



# Child Safety and Wellbeing Reporting Procedure

## In case of emergency and imminent danger call Police 000

### Introduction

All reasonable concerns and allegations of abuse must be reported to civil authorities.

Any and all concerns of misconduct against clergy or Church workers must also be reported to Kooyoora, the Office of Professional Standards. This can include consultation about reporting and various scenarios to ensure all reporting obligations have been considered and discharged.

All reasonable concerns and allegations of misconduct and abuse against the archbishop must also be reported to the Director of Episcopal Standards.

More information about reporting can be found in the Child Safety and Wellbeing Policy.

### What must be reported?

Any reasonable concerns and allegations of;

- Misconduct behaviour, mandatory reporting and reportable conduct (including but not limited to)
  - Child abuse and neglect
  - Any criminal or suspected criminal behaviour
  - Financial misconduct
  - Sexual misconduct
  - Bullying
  - Emotional abuse
  - Harassment
  - Physical abuse
  - Spiritual abuse
  - Grooming
- Breach of the Code of Conduct / Faithfulness in Service

### Who reports?

Any person who has a reasonable concerns and allegations detailed above has a responsibility to report.

- Clergy and Lay Leaders
- Staff
- Volunteers
- Pastoral carers
- Chaplains
- Parents
- Guardians
- Adults
- Children
- **Everyone!**

## Who to inform?

All reasonable concerns and allegations of child abuse must be reported to Police or child protection.

**All concerns and allegations of abuse and misconduct against clergy or Church workers are to also be reported to Kooyoora Professional Standards Unit.**

The first step in making a complaint against a clergy person or church worker or seeking advice is to call Kooyoora on: 1800 135 246 (this is a 24/7 message taking service however you will not receive a call back until the next business day if outside of hours). All information provided to this service is strictly confidential. The person taking a message on this number will ask you to give a name and your phone number or address so that Kooyoora can contact you as soon as possible.

Kooyoora Ltd has been appointed by the Anglican Diocese of Melbourne to respond to all reasonable concerns and allegations of misconduct including sexual, physical, spiritual, emotional or psychological abuse by clergy or Church workers. Kooyoora Ltd is an independent Professional Standards company which undertakes Professional Standards work for not for profit charitable entities.

**All concerns and allegations of abuse and misconduct against the archbishop are to also be reported to the Director of Episcopal Standards.**

The first step in making a complaint against the archbishop is to call the Director of Episcopal Standards through the recorded information line at any time on 1800 997 747.

Reporting concerns of child abuse will not replace or negate obligations to report to Police or child protection. The Director can support you through the reporting process.

## What else do I need to do?

- Make immediate environment safe for children
- Complete an incident report and other relevant paper work required
- Seek support or debriefing for all involved
- Follow up on any actions required from reports
- Observe privacy and confidentiality legislation and only inform relevant or appropriate people. Information should not be shared further than the required reports.

**Police: 000 - in case of emergency and imminent danger**

**Child Protection Intake (DFFH) after hours: 131 278**

For more intake numbers visit: [Child protection contacts](#)

**Kooyoora, Office of Professional Standards: 1800 135 246**

**Director of Episcopal Standards: 1800 997 747**