will be decided.

Depending on the nature of the breach, outcomes may include:

- emphasising the relevant component of the Safeguarding Risk Management Strategy, for example, the Code of Conduct,
- providing closer supervision,
- further education and training.
- mediating between those involved in the incident (where appropriate),
- disciplinary procedures if necessary, or
- reviewing current policies and procedures and developing new policies and procedures if necessary.

F – Risk management plans for high-risk activities and special events

As part of the overall risk management strategy, assessing any potential safeguarding risks is critical in minimising any harm to a child, young person or adult at risk.

A risk is anything that can cause harm or loss to a child, young person or adult at risk.

In assessing any activity or service provision provided by the Diocesan Council, Commission, Ministry, or Parish it is important to consider how harm might occur, why might harm occur, and when harm could occur.

- What safeguarding risks are involved?
- What risks could arise?
- How likely is it that these risks could occur?
- Are there policies? How well are these understood and implemented in practice?
- Are new policies required?
- Are there legislative requirements that change the way the service operates, or activities are provided?

After safeguarding risks have been identified for an activity or service provision, the level of risk, including the likelihood and subsequent consequences, must be determined using a risk calculator (refer to *Appendix 5 Risk Calculator*).

Appendix 6 Risk Assessment Sheet is an example of a completed risk assessment of an activity. Once the level of risk is determined, the risks can be prioritised and options for mitigation and management can be considered.

In examining how to mitigate the risk, all possible options must be identified, and the cost effectiveness and feasibility determined. The next step is to develop and implement strategies to minimise the risk.

Safeguarding risk assessments must be conducted on all activities provided within the Diocesan Council, Commission, Ministry, or Parish that involve children, young people and adults at risk. The completed risk assessments are to be listed in the Safeguarding Risk Management Plan. Refer to *Appendix 5 Risk Management Plan*. This overall summary needs to be reviewed annually.

Contractors and Visitors

There may be times at which visitors and contractors (such as a trade person) come to a Diocesan Council, Commission, Ministry, or Parish. It is expected that Council, Commission, Ministry, or Parish members will be aware and maintain a record of the presence of these persons and the reasons they are there.

In most cases it will be appropriate for a visitor/contractor to document their presence via a visitor's log. It is important that the visitor/contractor is made aware of our commitment to a safe environment for children, young people and adults at risk and there are expectations that any visitor or contractor will act in an appropriate manner.

It is expected that visitors and/or contractors are appropriately supervised at all times.

Planning for Children, Young people and Adults at risk Activities

There are a number of basic principles that must be considered when planning activities for children, young people and adults at risk. These include:

- Ensuring the activity supports the interest of children, young people and adults at risk;
- Ensuring children, young people and adults at risk are not left unattended and knowing where children, young people and adults at risk are at all times;
- Providing constant adult supervision;
- Ensuring children, young people and adults at risk are supervised appropriately and adequately by adults depending on numbers, age of persons involved and activity;
- Ensuring thoughtful care is exercised in attending to the personal needs of young people and adults at risk who live with gender variance and are of diverse sexuality; and
- Ensuring children, young people and adults at risk do not wilfully place the health and safety of others and/or themselves at risk.

Refer to *Appendix 8 General Activities Checklist* for a checklist on Planning for Activities.

Under the auspice of the Catholic Diocese of Toowoomba there may be occasions where children, young people and adults at risk participate in activities with or conducted by other organisations. In these cases, additional risks may present that the Diocesan Council, Commission, Ministry, or Parish will have little or no control over. Where risks are identified it is imperative that a safeguarding risk assessment is undertaken and that a decision to proceed with the activity is based on the best interests and wellbeing of the children, young people or adults at risk involved. *Appendix 9 Special Events Checklist* outlines issues to be considered for these special events.

Special Events Record Keeping

A Diocesan Council, Commission, Ministry, or Parish must be able to account at all times for the whereabouts of a child, young person or adult at risk in their care. This is critical in high-risk times such as when there is an emergency situation requiring the evacuation of a building or on an excursion where there is a high volume of children, young people and adults at risk. A sign in and sign out system is required using *Appendix 10 Special Events Attendance Record*.

Excursion or Activity Consent

Where children, young people and adults at risk access a one-off excursion or activity, the Catholic Diocese of Toowoomba requires that the Diocesan Council, Commission, Ministry, or Parish obtains written permission from their parents/guardians/carers (e.g., participating in child therapy, camps or vacation care). Such permissions need to be in writing and consistent with legislative requirements relating to the activity offered. *Appendix 11 Activity Consent Form* is provided for that purpose.

At times, a child, young person or adult at risk may have a special need (e.g., dietary requirement, medication and allergies). It is expected that this information is conveyed by the parent/guardian or carer to activity coordinators in a documented form as part of the intake information required to participate in the activity or service.

Computer Usage

Children, young people and adults at risk may have access to computers and the Internet through services provided by a Diocesan Council, Commission, Ministry, or Parish (e.g., trips to library at vacation care). It is important to be aware that such children, young people and adults at risk may be at risk of abuse and harm through:

- Violent or pornographic literature and images,
- Potential abusers, whether by grooming or direct contact,
- Websites containing information on inappropriate or illegal activity, and
- Inappropriate use of computers and the internet by appointed personnel, employees and volunteers in the company of children, young people and adults at risk.

Activities offered by a Diocesan Council, Commission, Ministry, or Parish of the Catholic Diocese of Toowoomba that involve computers and the Internet demand clear protocols be implemented to minimise risks of harm such as online grooming, including references to the employer's expectations of:

- Use of computers by children, young people and adults at risk,
- Use of computers by appointed personnel, employees and volunteers,
- Use of computers by appointed personnel, employees and volunteers in the company of children,
- Appropriate screen savers,
- Appropriate email usage,
- Types of sites not considered appropriate for children, young people and adults at risk to access,
- Type of sites appointed personnel, employees and volunteers can access in the presence of children,
- The files stored on computers, and
- Privacy and security of personal information stored on computers.

The Diocesan Policy for appropriate use of computer technology is a useful source of guidance in this area. (Refer: *Diocesan Human Resources Manual 2018: Information and Communication Technology Policy and Declaration: July 2017*)

Transportation of Children, Young People and Adults at Risk

It is important if children, young people or adults at risk are transported as part of a Diocesan Council, Commission, Ministry, or Parish activity their safety is of the highest consideration and the following guidelines are adhered to:

- Drivers need to have a roadworthy and insured vehicle and a current driver's licence as well as the appropriate seat restraints according to the age of the child, young person or adult at risk.
- The decision as to who should transport children, young people and adults at risk should be at the discretion of the activity coordinator.
- If the vehicle does appear unsafe or not roadworthy and may place at risk the safety of a child, young person or adult at risk, the activity coordinator should deny the use of the vehicle.
- Drivers should take precautions to ensure the safeguarding of children, young people or adults at risk in the vehicle and to protect themselves from situations that may give rise to an allegation of inappropriate behaviour. It is required that there be more than one adult in a vehicle (2 adult rule). If a group of children, young people or adults at risk are being transported home regularly it is recommended that the child, young person or adult at risk who is dropped off last is varied among the group members.

- When children, young people or adults at risk are being transported in a private vehicle, the supervision of a child, young person or adult at risk whilst travelling in the vehicle and during rest stops lies with the driver and the second adult present (2 adult rule).
- During long trips drivers must ensure they take appropriate rest breaks.
- When travelling on public transport, activity coordinators should not abdicate their supervision responsibilities to the driver. Responsibility shall always remain with the activity coordinator.
- When hiring transport such as taxi and coaches, there should be an appropriate ratio of adults to children, young people and adults at risk for supervision and safety. Activity coordinators must ensure that drivers act in an appropriate manner.

Audio-Visual Material and/or Photography

At times, for promotional purposes such as brochures, newsletters, flyers or websites, a Diocesan Council, Commission, Ministry, or Parish of the Catholic Diocese of Toowoomba may include audio-visual material and/or photographs of children, young people and adults at risk participating in their activities. To use audio-visual material and/or photographs of children, young people and adults at risk participating in such activities written permission from a parent/guardian or carer is required. *Appendix 12 Media and Communications Consent Form* is provided for that purpose.

Issues to consider when taking photographs of children, young people or adults at risk may include:

- Do you have permission to take and use images of children, young people and adults at risk?
- Have you asked the child, young person or adult at risk how they may feel about the use of their image?
- Will you put the child, young person or adult at risk, at risk, if you photograph them?
- Have you provided enough information about the image so the parent/guardian/carer can give informed consent?
- How will others interpret the image?
- Does the use of the image exploit the child, young person or adult at risk in any way?
- Have you considered issues of confidentiality and privacy?

Incident Reporting

Where a child, young person or adult at risk experiences an incident that may result in an illness, or injury whilst participating in Diocesan Council, Commission, Ministry, or Parish activities, an incident report must be completed using *Appendix 13 Incident Report*. The completed form is then to be given to the responsible Diocesan Council, Commission, Ministry, or Parish authority. It is expected that an incident investigation register is kept with information pertaining to the incident and action taken to minimise the risk to others from a reoccurrence. Refer to *Appendix 14 Incident Investigation Register*.

Legislative obligations apply to a Diocesan Council, Commission, Ministry, or Parish when serious injury is experienced by a child, young person or adult at risk (e.g., where injury requires medical treatment or an overnight stay in hospital). It is expected that the Diocesan Council, Commission, Ministry, or Parish will implement procedures encompassing these requirements to meet obligations under Work Health and Safety Act and Regulation (Qld) 2011. Refer to the Diocesan Managing Occupational Health and Safety Manual for more information regarding legislative obligations or alternatively contact the Diocesan Work Health and Safety Coordinator (07 4638 2946 or 04 2738 2946).

G – Compliance with the requirements of the Blue Card system

The *Working with Children (Risk Management and Screening) Act 2000* and *Working with Children (Risk Management and Screening) Regulation 2020* require a Diocesan Council, Commission, Ministry, or Parish of the Catholic Diocese of Toowoomba to develop and implement procedures that take into account the requirements of the Blue Card system, Queensland's Working with Children Check, administered by Blue Card Services <https://bluecard.qld.gov.au>.

Who needs a Blue Card?

There are 15 categories of regulated employment and 11 categories of regulated businesses that require appointed personnel, employees and volunteers to have a Blue Card unless an exemption applies.

Churches and religious representatives are among the 15 categories of regulated employment and personnel will be required to have a Blue Card if their involvement includes providing services directed toward children or conducting activities mainly involving children. They may not need a Blue Card if they are parents who volunteer where their child attends and their involvement relates to the same or similar services to what their child receives. However, a Restricted Person (explained below) cannot rely upon this exemption. Any committee or board member who is involved in decisions about children's activities will need a Blue Card, even if they are a volunteer parent.

Exemptions

If the work or volunteering appears to match the description above, then it is necessary to consider whether the employee or volunteer may be exempt. Under the Act, certain groups of people are exempt from the requirement to have a Blue Card while working with children. Some common exempt groups are:

- Queensland registered teachers,
- Queensland police officers,
- Registered health practitioners,
- Volunteer parents, and
- Volunteers under the age of 18 years or
- People who do not meet the frequency test (see below).

