**Concern Reporting Form**

**Child protection is everyone’s business.**

From 5 July 2021 in Queensland new laws mean:

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

The new offences target behaviour that ignores or hides the sexual abuse of children. There are criminal penalties attached to these offences **so report it, don’t ignore it.**

More information [here](https://www.qld.gov.au/law/crime-and-police/types-of-crime/sexual-offences-against-children/laws).

**When to use this form**

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

**Who receives this form**

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

The form should be sent to either the person requesting you complete it or the SRG at [safeguarding@cofcqld.com.au](mailto:safeguarding@cofcqld.com.au). The information you provide may be used to provide statements to relevant authorities. If the space provided is insufficient for your answers, please attach a separate sheet.

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

**Section 1**

Is this notification related to harm or sexual abuse against a child under 18 years?

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

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How is this connected to the church?

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Where did it occur?

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When did it occur?

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

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What is the name of the alleged or known offender? Age or approximate age if unknown and role within the church i.e.: volunteer, elder, worship leader congregation member, grounds keeper etc.

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Do you have information about current charges or convictions against the alleged offender? Please attach if possible

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

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Who else was involved and what was their involvement? Details about the alleged offender and any witnesses.

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

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What immediate steps have been taken by the church eldership/leadership to ensure no further harm is caused to children in the church?

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

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**Your details**

Name

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Address

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Phone

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Your connection to the events reported

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**Date**

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**Signature**

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**Section 2**

Please ensure you record who you have advised about this matter regardless if this was verbally or in writing and if it is within the church or external people and authorities.

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| **Date you reported** | **Name of person you reported to** | **The organisation to which they belong** | **Their position, rank or ID within that organisation** | **What they advised you to do** |
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PLEASE SEND TO [safeguarding@cofcqld.com.au](mailto:safeguarding@cofcqld.com.au) or directly to the person that requested it from you.