

Quick Reporting Guide

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Note: forms or resources available on the CofCQ website (<https://www.cofc.com.au/churches/church-resources>) are indicated in ***bold italic*** text.

If you have a concern or receive a disclosure

Is someone in immediate danger? Call 000

If a person receives a disclosure or witnesses an incident where someone is in immediate danger, they should call 000. This should be reported to their ministry leader and/or Safe Church Contact as soon as possible and a ***complaints and allegations*** or ***incident report form*** completed.

Is a child at risk? Call 131 444 (Police Link)

Complaints and allegations relating to children, including disclosures and/or child sexual abuse or grooming behaviour, should be immediately escalated to the Safe Ministry Contacts of the Affiliated Church and then to the Senior Pastor and Chair of the Governing Group.

A disclosure relating to the abuse of a child must also be reported to Police Link on 131 444. The police report number should be recorded.

If the alleged perpetrator is a person connected to the church, the CofCQ Safeguarding Response Group must also be contacted within 48 hours (refer Person of Concern section).

[Kids Helpline](#) 1800 55 1800 is available for support.

Do you have other concerns relating to children? Call 1800 177 135

Report other concerns for safety of children to the Department of Children, Youth Justice and Multicultural Affairs - Regional Intake Service on 1800 177 135 or <https://secure.communities.qld.gov.au/cbir/PrescribedEntityChildSafetyReport>.

Is an adult in need of help?

For adults experiencing abuse, support them to contact police, and refer to ***suicide intervention steps*** brochure for helpful steps and links to support services.

[Lifeline](#) 13 11 14

[Suicide Callback Service](#) 1300 659 467

[Headspace](#): 1800 650 890 or

[Beyond Blue](#): 1300 22 4636

[SANE Help Centre](#) 1800 18 SANE (7263)

Ministering Persons (pastors)

For disclosures or concerns about the behaviour or actions of Ministering Persons endorsed with CofCQ (church pastors), contact the Ministry Ethics Unit (governance@cofcqld.com.au).

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Key actions: Referrals

In cases where a concern is not taken up by the Child Safety Regional Intake Service, and with their permission, a family may be connected with the support services of Family and Child Connect (FCC) or Intensive Family Support Services (IFSS). Contact with IFSS and FCC can be made by phone on 13 FAMILY or online www.communities.qld.gov.au/childsafety.

Survivors of child sexual abuse in a church institution should be encouraged to speak with the National Redress Scheme on 1800 737 377 or www.nationalredress.gov.au.

A victim and/or a survivor of historical abuse (or their family) can see support services available in Queensland at <https://www.childabuseroyalcommission.gov.au/contact>.

Persons of Concern

Affiliated Churches must report the presence of a Person of Concern or potential Person of Concern to the Safeguarding Response Group within 48 hours of becoming aware using the **Concern Reporting Form**.

The presence of a Person of Concern must also be reported to police, even if the offense or allegation is historical. The process is outlined in the **Information Guide for Reporting Historical Offenses and Allegations to Police**.