Queensland teachers and police officers cannot apply for a Blue Card and must instead apply for an Exemption Card, which they need only if they are volunteering with children outside their professional duties. For example, a teacher does not need an Exemption Card to work in a school but would need one to privately tutor and a police officer does not need one to work with children in their professional duties but would need one to volunteer at an under 18 youth group.

Exemption Cards now have a 3-year expiry date. All Exemption Cards issued before 31 August 2020 will be valid until 31 August 2023 when they will automatically expire unless renewed.

Registered health practitioners do not need Blue Cards to work professionally. If they work or volunteer with children in a different role outside their profession, they will need a Blue Card.

The exemption for parents volunteering for activities in which their child is participating does not apply for a **Restricted Person** (explained below).

Frequency test

A frequency test checks whether a person needs a Blue Card based on how much work they do with children each year. People working with children for no more than 7 days in a calendar year do not need a Blue Card.

A calendar year is 1 January to 31 December. A day can be anything from one hour to 12 hours. That is, a person volunteering for children's liturgy for one hour each week for 10 weeks during a year would be considered to have volunteered for 10 days.

The 7-day frequency test applies to paid employees, students and volunteers.

Who cannot apply for a Blue Card?

There are some exemptions that allow certain people to work or volunteer with children without a Blue Card in specific circumstances. For example, a parent who volunteers as a coach at their child's sporting club.

Two new terms and new offences have been introduced to strengthen the Blue Card system. They mean certain people are no longer able to rely on the exemptions to work or volunteer with children. The new terms are **Restricted Person** and **restricted employment**.

Restricted Person

A Restricted Person is someone who either:

- has been issued a Negative Notice,
- has had their Blue Card or Exemption Card cancelled or suspended,
- is a disqualified person following conviction by a court for a disqualifying offence, or
- has been charged with a disqualifying offence that has not been finalised in court.

A Negative Notice is when a person has applied for a Blue Card and been assessed as ineligible to hold one based on their known past police and disciplinary information. A person who has been issued with a Negative Notice cannot apply for a Blue Card.

A **disqualified person** cannot apply for a Blue Card. Under the Act there is a list of offences for which a conviction will disqualify a person from holding a Blue Card. They include murder, choking or strangulation in a domestic setting, cruelty to children, rape, and possession of child pornography. It is an offence for a disqualified person to make an application for a Blue Card.

Restricted employment

Restricted employment refers to the situations or exemptions that allow a person, who is not a Restricted Person, to work with children without a Blue Card, such as if they are:

- a volunteer parent,
- a volunteer who is under 18,
- paid or unpaid staff who work in regulated child-related employment for not more than 7 days in a calendar year, or
- a secondary school student on work experience who carries out disability related work under the direct supervision of a person who holds a Blue or Exemption Card.

Offences

It is an offence for a Restricted Person to start or continue working or volunteering in restricted employment. The maximum penalty will be \$66,725 (500 penalty units) or 5 years in prison.

It is also an offence for an employer to employ or continue to employ a Restricted Person in restricted employment if they know (or should reasonably know) that they are a Restricted Person. The maximum penalty will be \$26,690 (200 penalty units) or 2 years in prison.

Applying for a Blue Card

Before applying for a Blue Card, it is necessary to establish that:

1. The work falls within a regulated category of employment or business,
2. There are no exemptions that apply,
3. The work meets the frequency test (at least 7 days in a calendar year), and
4. The person is not a disqualified person or a Restricted Person.

There are three different types of card: Paid, Volunteer, and Exemption Cards. Paid cards are for people in paid employment or operating a business. Volunteer cards are for people in volunteering roles or students who require a Blue Card for a practical placement. Exemption Cards are for registered teachers and Queensland police officers. Regardless of the type of card applied for, all applications will be screened in the same way.

An application for a Blue Card or Exemption Card can be submitted through the online applicant portal (<https://my.bluecard.qld.gov.au/login>) or using paper forms available from the website. Both methods require the applicant to have a Customer Reference Number (CRN) from the Queensland Department of Transport and Main Roads (TMR). A CRN is the number on a driver licence, photo identification, or other TMR product and will be used to verify identity and obtain the photo for a Blue Card. Applicants who do not already have a relevant TMR product and CRN can obtain one and have the necessary photograph taken for no charge at a TMR Customer Service Centre.

Applications submitted through the Online Portal are typically processed in 5 business days unless further information or assessment is required. Applications using the paper form take slightly longer especially if further information or assessment is required.

Renewal process

The *No Card, No start* laws have introduced a new renewal process. Card holders can continue their activities provided they submit their renewal application before their current card expires. They should receive a reminder message 10 weeks before expiry and renewal applications will be accepted up to 16 weeks before the expiry date.

If the card is not renewed before expiry, the holder is subject to the *No card, No start* laws and must cease activity that requires the card until a new card has been issued.

Renewals can be submitted using the same online portal or form-based process as for the application.

Assessment of police and disciplinary information

Regardless of the type (Paid, Volunteer, or Exemption Card), all applications are screened the same way through a Nationally Coordinated Criminal History check. That check captures everything since the applicant was 10 years old unlike a police check, which identifies only convictions over the previous 10 years. The Blue Card check provides information on charges, convictions (even if no conviction was recorded), and spent convictions. It also includes investigative information and ongoing daily monitoring. In addition, it includes disciplinary information about teachers, childcare operators and carers.

Once information from the check is available an assessment is made. If there is no police information the application will be approved and the applicant will be notified by email with Blue Card number and expiry date. The physical card will be sent by mail. If police information is received then an assessment will be made as to whether the applicant is eligible to hold a Blue Card.

Some offences are not of concern for Blue Card eligibility but there is a list of disqualifying offences. If a person has been convicted of a disqualifying offence it is an offence for them to apply for a Blue Card. If they have been charged and it is still before the court the application will be withdrawn and the person cannot apply again until the matter has been resolved at court.

There is an additional list of serious offences that may not preclude issue of a Blue Card if it is an exceptional case in which it would not harm the best interests of children to issue a clearance to the applicant. If a person has been charged with a serious offence but was found not guilty or the charge was dismissed then the Blue Card will be issued unless it is an exceptional case in which it would not be in the best interests of children to issue the card. If the person applying for a card has an unresolved charge for a serious offence then the application will be withdrawn and they will not be able to apply again until the charge has been finalised. If an existing Blue Card holder has a change in police information and is charged with a serious offence their card will be automatically suspended and they must cease working with children. A reassessment will not occur until the charge has been resolved.

If police information of concern is found then to provide procedural fairness and natural justice, the applicant will be invited to submit additional information. They will be provided with the police information and invited to provide their side of the story. That may include whether they agree with the details, and relevant background or personal circumstances, steps taken to address the offending behaviour, previous experiences with children, and any other relevant information.

Negative Notice

If a Negative Notice is issued the applicant cannot work in child regulated employment or business. There is a right of appeal but an application for review must be lodged within 28 days of issue.

A Negative Notice remains in place until the applicant applies to cancel it and that can only be done after it has been in place for 2 years. Application to cancel a Negative Notice does not automatically result in issuing of a Blue Card. There is an assessment process for which an applicant can consent to have somebody speak on their behalf.

A Negative Notice holder automatically becomes a Restricted Person who cannot rely upon an exemption to work or volunteer with children. For example, a parent with a Negative Notice cannot rely upon the volunteer parent exemption or volunteer for an activity in which their child is participating because they are a Restricted Person.

Monitoring and compliance

Beyond determining whether a Blue Card is required and receiving the result of the application there are processes for complying with the Blue Card requirements for the organisation within which the Blue Card holder is engaged.

Daily monitoring and change in police information

All applicants and Blue Card holders (including Exemption Card holders) are monitored daily by the Queensland Police Service. If there is a change in their police information then there is a notification to Blue Card Services where the change is assessed.

If the changed information is of concern, appropriate action may include:

- Withdrawing a person's application, pending finalisation of any court matter.
- Suspending a person's Blue Card or Exemption Card. For example, if a person is charged with a serious or disqualifying offence, their Blue Card will be automatically suspended and the employer notified. The card will be assessed when the charge has been finalised at court.
- Cancelling a person's Blue Card or Exemption Card. This will happen if a person is convicted of a disqualifying offence and may happen if a person is convicted of a serious offence.

When there is a change in card holder status the employer will be notified. That is, if an application is withdrawn, or a card is suspended or cancelled, the employer will be notified.

Employers will be notified of a change in police information only when the change is considered relevant to child-related activity. An employer will not be notified if a person is charged with an offence, such as low-end shoplifting, that is not relevant to their interaction with children.

When there is a change in the police information of an applicant or card holder they must immediately notify Blue Card Services of the change. Employers are no longer required to notify Blue Card Services of a change in cardholder police information but organisations may have their own policies that require cardholders to tell them of any relevant change.

Organisational compliance with Blue Card requirements

There are 6 key areas of compliance for organisations:

1. *No card, No start* means an organisation cannot engage a person in child-related work without a valid card.
2. Reasonable steps should be taken to confirm the cardholder's identity.
3. Link the cardholder to the organisation prior to them starting in child-related activity.
4. Delink the cardholder when they cease activity with the organisation.
5. Maintain a register of all people involved in child-related activity.
6. Develop and implement a Child and Youth Risk Management Strategy.

1) No card, No start

All persons must have a Blue Card or Exemption Card (not a pending application) before they can start working or volunteering with children.

Volunteers and students need to be linked to an organisation to continue to get their Blue Card for free.

There is no requirement for a cardholder to carry and display their Blue Card while working.

2) Cardholder's identity

When a new person with a Blue Card or Exemption Card commences child-related activity the organisation must take reasonable steps to ensure the card belongs to that person. That can be done by sighting their Blue Card with photo or comparing their Blue Card (without photo) with their driver licence or other photo ID.

Since commencement of the No card, No start laws, applicants receive an email once their application is approved and the physical card may take a few days to arrive by mail. If a person does not have their physical card there are options. Ask for photo ID and:

1. Enter the card details from the email into the online validation tool to check their current status or
2. If the organisation is using the online portal, check the status of the card in the portal.

Note that an organisation can start a cardholder in child-related activity provided they can confirm the cardholder's ID and the status of their Blue Card.

3) Linking cardholders

Once an organisation has confirmed identity and status of the card the cardholder must be linked to the organisation before they can commence in child-related activity. That can be done using the Organisational Portal (access via <https://bluecard.qld.gov.au>) or by completing and submitting the link form which can be downloaded from the website and submitted by scanning and uploading or by email, post, or fax.

Each time a cardholder starts with a new organisation they must be linked to that organisation. Cardholders can be linked to multiple organisations.

If a cardholder renews their card prior to expiry existing links will automatically carry over. If they renew online the system will ask for confirmation that links are current.

Linking is a critical part of the Blue Card system because it enables Blue Card Services to notify organisations if there is a relevant change in the status of a cardholder. That limits the risk that an organisation might have somebody who is not eligible to work with children engaged in child-related activity.

Organisations must ensure that a person does not continue to be involved in any child-related activity if they become aware that the person:

- has been issued with a Negative Notice,
- is a known disqualified person, or
- has had their Blue Card or Exemption Card cancelled or suspended.

4) Delinking cardholders

When a cardholder leaves an organisation or ceases involvement in child-related activity they must be delinked. That can be done using the Organisational Portal (access via <https://bluecard.qld.gov.au>) or by completing and submitting the delink form which can be downloaded from the website and submitted by scanning and uploading or by email, post, or fax. Once the cardholder is delinked the organisation will no longer receive information about the cardholder from Blue Card Services.

5) Cardholder register

An organisation must maintain an accurate register of persons engaged in child-related activity. The register should include information such as:

- whether the person requires a Blue Card and any relevant reason such as an applicable exemption,
- the type of application or Blue Card, for example, paid or volunteer or Exemption Card,
- when the person submitted their renewal application (as long as they renew before expiry they can continue while the application is assessed) and/or the date of issue of the card,

- the card number and the expiry date of the Blue Card, and
- the renewal date.

Appendix 15 replicates the structure of the register template provided by Blue Card Services and includes a link from which an Excel template can be downloaded for use. The Organisational Portal includes a facility for exporting details of linked cardholders to the register.

In order to ensure prompt notification about Blue Card matters, an organisation must inform Blue Card Services of any changes to:

- organisation name,
- postal address, email address, or phone numbers, and
- details of the person(s) who manage Blue Card matters.

Organisations should monitor their Blue Card register regularly to identify any cardholders whose Blue Cards or Exemption Cards are due for renewal. Blue Card Services will send reminders to cardholders but organisations will need to ensure that application for renewal is submitted before expiry. If that does not occur the cardholder must not be engaged in child-related activity.

6) Child and Youth Risk Management Strategy

All child regulated organisations must have a Child and Youth Risk Management Strategy in place. This document includes information and resources to assist Diocesan Councils, Commissions, Ministries, and Parishes to comply with that requirement.

H – Communication and support

What do I need to do?

Each Diocesan Council, Commission, Ministry, or Parish must have strategies for communication of its safeguarding risk management strategy and support. Strategies for communication and support must include:

- written information for parents, appointed personnel, employees and volunteers that includes details of the organisation's safeguarding risk management strategy or where the strategy can be accessed; and
- training materials for appointed personnel, employees and volunteers which
 - help identify risks of harm and how to handle disclosures or suspicions of harm, and
 - outline the organisation's safeguarding risk management strategy.

Why are strategies for communication and support needed?

A child, young person and adult at risk safeguarding risk management strategy will be most effective when it has been successfully communicated to all people involved with an organisation. If parents/carers, appointed personnel, employees, volunteers, children, young people and adults at risk are actively involved in developing the organisation's policies and procedures, they will be more likely to accept, support and adhere to them. This will then build a culture which recognises and values the importance of upholding safeguards for children, young people and adults at risk.

An effective strategy for communication and support will:

- Ensure that all people in an organisation are aware of their responsibilities and understand what is acceptable behaviour for interacting with children, young people and adults at risk
- Enable people to feel comfortable addressing issues of concern
- Highlight the importance of the organisation's commitment to protecting the safety and wellbeing of children, young people and adults at risk in its activities, and
- Reduce the likelihood of breaches of the safeguarding risk management strategy.

Developing strategies for communication and support

A Communication

Each Diocesan Council, Commission, Ministry, or Parish must develop considered strategies to ensure effective communication about its Safeguarding Risk Management Strategy within the organisation. This starts with ensuring that all stakeholders are consulted (especially children, young people and adults at risk) in the development and review of the Strategy. This will assist to build an understanding of the importance of the Strategy and build a culture which recognises and values the importance of upholding safeguards for children, young people and adults at risk.

IDEAS TO GET PEOPLE INVOLVED

- Run a brainstorming session to identify the risks which are particular to the service environment and think about ways that those safeguarding risks can be reduced.
- Present the strategy to all people involved in the organisation, particularly parents, and actively seek their feedback.
- Feature a 'policy of the month' where people in the organisation are encouraged to become familiar with the policy and provide feedback they consider appropriate.

Every organisation is different. Each Diocesan Council, Commission, Ministry, or Parish should also consider which methods of communication will be most suitable in its operating environment.

COMMUNICATION METHOD SUGGESTIONS

- Provide compulsory induction covering the Safeguarding Risk Management Policies and Procedures for all appointed personnel, employees and volunteers.
- Deliver regular information sessions for people involved with the organisation in relation to the Safeguarding Risk Management Strategy (these could be incorporated into other sessions held for staff and parents).
- Implement specific strategies to encourage the participation of children, young people and adults at risk to make sure they understand how to keep themselves safe and what to do if they feel unsafe.
- Provide information about the various policies and procedures in newsletters or other publications and seek input and feedback.
- Utilise bulletin boards and posters (e.g., with the Code of Conduct) to visually promote the organisation's commitment to safe and supportive environments for children, young people and adults at risk.
- Provide a copy of the Safeguarding Risk Management Strategy (or information about where it can be accessed) as part of any resources provided to people (e.g., staff handbook/induction materials, parent/carer handbook, handbook for children, young people and adults at risk).
- Schedule regular and mandatory training for staff in relation to the various policies and procedures which make up the Strategy with a particular focus on managing disclosures or suspicions of harm.
- Consider if there are any aspects of the Strategy which can be incorporated within professional development and performance plans.
- Subscribe to relevant industry journals and training materials for staff.
- Provide relevant individuals with information to understand their obligations as a Blue Card holder. Helpful information sheets are available on the Blue Card Services website.

B Support

Staff may require support to deal with issues such as behaviour management, stress, conflict, bullying including cyberbullying, child protection concerns, breaches of the Safeguarding Risk Management Strategy, and dealing with disclosures or suspicions of harm. If staff concerns are not addressed effectively, the organisation's ability to provide a safe and supportive environment for children, young people and adults at risk may be affected. Therefore, it is extremely important to consider how the organisation will support staff when they are experiencing difficulties. The types of support services offered should be actively communicated to all stakeholders.

Other people involved in an organisation such as volunteers, parents and children, young people and adults at risk, may also require support to assist with managing concerns. The organisation should ensure that it is prepared to provide or facilitate required support services to all people involved with the organisation.

SUPPORT METHOD SUGGESTIONS

- Appointing internal support service officers or workplace health and safety officers.
- Partnering with external support and counselling services.
- Implementing mentoring programs using mentors who are either internal or external to the organisation.
- Mediation or other alternative conflict resolution techniques.
- Coaching.
- Providing additional training.

References, support documents, and resources

Useful websites

Blue Card Services	https://bluecard.qld.gov.au
Department of Children, Youth Justice and Multicultural Affairs	https://cyjma.qld.gov.au
Family and Child Connect Services	https://www.qld.gov.au/community/caring-child/family-child-connect
Queensland Police Service	https://www.police.qld.gov.au
Department of Education	https://qed.qld.gov.au
Early Childhood Education and Care	https://earlychildhood.qld.gov.au
Department of Aboriginal and Torres Strait Islander Partnerships	https://www.datsip.qld.gov.au
Office of the Queensland Parliamentary Counsel to access legislation such as the <i>Working with Children (Risk Management and Screening) Act 2000</i> , <i>Working with Children (Risk Management and Screening) Regulation 2011</i> , <i>Child Protection Act 1999</i> , etc.	https://www.legislation.qld.gov.au
Play by the Rules	https://www.playbytherules.net.au

Bullying and cyberbullying	https://qld.gov.au/education/schools/health/bullying
Australian Human Rights Commission – Children’s Rights	https://humanrights.gov.au/our-work/childrens-rights
Queensland Family and Child Commission	https://qfcc.qld.gov.au
eSafety Commissioner	https://esafety.gov.au

Appendix 1 Information for parents and carers

Everyone is responsible for creating safe and supportive environments for children, young people and adults at risk. The Catholic Diocese of Toowoomba is committed to providing the highest standard of service to children, young people and adults at risk and ensuring they are kept safe from harm. The Diocese takes a zero tolerance approach to all forms of abuse.

In order to create a safe and supportive environment for children, young people and adults at risk, organisations must initiate and maintain ongoing planning and commitment.

In accordance with the Commission for Children and Young People and Child Guardian Act 2000, the Catholic Diocese of Toowoomba is required to have a written Safeguarding Risk Management Strategy to protect the children, young people and adults at risk in our Diocesan Council, Commission, Ministry, or Parish from abuse and harm. The Strategy will help ensure our Diocesan Council, Commission, Ministry, or Parish is a safe and supportive environment for children, young people and adults at risk, by identifying and minimising risks. Screening appointed personnel, employees and volunteers through the Blue Card system (for working with children and young people) and the Criminal History Check (Police Check) (for working with Adults at Risk) is part of the Strategy.

The Children, Young People and Adults at Risk Safeguarding Risk Management Strategy (April 2023) addresses the following elements:

- a statement of commitment, objectives and aims
- a code of conduct for working with children, young people and adults at risk
- roles and responsibilities of appointed personnel, employees and volunteers
- safeguarding risk management plans for activities, special events, incident reporting, positive notice to Working with Children Check or Blue Card, record keeping, audio-visual material and/or photography, contractors and visitors, and computer usage
- child, young people and adult at risk safeguarding procedures for handling disclosures or suspicions of harm or abuse, including notification and confidentiality
- a plan for managing breaches of the Safeguarding Risk Management Strategy.

The *Safeguarding Risk Management Strategy (April 2023)* should be discussed with children, young people and adults at risk, particularly focusing on how children, young people and adults at risk can help keep themselves safe and what they can do if they feel unsafe.

As a parent or carer, it is important for you to understand the elements that form the *Safeguarding Risk Management Strategy*. A copy of this Strategy is available from the Diocesan Safeguarding Ministry Office in Toowoomba or from your local Parish Office. It is also available on the website of the Catholic Diocese of Toowoomba.

Contact information:

Diocesan Safeguarding Ministry Office: 73 Margaret Street, Toowoomba QLD 4350

Phone: (07) 4638 1379 or 0408 459 045 Email: profstandards@twb.catholic.org.au

Catholic Diocese of Toowoomba website: www.twb.catholic.org.au

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Appendix 2 Diocesan Safeguarding Code of Conduct



<p>TOOWOOMBA DIOCESE</p> <p>SAFEGUARDING CODE of CONDUCT</p> <p>14 April 2023</p>

Clergy, Religious, employees and volunteers in diocesan and parish **ministries involving children, young people and adults at risk**, are required to sign and commit to this Diocesan Safeguarding Code of Conduct. The Code of Conduct is recommended to all parish members.

The Code of Conduct is essential in preventing abuse, harm and inappropriate behaviour in our Church communities. We commit to a safe and nurturing culture for all children, young people and adults at risk in our midst. We want our children and young people to be safe, respected and heard, and to flourish. We want adults at risk to be respected and empowered in their decision-making, participation and wellbeing. The Diocese takes a zero tolerance approach to all forms of abuse.

The Code of Conduct names and affirms standards of respectful and responsible behaviour expected of all personnel in their relationships and involvement with children, young people and adults at risk. Breaches of the Code of Conduct, through criminal or inappropriate actions that become the subject of a complaint, **will** involve consequences for continuing appointment, employment or voluntary involvement in diocesan or parish ministries.

All personnel are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of eighteen years, and with adults at risk.

In the list of appropriate and inappropriate behaviour, noted in the 'dot points', some matters focus on children and young people, some on adults at risk. These matters are indicated with an opening phrase '*In ministry with Children and young people*' or '*In ministry with Adults at risk*'. All other behavioural matters apply to ministry with both groups, Children, young people and adults at risk.

<p>Commit to safe and supportive relationships ...</p>	<p>I WILL</p> <ul style="list-style-type: none"> • Act in accordance with the <i>Diocesan Safeguarding Policy for Children, Young People and Adults at risk (April 2023)</i> and its procedures, at all times. • <i>In ministry with Children and young people</i>, hold a current Blue Card and Positive Notice Letter and be linked with the relevant Church organisation: diocese or parish. • <i>In ministry with Adults at risk</i>, hold a current Police Check (Criminal History Check) and be registered with the relevant Church organisation, diocese or parish, as a volunteer or paid employee in this ministry. • Take part in safeguarding training and education provided by the Diocesan Safeguarding Ministry or the Parish. • Demonstrate appropriate personal and professional boundaries in behaviour, dress and performance of duties. • Ensure that physical contact is appropriate, non-intrusive and not sexual in nature.
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<p><i>Safe and supportive relationships (continued ...)</i></p>	<p>I WILL</p> <ul style="list-style-type: none"> • Create an environment that promotes and enables the participation of children, young people and adults at risk, and their families; an environment that is welcoming, culturally safe and inclusive. • Ensure that children, young people and adults at risk involved in diocesan or parish activities will be appropriately supervised at all times. • Involve children, young people and adults at risk in making decisions about activities, policies and processes that concern them, wherever possible. • Strive for excellence in all work by accepting professional responsibility in safeguarding children, young people and adults at risk, from all forms of abuse and harm.
<p>Uphold dignity and respect ...</p>	<p>I WILL</p> <ul style="list-style-type: none"> • Engage in positive and respectful interactions with children, young people and adults at risk which uphold their rights and dignity. • Use respectful language and tone when communicating with children, young people and adults at risk. • <i>In ministry with Children and young people</i>, ensure that photos or videos of children, involved in diocesan or parish activities, are only taken with the consent of parents or guardians. • <i>In ministry with Adults at risk</i>, ensure that photos or videos of adults at risk are only taken with their permission. • Support the inclusion of children, young people and adults at risk who live with disability, have culturally or linguistically diverse backgrounds, or are of diverse sexuality.
<p>Act with justice and fairness ...</p>	<p>I WILL</p> <ul style="list-style-type: none"> • Promote the human rights, safety and wellbeing of all children, young people and adults at risk in the diocesan or parish community. • Act with personal integrity and honesty in professional conduct and involvement with children, young people and adults at risk. • Consider and respect the diverse backgrounds and needs of children, young people and adults at risk. • Behave respectfully, courteously and ethically towards children and their families, young persons and adults at risk, and towards other leadership staff and volunteers. • Support the inclusion of Aboriginal and Torres Strait Islander children, young people and adults at risk, and their families, in diocesan and parish activities, where they choose to be involved.

<p><i>Justice and Fairness (continued)</i></p> <p>Be diligent in Safeguarding practice ...</p>	<ul style="list-style-type: none"> • Have special regard for children, young people and adults at risk who are impoverished and marginalised, living on the edge of the community. <p>I WILL</p> <ul style="list-style-type: none"> • <i>In ministry with Children and young people</i>, listen and respond to the views and concerns of children, particularly if they communicate, verbally or non-verbally, that they do not feel safe or have experienced abuse or harm. • <i>In ministry with Adults at risk</i>, listen and respond to concerns and disclosures by adults at risk of any form of abuse: sexual, physical, emotional, psychological or neglect. • Document with care any disclosures or concerns received from a child, young person or adult at risk, of current or historical abuse, in line with the Diocesan Safeguarding Policy, using the <i>Receiving and Recording a Disclosure Form</i>. • <i>In ministry with Children and young people</i>, report all matters of immediate risk or criminal abuse involving a child to Qld Police (000), using the <i>Reporting a Disclosure or Allegation to Authorities Form</i>. • <i>In ministry with Children and young people</i>, report all matters of suspected significant harm against a child with no parent willing or able to protect the child, to Child Safety Services, using the <i>Reporting a Disclosure or Allegation to Authorities Form</i>. • <i>In ministry with Children and young people</i>, report concerns on the safety of a child that do not meet these thresholds of immediate risk, criminal behaviour, suspected significant harm, to the Parish Safeguarding Contact/Parish Leader and the Diocesan Safeguarding Ministry Office, for referral to Support Services in the community (eg Family and Child Connect), using the <i>Receiving and Recording a Disclosure Form</i>. • Where uncertain of the appropriate response, contact the Diocesan Safeguarding Ministry Office immediately (0408 459 045; 4638 1379), for advice, support and guidance. • Identify and mitigate risks to the safety and wellbeing of children, young people and adults at risk as required by the <i>Parish Safeguarding Risk Management Plan</i>. • Ensure that a second adult is present, during or at least in line of sight of any activity involving children, young people and adults at risk (two person rule). • Ensure that where transport of children, young people and adults at risk is required, that the driver hold a current Licence, that the vehicle is roadworthy, insured and equipped with safety belts or seat restraints according to age, and that there is another adult passenger to supervise the children, young people and adults at risk.
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<p><i>Diligent Safeguarding practice (continued)</i></p> <p>Maintain confidentiality ...</p> <p>Be responsible in management of information and records ...</p>	<ul style="list-style-type: none"> • Use social media and digital communication in a manner that does not exploit or endanger children, young people and adults at risk. • Contribute where appropriate to diocesan and parish policies, discussions, learnings and reviews about the safety and wellbeing of children, young people and adults at risk. • Participate in an annual performance review of my involvement in ministry <p>I WILL</p> <ul style="list-style-type: none"> • Maintain confidentiality of all privileged information, verbal, written or online, except where required by proper discharge of service or ministry, or if required by law. <p>I WILL</p> <ul style="list-style-type: none"> • Keep information, documents and records involving children, young people and adults at risk in a safe place, in locked fittings or secure computer files. • Ensure that Parish records and information are safe and secure. • Comply with legal requirements and Diocesan policies and procedures on record keeping and information sharing.
<p>In committing to safe and supportive relationships ...</p> <p>In upholding dignity and respect ...</p>	<p>I WILL NOT</p> <ul style="list-style-type: none"> • Form inappropriate emotional attachments with children, young people and adults at risk. • Form or engage in personal relationships that are inappropriate or sexual. • <i>In ministry with Adults at risk</i>, accept gifts or enter into financial relationships or transactions. • Disclose inappropriate personal information about myself. • Engage in any activity that is likely to physically, sexually or emotionally harm a child, young person or adult at risk. • Develop relationships with children, young people and adults at risk that could be experienced or construed as favouritism and/or grooming. <p>I WILL NOT</p> <ul style="list-style-type: none"> • Use language that is sexual, discriminatory and racist in nature including suggestive humour, jokes or innuendo. • Take part in or support any action that is racist or discriminatory towards children, young people or adults at risk, or their family members. • Take part in or support any action that disrespects or humiliates children, young people and adults at risk who live with disability, or their family members; or those who live with gender variance and are of diverse sexuality.

<p>In acting with justice and fairness</p>	<p>I WILL NOT</p> <ul style="list-style-type: none"> • Use any form of physical punishment or degrading, cruel or frightening language or treatment with children, young people and adults at risk. • Work with children, young people and adults at risk while under the influence of prescribed medications, alcohol or prohibited drugs. • Supply alcohol, tobacco or drugs to children, young people and adults at risk. • Engage in any unlawful or criminal activity with or in relation to a young person or adult at risk.
<p>In being diligent in Safeguarding practice ...</p>	<p>I WILL NOT</p> <ul style="list-style-type: none"> • Ignore or disregard any suspected or disclosed harm or abuse involving a child, young person or an adult at risk. • Stay silent or be inactive when in possession of knowledge of the abuse of a child, young person or adult at risk, or of a reasonable suspicion of significant harm to a child, young person or adult at risk. • Refuse to participate in safeguarding training and education provided by the Diocesan Safeguarding Ministry or the Parish. • Be alone with a child, young person or adult at risk unnecessarily (two person rule). • <i>In ministry with Children and young people</i>, arrange personal contact, including online contact, with children I am working with, for a purpose unrelated to Diocesan or Parish activities. • Show or provide access to inappropriate images, material or pornography, to children, young people and adults at risk. • Dismiss or disregard physical and environmental risks to the safety of children, young people and adults at risk, especially those identified in the <i>Parish Safeguarding Management Plan</i>.
<p>In maintaining confidentiality</p>	<p>I WILL NOT</p> <ul style="list-style-type: none"> • Disclose personal or sensitive information about a child, young person or adult at risk, including personal images, unless required to do so by law or by Diocesan policy on reporting.
<p>In responsible management of information and records ...</p>	<p>I WILL NOT</p> <ul style="list-style-type: none"> • Destroy personal or confidential information or records. • Leave storage facilities, physical or digital, unlocked and accessible.

<p>If I think this Safeguarding Code of Conduct has been breached by another person in the Diocese or Parish ...</p>	<p>I WILL</p> <ul style="list-style-type: none"> • Act promptly to ensure that children, young people and adults at risk are safe and not in immediate risk. • Act to ensure that the best interests of children, young people and adults at risk come first. • Comply with legal requirements on reporting to Police or Child Safety Services, as required. • Report concerns in relation to the breach of the Code of Conduct to the Diocesan Safeguarding Executive Officer, the Parish Safeguarding Contact, or the Parish Priest or Parish Leader, for further assessment and action. • Comply with Diocesan Safeguarding Policy and procedures on internal and external reporting.
<p>I agree to abide by this Safeguarding Code of Conduct during my appointment, employment or volunteer involvement with the Diocese or Parish.</p> <p>I understand that breaches of this Safeguarding Code of Conduct will lead to disciplinary action or termination of my appointment or employment with the Diocese or Parish, or termination of my involvement as a volunteer.</p>	<p>..... <i>Signature</i></p> <p>..... <i>Full Name (Please print)</i></p> <p>..... <i>Date</i></p> <p>..... <i>Ministry</i></p>

All instances of child sexual abuse, current or historical, are to be reported to Police (if involving immediate risk or criminal behaviour) or to Child Safety Services (if involving reasonable suspicion of significant harm and there is no parent willing or able to protect the child). Additional matters of concern may be addressed through Support Services in the wider community (eg Family and Child Connect) through referral to the Diocesan Safeguarding Ministry Office.

CONTACT INFORMATION:

- a) Qld Police: 000 or local Police Station number ...
 Child Protection Investigation Unit (CPIU):
 Toowoomba (4631 6355), Warwick (4660 4436), Roma (4622 9358),
 Cunnamulla (4655 8900), Dalby (4669 9260)
 Email: CPIU.Toowoomba@police.qld.gov.au (change CPIU name in email address)
- b) Child Safety Services: 1300 683 390 swintake@communities.qld.gov.au
- c) Diocesan Safeguarding Ministry: 4638 1379 or 0408 459 045 profstandards@twb.catholic.org.au

In the Diocese of Toowoomba we commit ourselves to ensuring the safety and well-being of children, young people and adults at risk, in our community. The best interests of the child, young person or adult at risk come first. Our Diocese takes a zero tolerance approach to all forms of abuse.

Appendix 3 RECEIVING & Recording Disclosure of Harm or Abuse



TOOWOOMBA DIOCESE
RECEIVING and RECORDING a DISCLOSURE FORM
 14 April 2023

Recording the information received during a disclosure, allegation or concern is an important step in supporting the child, young person or adult at risk: the person who is the subject of the disclosure.

Remember the guidance offered in the Diocesan Safeguarding Policy:

- a) listen with care and attention;
- b) believe the person making the disclosure and avoid misleading questions;
- c) assure the person, if he or she is the subject of the disclosure, that they are not to blame;
- d) explain that reporting the disclosure is necessary to ensure the safety of the person involved.

If you form the reasonable belief as you listen to the disclosure or allegation that this child, young person or adult at risk or another child is in imminent danger or risk of being abused, contact Qld Police immediately (phone 000).

Generally, this Form would be completed following the disclosure conversation, not during.

The primary purpose of the Form is to help you capture the information entrusted to you while it is still fresh in your mind. *If you need assistance with this Form, please contact the Diocesan Safeguarding Ministry Office (4638 1379 or 0408 459 045).*

1. About the disclosure:

Date received:	Time received:
How was the information received: <i>(please tick)</i> In person <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> <i>Attach any written information to this Form (eg a Letter)</i>	
Is the disclosure/allegation current or historical? <input type="checkbox"/> current (happening now or recently) <input type="checkbox"/> historical (relates to abuse disclosed by an adult when they were a child)	

2. Details of the Person making the disclosure / making the allegation /raising the concern:

Name: <i>First name:</i>		<i>Family name:</i>	
Address: <i>(street, town and postcode)</i>			
Phone:	Mobile:	Email:	
Relationship to the child, young person or adult at risk: <i>the person who is the subject of the disclosure or allegation:</i>			

3. Details of the person who is the subject of the disclosure or allegation

Name: <i>First name:</i>	<i>Family name:</i>	
Age (<i>or estimate of age</i>):	Date of birth:	Gender: F <input type="checkbox"/> M <input type="checkbox"/>
Address (<i>street, town, postcode</i>):		
Phone (<i>if applicable</i>):	<i>Mobile:</i>	
Does the child, young person or adult at risk, identify as Aboriginal or Torres Strait Islander?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, is the support of an Elder needed?</i>	
Is this person from a culturally and linguistically diverse background?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes: Language spoken at home: Is an Interpreter needed?</i>	
Does the child, young person or adult at risk live with a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does this person live with a sense and reality of diverse sexuality?	If Yes, please provide additional information: <i>Is a Support Person needed?</i>	
Relationship to the Parish (<i>eg parishioner, program participant, attending a parish event or activity</i>)	<i>Please provide details:</i>	
Name of Parish:		
Address of the Parish:		

4. Details of the alleged offender:

Name: <i>First name:</i>	<i>Family name:</i>	
Address: (<i>street, town, postcode</i>)		
Approximate age:	Adult (person 18 years and over) <input type="checkbox"/> Child, young person or adult at risk (under 18 years of age) <input type="checkbox"/>	
Phone:	<i>Mobile:</i>	
Position in the Church or Parish:	<i>Provide information:</i>	

Relationship to the child, young person or adult at risk: <i>the person who is the subject of the disclosure</i>	<i>(eg parent, clergy, other young person, activity leader, unknown person online, employee or volunteer in the parish)</i> <i>Provide information:</i>
Current contact with children or adults at risk if known <i>(eg runs youth activities)</i>	<i>Provide information:</i>
Any additional information	<i>Provide information:</i>

5. Details of disclosure, allegation or concern

*As far as possible, use the 'exact words' of the person making the disclosure.
Include the date(s), time(s) and location(s) of the alleged abuse or neglect.
Include the names of possible witnesses, if known.*

(Please continue on the next page ...)

Type of abuse: *tick as many as apply*

Physical abuse Sexual abuse Emotional abuse
 Psychological abuse Grooming Neglect

Does the child, young person or adult at risk who is the subject of this disclosure, know this disclosure is being made? Yes No

6. Parent or Carer details (where appropriate)

As will be explained later in this Form (in section 7), follow the directions of Police or Child Safety Services on informing Parents or Carers of the disclosure or allegation. Provide information on Parents/Carers in this Form only if already known to you.

Parent / Carer 1: (if known)

Name: <i>First name:</i>	<i>Family name:</i>
Relationship to the child, young person or adult at risk: <i>(eg father/mother, grandmother, foster carer, support person)</i>	<i>Please provide information:</i>
Address: <i>(street, town, postcode)</i>	

Phone: <i>home</i>	Phone: <i>work</i>
Mobile:	Email:
Is Parent/Carer 1 aware of the disclosure, allegation or concern?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Follow the directions of Police or Child Safety Services</i>
Likely reaction to a Report to Authorities being made <i>(if known)</i>	
What additional supports may need to be put in place to support Parent(s) or Carer(s)?	

Parent / Carer 2: (if known)

Name: <i>First name:</i>	<i>Family name:</i>
Relationship to the child, young person or adult at risk: <i>(eg father/mother, grandmother, foster carer, support person)</i>	<i>Please provide information:</i>
Address: <i>(street, town, postcode)</i>	
Phone: <i>home</i>	<i>Phone: work</i>
Mobile:	Email:
Is Parent/Carer 2 aware of the disclosure, allegation or concern?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Follow the directions of Police or Child Safety Services</i>
Likely reaction to a Report to Authorities being made <i>(if known)</i>	
What additional supports may need to be put in place to support parent(s) or carer(s)?	

7. Action to be taken

If you reasonably believe the child, young person or adult at risk is in imminent danger or risk of abuse ...	Yes <input type="checkbox"/> Contact Qld Police immediately (phone 000) <i>Follow the directions of Police. Taking action without Police advice may place the child or adult at risk, at risk of harm, and may impact the integrity of their investigation.</i> No <input type="checkbox"/>
<i>If this immediate action is taken, you will need to record this information ...</i>	<i>Date reported: Time</i> <i>To whom was it referred?</i> <i>Location of Police Station:</i>

<p>Apart from the immediate action above, if you hold knowledge or reasonable belief that sexual abuse (criminal offence) is involved, you will need to report the disclosure or allegation to Qld Police.</p> <p>In making this report please use the Reporting a Disclosure or Allegation to Authorities Form.</p> <p><i>And you will need to record this related information ...</i></p> <p><i>Please contact the Diocesan Safeguarding Ministry Office for support and assistance.</i></p>	<p>Has the disclosure/allegation been reported to Qld Police? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes: Date Time</p> <p><i>To whom was it reported?</i></p> <p>Name:</p> <p>Position:</p> <p>Location:</p> <p>Phone:</p> <p>Email:</p> <p>Did Qld Police advise informing the Parent(s) or Carer(s) of the child, young person or adult at risk? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If the disclosure or allegation is not reported to Qld Police, please explain why:</i></p>
<p>If you have a reasonable suspicion of significant harm to a child or young person where there may not be a parent able and willing to protect the young person, you will need to report the disclosure or allegation to Child Safety Services.</p> <p>In making this report please use the Reporting a Disclosure or Allegation to Authorities Form.</p> <p><i>And you will need to record this related information ...</i></p> <p><i>Please contact the Diocesan Safeguarding Ministry Office for support and assistance.</i></p>	<p>Has the disclosure/allegation been reported to Child Safety Services? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes: Date Time</p> <p><i>To whom was it reported?</i></p> <p>Name:</p> <p>Position:</p> <p>Location:</p> <p>Phone:</p> <p>Email:</p> <p>Did Child Safety Services advise informing the Parents or Carers of the child or young person? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If the disclosure has not been reported to Child Safety Services, please explain why:</i></p>

<p>If any of the above reporting actions are taken, you will need to notify your Parish Priest/Parish Leader (unless he or she is involved in the matter) and report to the Diocese.</p> <p>You will need to provide the Diocese with a copy of the Report you provide to Police or Child Safety Services. And you will need to advise the Diocese of any action taken by Civil Authorities.</p> <p><i>Contact Information for the Diocesan Safeguarding Ministry Office is provided below.</i></p>	<p>Has the disclosure/allegation been reported to the Diocese? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes: Date Time</p> <p><i>To whom was it reported?</i></p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p> <p><i>If the disclosure has not been reported to the Diocese, please explain why:</i></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

8. Next Steps

If and when you report to Civil Authorities and the Diocese, be mindful that agreed actions will follow ...

What actions were agreed upon and by whom, when the disclosure was reported to civil (Police and/or Child Safety Services) and Church authorities?

If and when you report to Civil Authorities and the Diocese, be mindful that safeguarding concerns will be identified for both current and subsequent remedial action ...

Are there any immediate child, young person and adult at risk safeguarding concerns arising from this disclosure?
 If so, please record what they are and indicate what actions are being taken, or will be taken, to address them.

9. Details of the person completing this *Receiving a Disclosure Form* (yourself!)

Name: <i>First name</i>	<i>Family name</i>
Address: (<i>street, town, postcode</i>)	
Phone: Home	Phone: Work
Mobile:	Email:
Position in the Parish or Diocese:	Priest <input type="checkbox"/> Parish Leader <input type="checkbox"/> Parish Safeguarding Contact <input type="checkbox"/> Parish Council Chair <input type="checkbox"/> or Member <input type="checkbox"/> Pastoral Associate <input type="checkbox"/> Parish Secretary <input type="checkbox"/> Diocesan Ministry or Agency <input type="checkbox"/>
Form completed: <i>Date</i>	<i>Time</i>
<i>Signature:</i>	<i>Full Name:</i>

A copy of this **Receiving a Disclosure Form** must be retained by the person who has completed and signed the Form and then be filed in a secure location.

A copy is to be provided to the Diocesan Safeguarding Ministry Office.

When completing the **Reporting a Disclosure or Allegation to Authorities Form**, information already recorded in this *Receiving a Disclosure Form* will greatly assist.

CONTACT INFORMATION

Qld Police Service: *for immediate risk to child or criminal offence involved ...*

000 and/or local Police Station number (refer local Phone Directory)

Child Protection Investigation Unit (CPIU): CPIU.Toowoomba@police.qld.gov.au

Toowoomba (4631 6355), Warwick (4660 4436), Roma (4622 9358),
Cunnamulla (4655 8900), Dalby (4669 9260)

Child Safety Services: *for suspected significant harm where there may not be a parent able and willing to protect the child, young person or adult at risk ...*

Regional Intake Service: South West Qld: **1300 683 390**

SWRISintake@communities.qld.gov.au

Child Safety After Hours Service Centre: 1300 682 724 or 3235 9902

Office of the Public Guardian: *for children within the child protection system and adults with impaired decision-making capacity ...*

1300 653 187 www.publicguardian.qld.gov.au

Toowoomba Diocese: Safeguarding Ministry Office: *for support, advice and guidance*

4638 1379 or **0408 459 045:** 73 Margaret Street, Toowoomba QLD 4350

profstandards@twb.catholic.org.au

Diocesan Safeguarding Ministry, Diocese of Toowoomba, 14 April 2023

Appendix 4 REPORTING a Disclosure or Allegation to Authorities



TOOWOOMBA DIOCESE
REPORTING a DISCLOSURE or ALLEGATION to
AUTHORITIES FORM
 15 April 2023

Knowledge or reasonable belief of abuse or reasonable suspicion of significant harm to a child, young person or adult at risk, gives rise to a responsibility to report the abuse or harm to authorities, to ensure the safety of the person involved.

If the matter involves immediate risk of criminal abuse of a child, young person or adult at risk, it is to be reported to Qld Police immediately (phone 000).

If the matter involves knowledge or reasonable belief that a child, young person or adult at risk has been abused, and there is no immediate risk, the matter is to be reported to Qld Police, as soon as possible.

If the matter involves a reasonable suspicion of significant harm to a child or young person where there may not be a parent able and willing to protect the child from harm, the matter is to be reported to Child Safety Services, as soon as possible.

The purpose of this REPORTING FORM is to help the person who has received such a disclosure or allegation of the abuse of a child, young person or adult at risk, or who has formed a reasonable suspicion of significant harm to a child, young person or adult at risk, to make a responsible Report to Authorities, Civil and Church.

Remember, if you form the reasonable belief as you listen to the disclosure or allegation that this child, young person or adult at risk or another child is in imminent danger or risk of being abused, contact Qld Police immediately (phone 000).

If you completed a *Receiving and Recording Disclosure Form* soon after the disclosure conversation, please use information from that Form to help with completing this *Report to Authorities*.

If you need assistance with completing and submitting a Report to Authorities, please contact the Diocesan Safeguarding Ministry Office (4638 1379 or 0408 459 045).

1. About the disclosure or allegation:

Date received:	Time received:
How was the information received: <i>(please tick)</i>	
In person <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> <i>Attach any written information to this Form (eg a Letter)</i>	
Is the disclosure or allegation current or historical?	
<input type="checkbox"/> current (happening now or recently) <input type="checkbox"/> historical (relates to abuse disclosed by an adult when they were a child)	

2. Details of the Person making the disclosure / making the allegation / raising the concern:

Name: <i>First name:</i>		<i>Family name:</i>	
Address: <i>(street, town and postcode)</i>			
Phone:	Mobile:	Email:	
Relationship to child, young person or adult at risk: <i>the person who is the subject of the disclosure:</i>			

3. Details of the person who is the subject of the disclosure or allegation

Name: <i>First name:</i>	<i>Family name:</i>		
Age <i>(or estimate of age):</i>	Date of birth:	Gender: F	<input type="checkbox"/> M <input type="checkbox"/>
Address <i>(street, town, postcode):</i>			
Phone <i>(if applicable):</i>	<i>Mobile:</i>		
Does the child, young person or adult at risk, identify as Aboriginal or Torres Strait Islander?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If Yes, is the support of an Elder needed?</i>	
Is this person from a culturally and linguistically diverse background?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If Yes: Language spoken at home: Is an Interpreter needed?</i>	
Does the child, young person or adult at risk live with a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does this person live with a sense and reality of diverse sexuality?	<i>If Yes, please provide additional information: Is a Support Person needed?</i>		
Relationship to the Parish <i>(eg parishioner, program participant, attending a parish event or activity)</i>	<i>Please provide details:</i>		
Name of Parish:			
Address of the Parish:			

4. Parent or Carer details (where appropriate)

Follow the directions of Police or Child Safety Services on informing Parents or Carers of the disclosure or allegation. Provide the information on Parents/Carers only if already known to you.

Parent / Carer 1: (if known)

Name: <i>First name:</i>	Family name:
Relationship to the child, young person or adult at risk: (eg father/mother, grandmother, foster carer, support person)	Please provide information:
Address: (street, town, postcode)	
Phone: <i>home</i>	Phone: <i>work</i>
Mobile:	Email:
Is Parent/Carer 1 aware of the disclosure, allegation or concern?	Yes <input type="checkbox"/> No <input type="checkbox"/> Follow the directions of Police or Child Safety Services
Likely reaction to a Report to Authorities being made (if known)	
What additional supports may need to be put in place to support Parent(s) or Carer(s)?	

Parent / Carer 2: (if known)

Name: <i>First name:</i>	Family name:
Relationship to the child, young person or adult at risk: (eg father/mother, grandmother, foster carer, support person)	Please provide information:
Address: (street, town, postcode)	
Phone: <i>home</i>	Phone: <i>work</i>
Mobile:	Email:
Is Parent/Carer 2 aware of the disclosure, allegation or concern?	Yes <input type="checkbox"/> No <input type="checkbox"/> Follow the directions of Police or Child Safety Services.
Likely reaction to a Report to Authorities being made (if known)	

What additional supports may need to be put in place to support Parent(s) or Carer(s)?	
----------------------------------------------------------------------------------------	--

5. Details of the alleged offender:

Name: <i>First name:</i>	<i>Family name:</i>
Address: <i>(street, town, postcode)</i>	
Approximate age:	Adult (person 18 years and over) <input type="checkbox"/> Child or young person (under 18 years of age) <input type="checkbox"/>
Phone:	Mobile:
Relationship to the child, young person or adult at risk: <i>the person who is the subject of the disclosure</i>	<i>Provide information (eg parent, clergy, other young person, activity leader, unknown person online, employee or volunteer the parish)</i>
Position in the Church or Parish:	<i>Provide information:</i>
Current contact with children or adults at risk if known <i>(eg runs youth activities)</i>	<i>Provide information:</i>
Any additional information	<i>Provide information:</i>

6. Details of disclosure, allegation or concern

As far as possible, use the 'exact words' of the person making the disclosure or allegation. Include the date(s), time(s) and location(s) of the alleged abuse or neglect. Include the names of possible witnesses, if known.

(please continue on the next page ...)

Type of abuse: *tick as many as apply*

Physical abuse	<input type="checkbox"/>	Sexual abuse	<input type="checkbox"/>	Emotional abuse	<input type="checkbox"/>
Psychological abuse	<input type="checkbox"/>	Grooming	<input type="checkbox"/>	Neglect	<input type="checkbox"/>

Does the child, young person or adult at risk, who is the subject of this disclosure, know this *Report to Authorities* is being made? Yes No

7. Action taken

<p>Is the child, young person or adult at risk in imminent danger or risk of abuse?</p>	<p>Yes <input type="checkbox"/> Contact Qld Police immediately (phone 000) <i>Follow the directions of Police.</i> <i>Taking action without Police advice may place the child or Adult at risk, at risk of harm and may impact the integrity of their investigation.</i></p> <p>No <input type="checkbox"/></p>
<p><i>Please record this information ...</i></p>	<p>Date reported:</p> <p>To whom was it referred:</p> <p>Location of Police Station:</p>
<p>Apart from the immediate action above, where there is knowledge or reasonable belief that sexual abuse (criminal offence) is involved, the disclosure or allegation is to be reported to Qld Police.</p> <p><i>Please record this information ...</i></p>	<p>Has the disclosure/allegation been reported to Qld Police? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes: Date Time</p> <p><i>To whom was it reported?</i></p> <p>Name:</p> <p>Position:</p> <p>Location:</p> <p>Phone:</p> <p>Email:</p> <p>Did Qld Police advise contacting the Parent(s) or Carer(s) of the child, young person or adult at risk? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If the disclosure has not been reported to Qld Police, please explain why:</i></p>
<p>Where there is reasonable suspicion of significant harm to a child or young person where there may not be a parent able and willing to protect the young person, the disclosure or allegation is to be reported to Child Safety Services.</p>	<p>Has the disclosure/allegation been reported to Child Safety Services? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes: Date Time</p> <p><i>To whom was it reported?</i></p> <p>Name:</p>

<p><i>Please record this information ...</i></p>	<p>Position:</p> <p>Location:</p> <p>Phone:</p> <p>Email:</p> <p>Did Child Safety Services advise contacting the Parent(s) or Carer(s) of the child or young person? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If the disclosure has not been reported to Child Safety Services, please explain why:</i></p>
<p>When any of the above reporting actions are taken, the Parish Priest/ Parish Leader is to be notified (unless he or she is involved in the matter) and a report is to be made to the Diocese.</p> <p>Please provide the Diocese with a copy of the Report provided to Qld Police or Child Safety Services.</p> <p>Please advise the Diocese of any directions given or actions taken by Police or Child Safety Services.</p> <p><i>Contact information for the Diocesan Safeguarding Ministry is provided below.</i></p>	<p>Has the disclosure/allegation been reported to the Diocese? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes: Date Time</p> <p><i>To whom was it reported?</i></p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p> <p><i>If the disclosure or allegation has not been reported to the Diocese, please explain why:</i></p>

8. Next Steps

When the disclosure or allegation was reported to Police and/or Child Safety Services, and Church authorities, what actions were agreed upon and by whom?

Are there any immediate safeguarding concerns arising from this disclosure/allegation involving children, young people or adults at risk?

Yes No

If Yes: please record what they are and indicate what actions are being taken, or will be taken, to address them.

9. Details of the person completing this *REPORTING to AUTHORITIES FORM*

Name: <i>First name</i>	<i>Family name</i>
Address: <i>(street, town, postcode)</i>	
Phone: <i>home</i>	Phone: <i>work</i>
Mobile:	Email:
Position in the Parish or Diocese:	Priest <input type="checkbox"/> Parish Leader <input type="checkbox"/> Parish Safeguarding Contact <input type="checkbox"/> Parish Council Chair <input type="checkbox"/> or Member <input type="checkbox"/> Pastoral Associate <input type="checkbox"/> Parish Secretary <input type="checkbox"/> Diocesan Ministry or Agency <input type="checkbox"/>
Form completed: <i>Date</i>	<i>Time</i>
Signature:	Full Name:

*A copy of this **Reporting to Authorities Form** must be retained by the person who has completed, signed and submitted the Report to Authorities and then be filed in a secure location. A copy is to be provided to the Diocesan Safeguarding Ministry Office.*

CONTACT INFORMATION

Qld Police Service: *for immediate risk to child or criminal offence involved ...*

000 and/or local Police Station number ...

Child Protection Investigation Unit (CPIU):

Toowoomba (4631 6355), Warwick (4660 4436), Roma (4622 9358),
Cunnamulla (4655 8900), Dalby (4669 9260)

CPIU.Toowoomba@police.qld.gov.au

Child Safety Services: *for suspected significant harm where there may not be a parent able and willing to protect the child, young person or adult at risk ...*

Regional Intake Service: South West Qld: **1300 683 390**

SWRISintake@communities.qld.gov.au

Child Safety After Hours Service Centre:

1300 682 724 or 3235 9902

Office of the Public Guardian: *for children within the child protection system and adults with impaired decision-making capacity...*

1300 653 187

www.publicguardian.qld.gov.au

Toowoomba Diocese:

Safeguarding Ministry Office: *for support, advice and guidance*

4638 1379 or **0408 459 045**

73 Margaret Street, Toowoomba QLD 4350

profstandards@twb.catholic.org.au

Diocesan Safeguarding Ministry, Diocese of Toowoomba, 14 April 2023

Appendix 5 Risk calculator

This material is drawn from the Child and Youth Risk Management Strategy published by Blue Card Services <https://bluecard.qld.gov.au> It is expanded to accommodate Adults at Risk.

There are six steps to consider in the development of an effective risk management plan:

1. Describe the activity
2. Identify the risks
3. Analyse the risks
4. Evaluate the risks
5. Manage the risks and reassess, and
6. Review.

Step 1 - Describe the activity

QUESTIONS TO CONSIDER*

- What is the activity?
- What is the purpose of the activity?
- What are your objectives in undertaking the activity?
- What are the elements of the activity from start to finish?
- Where is the activity taking place?
- What environmental factors need to be considered?
- Who is involved in the activity? Parents? Staff? Children? People external to the organisation?

* Please note that the examples provided are not an exhaustive list of the issues which would need to be included in a plan. Assess the organisation's needs when determining which aspects need to be covered in the plan.

Step 2 - Identify the risks

In this step you need to consider, how might a child or adult at risk be harmed? You should, where possible, encourage people involved with your organisation, including children, young people and adults at risk, to assist with identifying risks associated with the high-risk activity or special event.

It is a good idea to use a checklist which identifies general risks that should always be considered for every high-risk activity or special event. However, it is also important to brainstorm with the people involved with your organisation to ensure all potential risks that might result in harm to a child, young person or adult at risk for the particular high-risk activity or special event which you are creating a plan for are identified.

The risks which you are identifying in this strategy are different to workplace health and safety processes which generally consider environment and equipment risks. These are important and should definitely be considered. However, it is essential to also focus on the risks of physical, emotional or psychological harm to children, young people and adults at risk which may occur.

It may assist to consider where these risks of harm may come from, for example:

- Will children, young people and adults at risk need to be transported?
- Is it possible that a child, young person or adult at risk could be injured or become ill?
- What would happen if an emergency occurred?
- Are there any risks presented by the physical environment or location of the activity?

- Will there be people external to your organisation involved in the activity?
- Are there accommodation requirements?

QUESTIONS TO CONSIDER

- Where or when might harm occur?
 - e.g., on play equipment in the park
 - e.g., staff member giving a child or adult at risk a lift home unsupervised
- How might harm occur?
 - e.g., child, young person or adult at risk may fall off monkey bars
- Why might harm occur?
 - e.g., child, young person or adult at risk was not being adequately supervised

Step 3 - Analyse the risks

The purpose of risk evaluation is to make decisions, based on the outcomes of risk analysis. The level of risk will determine whether the high-risk activity or special event is practical.

In this step you should consider:

- A. How likely is it that the harm will occur? (Likelihood using Table 1)
- B. What would happen if the harm did occur? (Consequence using Table 2)

Table 1: Assessing likelihood of harm

Likelihood	Almost certain	Almost certain to occur in most circumstances
	Likely	Likely to occur frequently
	Possible	Possible and likely to occur at some time
	Unlikely	Unlikely to occur but could happen
	Rare	May occur but only in rare and exceptional circumstances

Table 2: Assessing consequences of harm

Consequence	Critical	<ul style="list-style-type: none"> • Critical incident (e.g., Death or permanent disability of adult or child; high level of distress to other parties) • Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective.
	Major	<ul style="list-style-type: none"> • Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety & welfare liability incident/issue. • Major incident which damages public or parent confidence. • One or more children or adults at risk are lost from the main group.
	Moderate	<ul style="list-style-type: none"> • Serious injuries and/or illness. • Complex welfare and/or health care issue. • Serious disruption or incident, resulting in distress to children and adults.
	Minor	<ul style="list-style-type: none"> • Minor first aid or minor occupational health safety and welfare liability incident/issue (e.g., minor cuts, bruises, bumps). • Minor behavioural issues.
	Insignificant	<ul style="list-style-type: none"> • No treatment required.

Step 4 - Evaluate the risks

The fourth step requires you to evaluate the level of risk, which will depend on your answers to the questions asked at Step 3. For example, if a risk is likely to occur and the consequences could result in major harm to a child or adult at risk, then this would be considered high risk.

Below is an example of a risk analysis matrix for *analysing* and *evaluating* risks in organisational activities. To determine the *likelihood* of risk using this matrix, refer to the left-hand column of Table 1 above. Then use Table 2 to determine the level of consequence. Finally combine the *likelihood* and *consequence* ratings in the matrix to arrive at the *risk level*.

Table 3: Risk calculator

		Likelihood →				
		Rare	Unlikely	Possible	Likely	Almost certain
Consequences ↑	Critical	Moderate	High	High	Extreme	Extreme
	Major	Moderate	Moderate	High	High	Extreme
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Low	Low	Moderate	Moderate	Moderate
	Insignificant	Low	Low	Low	Moderate	Moderate

Step 5 - Manage the risk

Standards Australia's AS/WS ISO 31000:2009 Risk management - Principles and Guidelines describes risk treatment as:

"a cyclical process of:

- *assessing a risk treatment;*
- *deciding whether residual risk levels are tolerable,*
- *if not tolerable, generating a new risk treatment; and*
- *assessing the effectiveness of that treatment."*

Risk management options should consider the values and perceptions of people involved with your organisation and the most appropriate way to communicate with them.

You should now consider how likely it is for the risk to occur after control measures have been put in place, and how bad the outcome would be if the risk was to occur. If you assess that a risk is still highly likely to occur and the outcome could result in harm to a child, young person or adult at risk then you may need to rethink the activity.

Step 6 - Review

Ongoing review is essential to ensure that the risk management plan your organisation develops for your high-risk activity or special event is effective. Reviewing controls and responsibilities can be useful for future planning. You should identify in your strategy who will review the risk management plan after the event or activity.

Each stage of the risk management process should be recorded appropriately. A template is provided below to assist with drafting plans for high-risk activities and special events.

Appendix 6 Risk assessment sheet & completed example

Name of Council, Commission, Ministry, or Parish:

Activity:

Potential risks with this activity & assessed level of each (See Appendix 5)

Risk	Level of risk

Prioritise risk > Identify control measure(s) > Determine further action required

Prioritise risk	Current control measure(s)	Further action required

Transfer details to Risk Management Plan/Register

Signature: _____

Date: _____

Example of completed risk assessment

Name of Council, Commission, Ministry, or Parish: St Mary's Parish, Town
Activity: Children's Liturgy

Potential risks with this activity & assessed level of each (See Appendix 5)

Risk	Level of risk
Injury of children: Child Sick or Upset	Moderate
Leaving child behind, Children wandering off	High
Presenter not in attendance for session	Low
Children's inappropriate behaviour during session	Moderate
Harm to child by presenter or helper	Low
Adult attends without child	Low
Child with food allergy	Moderate

Prioritise risk > Identify control measure(s) > Determine further action required

Prioritise risk	Current control measure(s)	Further action required
Leaving Children behind Children wandering off	Appropriate adult child ratio Supervision of children Roll call on loading bus and prior to leaving activity. Clear expectations of behaviour	Peer support within the group Identifying where children are and aren't allowed to go once arriving at activity.
Injury to child Child sick or upset	Clear expectations of behaviour Protocol if a child experiences injury. Helper to locate parent and advise	Having First Aid person available at the activity in case of injury.
Children's inappropriate behaviour	Clear expectations of behaviour whilst at children's liturgy Supervision. Inform child of consequence i.e. return to parents	Clear protocols for what needs to happen where a child's behaviour is placing another at risk.
Child with food allergy	Congregation, children and parents to be advised if food is involved in session	Notice at entry point stating 'No Food or Drink Allowed' at session
Presenter/helper not in attendance for session	Parent of a child in attendance to be asked to assist.	
Harm to child by presenter or helper	Appropriate adult to child ratio All helpers must hold a current Blue Card	
Adult attends without child	At Presenter's discretion, adult can be asked to leave if not a Blue Card holder	

Transfer details to Risk Management Plan/Register

Signature: _____ Activity coordinator _____	Date: __27/04/2021_____
----------------------------------------------------	--------------------------------

Appendix 7 Risk management plan with example

Name of Council, Commission, Ministry, or Parish:

Establish the context:

Identify the risks

Environmental	Human	Equipment

Risk and treatment

Activity	Risks	Level of risk	Existing control	Further action required	Responsible person	Completion date

Example of risk management plan

Name of Council, Commission, Ministry, or Parish: St Mary's Parish, Town

Establish the context: Create a child friendly environment where any child is welcomed and invited to participate in Parish based activity.
Create a safe environment where children, young people and adults at risk can be nurtured and enjoy themselves

Identify the risks

Environmental	Human	Equipment
Baptistry/Vestry in church	Selection of volunteers, other children, families, visitors	Toys and books

Risk and treatment

Activity	Risks	Level of risk	Existing control	Further action required	Responsible person	Completion date
Children's Liturgy	Leaving children behind; Children wandering off	High	Appropriate adult child ratio Supervision of children Roll call on loading bus and prior to leaving activity. Clear expectations of behaviour	Peer support within the group Identifying where children are and aren't allowed to go once arriving at activity.	Carmen Smith	27/04/2021
	Injury to child Child sick or upset	Moderate	Clear expectations of behaviour Protocol for if a child experiences injury. Helper to locate parent and advise	Having First Aid person available at the activity in case of injury.		
	Children's inappropriate behaviour	Moderate	Clear expectations of behaviour whilst at children's liturgy Supervision. Inform child of consequence i.e. return to parents	Clear protocols for what needs to happen where a child's behaviour is placing another at risk.		
	Child with food allergy	Moderate	Congregation, children and parents to be advised if food is involved in session	Notice at entry point stating 'No Food or Drink Allowed' at session		
	Presenter/helper not in attendance for session	Low	Parent of a child in attendance to be asked to assist.			
	Harm to child by presenter or helper	Low	Appropriate adult to child ratio All helpers must hold a current Blue Card			
	Adult attends without child	Low	At Presenter's discretion, adult can be asked to leave if they don't hold a Blue Card			

Appendix 8 General Activities Checklist

Council, Commission, Ministry, or Parish:
Activity checklist for:
To be held:

Task to be undertaken	Y	N	NA
Induction to activity <ul style="list-style-type: none"> • Expectations of activity clear • Expectations of children or young people or adults at risk clear • Expectations of parents/carers clear • Contacts for emergencies provided • Highlight any potential concerns • Provide time for questions and answers • Health and Safety issues addressed, e.g., health and hygiene, safe use of equipment • Where permissions are required, have they been obtained? • Has information been collected on individual needs of children, young people or adults at risk participating in activity, e.g., allergies, medication, illnesses? 			
Drop off and pick up <ul style="list-style-type: none"> • Set procedure for drop off and pick up of children, young people and adults • Is there a buffer period for early arrivals and late pick ups by parents or carers • Procedure for where a child, young person or adult at risk makes their way to and from an activity independently • Protocol for where a parent/carer is delayed in picking up a child, young person or adult at risk or where a parent or carer does not arrive 			
Location <ul style="list-style-type: none"> • Is location appropriate for activity • First Aid Equipment available • Transport issues to and from activity organised • Protocol for all children, young people and adults at risk are accounted to and from activity location • Water, sun protection and shade assessed 			

Continues overleaf...

Task to be undertaken	Y	N	NA
Equipment <ul style="list-style-type: none"> • Appropriate for activity • Age and capabilities of children, young people and adults at risk considered • In good working order and safe to use • Has it been tested for working condition? • Number adequate to number of participants • Instruction provided to children, young people and adults at risk on safe use 			
Supervision <ul style="list-style-type: none"> • Supervisors appropriately trained • Supervisor to children, young people or adults at risk: ratio adequate to numbers, ages and type of activity • Rights and responsibilities clear • Spread of supervision appropriate to the activity and location considered 			
Surrounding environment <ul style="list-style-type: none"> • Location proximity to roads, waterways and dangerous obstacles • Location of toilets, taps and drinking fountains • Places where children or young people or adults at risk can hide • Places where other people can be concealed • Availability of shade and shelter • Designated area for spectators that does not confuse children, young people and adults at risk with supervisors 			

Who is responsible for:	Name
Checking the site before its use	
Bringing equipment and checking that it works	
Any required setting up	
Delivery of actual activity	
Staying behind if required to complete tasks, wait for parents, etc.	

This checklist was completed by:	
Signature:	
Date:	

Appendix 9 Special events checklist

Council, Commission, Ministry, or Parish:		
Activity checklist for:		
To be held:		
Item	Yes	No
1. Do you have enough information about the event to decide whether it will contribute positively to the wellbeing and development of the children, young people or adults at risk in your care? If so, please list:		
2. Have you provided enough information to parents/guardians/carers so they can make an informed decision about whether they want their children or adults at risk to attend? If so, have you provided forms for written permission from parents/guardians/carers? Comments:		
3. Will attending such an event create risks for the children, young people or adults at risk in your organisation? Comments:		
4. If the event could pose risks, have these risks been evaluated and procedures developed to minimise the risk? Comments:		
5. Do you know if the event organisers are committed to an environment which is safe and friendly for children, young people and adults at risk? Comments:		
6. Have they developed policies and procedures supporting such an environment? Comments:		
7. Is the location secure? Comments:		
8. Does the environment meet obligations for Workplace Health and Safety? Comments:		
9. Are there policies and procedures relating to alcohol and drugs? Comments:		

Appendix 11 Activity consent form

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Parent/Legal guardian/Carer

Activity:		
Activity date(s):	Activity duration:	
Activity location:		
Activity Coordinator and Team Members:		
Name of child, young person or adult at risk:	Date of birth:	
Parent/Guardian/Carer full name/:	Relationship to participant:	
Address:		
Contact phone numbers		
Home:	Mobile:	Work:
Emergency contact (other than the name above)		
Name:	Relationship:	Contact number:
Medical conditions:		
Medication:		
Allergies (medication, food or other):		
Reaction/Symptoms:		
Special dietary requirements:		
Consent Agreement		
General – As the parent/legal guardian/carer to the above-named child, young person or adult at risk, I agree that:		
<ol style="list-style-type: none"> 1. My child, young person or adult at risk may participate in the activity to which the consent applies. 2. I have been informed of and understand the arrangements made for this activity. 3. Whilst the Activity Coordinator, team members and volunteers will make every reasonable effort to minimise exposure to known risks, all hazards and dangers associated with these activities cannot be foreseen or may be beyond the control of the organisers. 		
Medical		
<ol style="list-style-type: none"> 1. In the case of emergency, where it is Impractical or impossible to communicate with the Emergency Contact person, I authorise the Activity Coordinator to arrange for appropriate care (including transport, blood transfusions and/or anaesthetic) of my child, young person or adult at risk. (Please note: every attempt will be made to communicate with parents/guardians/carers in the event of an emergency) 2. I authorise the activity coordinator to supervise my child, young person or adult at risk whilst taking prescription medication. 		
I have read and understood the above consent agreement and I agree that my child, young person or adult at risk named above can participate in the activity as described above.		
Full name:	Signature:	Date:

Appendix 12 Media and communications consent form

Parent/Legal guardian/Carer

Council, Commission, Ministry, or Parish:		
Name of child, young person or adult at risk:		
Date of birth:		
<p>As the parent/guardian/carer of the above child, young person or adult at risk, I understand that from time-to-time photos, audio and video/film ('the material') may be taken of my child, young person or adult at risk to be used for various informational and promotional purposes by the Council, Commission, Ministry, or Parish and or the Catholic Diocese of Toowoomba.</p> <p>Promotional purposes include brochures, publications, videos, print, television and outdoor advertisements, and Council, Commission, Ministry, Parish, or Diocesan websites.</p> <p>I understand that my child, young person or adult at risk may be identified by name in positive promotional news stories in Council, Commission, Ministry, or Parish newsletters and media releases.</p> <p>In no circumstances will my child, young person or adult at risk be identified by name on websites or in any other promotional material unless my specific consent is given prior to the occurrence.</p> <p>I understand that the Council, Commission, Ministry, or Parish has the best interests of my child, young person or adult at risk at heart and will manage media access, reserving the right to refuse media access where it would, in the opinion of the Council, Commission, Ministry, or Parish authority, interfere with the well-being of my child, young person or adult at risk.</p> <p>I acknowledge that my child, young person and adult at risk and I have no rights in the material taken of them or the production presentation in which it appears. However, at the discretion of the Council, Commission, or Ministry, Parish, or the Catholic Diocese of Toowoomba, copies may be made available to me upon my request.</p> <p>I acknowledge that the material may continue to be used for a number of years, and that some of the products in which the material is used may have extended longevity.</p> <p>This consent remains in force until such time as I revoke it in writing communicated to the Council, Commission, Ministry, or Parish. Revocation of my consent will take effect from the date on which it is received by the Council, Commission, Ministry, or Parish. I acknowledge that from that date, the Council, Commission, Ministry, or Parish and the Catholic Diocese of Toowoomba will cease to publish any further hard copy material of my own child, young person or adult at risk and, will, within one month of that date, remove any electronic material.</p>		
Full name of parent/guardian/carer:		
Address of parent/guardian/carer:		
Phone numbers:		
Home:	Work:	Mobile:
Date:	Signature:	

Appendix 13 Incident report for use by an injured person

Details of the injured person	
Name:	Date of birth:
Address:	Contact numbers: Home Mobile
<input type="checkbox"/> Worker	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor
Job title:	Date commenced:
Details of the incident	
Day:	Date: Time: am/pm
Location Council, Commission, Ministry, or Parish building	Exact location of incident in building
What task were you performing when the incident occurred?	
Nature of injury? Part of body/type of injury?	Details of treatment given? Include name of person rendering first aid
Will any further treatment be necessary? Detail doctor and/or hospital	
Was there a witness? If yes, provide name and contact details if known	
To whom did you report the injury?	
Date:	Time: am/pm
Declaration	
Signature of injured person	Date:
Signature of authority	Date

Appendix 15 Blue Card register

All persons, paid or volunteer, who are involved with child related activities at the Diocesan Council, Commission, Ministry, or Parish are required to hold a current Blue Card (or Exemption Card) issued by Queensland Government Blue Card Services.

Where a person, new to the Diocesan Council, Commission, Ministry, or Parish, already holds a Blue Card, the details of the Blue Card must be validated online at

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/valid>.

The Blue Card or Exemption Card must be linked to and delinked from the Diocesan Council, Commission, Ministry, or Parish when the person starts or stops working with the Diocesan Council, Commission, Ministry, or Parish. See <<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/update-details>> for details of the procedure.

The Diocesan Council, Commission, Ministry, or Parish must maintain an up-to-date Blue Card register in the form shown below. An Excel template for the register is available from <<https://www.publications.qld.gov.au/dataset/blue-card-system-compliance-information-and-resources>>.

Appendix 16 Glossary of terms

Child: an individual person under 18 years of age.

Young person: an individual person under 18 years of age, older than a child.

Adult at Risk: Any person aged 18 years and over who is at increased risk of experiencing abuse or harm on account of factors such as age, disability, mental illness, diminished capacity, cognitive impairment, previous abuse, or experiencing transient risks. This includes persons 18 years and older who are subject to a power imbalance in participating in a ministry, activity or service, who identify as Aboriginal or Torres Strait Islander, who are from culturally and linguistically diverse backgrounds, who are of diverse sexuality, who have any impairment that makes it difficult for them to protect themselves from abuse.

Gender variance: A discord, often confusing and distressful, between biological sex and belief about gender. The National Catholic Safeguarding Standards Ed2 (Std 4) remind us of the personal needs and vulnerability of young people and adults who live with a sense and reality of diverse sexuality.

Abuse: Abuse is the improper treatment of a person that results in actual or potential physical or emotional harm. Abuse can come in many forms such as physical or verbal maltreatment, neglect, injury, assault, violation, rape, unjust practices, crimes, exploitation or other types of aggression.

Child Abuse: is anything which individuals, institutions or processes do (or fail to do) which directly or indirectly harms children in the here and now and/or damages their prospects of a safe and healthy development into adulthood.

Harm: The Child Protection Act 1999 section 9 defines harm to a child as any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:

- a) physical, psychological or emotional abuse or neglect; or
- b) sexual abuse or exploitation.
- c) a single act, omission or circumstance; or
- d) a series or combination of acts, omissions or circumstances.

Physical Harm: may include beating, shaking, burning, biting or grabbing hard enough to leave a mark, throwing a child, young person or adult at risk, or strangulation, to the extent that there are lasting physical effects.

Emotional Harm: includes constant criticism, belittling, teasing of a child, young person or adult at risk, withholding praise and affection, or constant yelling. Emotional harm can also be caused by a failure to provide the psychological nurturing necessary for a child, young person or adult at risk's physical and emotional growth and development.

Neglect: includes the ongoing failure to provide a child, young person or adult at risk with the basic necessities of life and adequate supervision needed for optimal growth and development.

Sexual Harm: may take many forms, from sexual jokes, innuendo in conversation and showing pornographic images to a child, young person or adult at risk to sexual touching and invasive sexual acts.

Suspicion of harm: concern by significant changes in behaviour or the presence of new unexplained and suspicious injuries. Action in support of a child or young person will be required when no parent is available or willing to protect the child.

Disclosure of harm: a disclosure of harm occurs when someone, including a child, young person or adult at risk tells you about harm that has happened or is likely to happen to them or others.

Parish: means the Parish and all affiliated parishes.

Volunteer: an individual person who has been assigned or given a role or responsibility of any kind within a Council, Commission and Ministry while not being paid for the service they provide.

Breach: is any action or inaction by any member of an organisation involved with children, young people and adults at risk, that fails to comply with any part of the organisation's safeguarding strategy.