



**Chabad
Glen Eira**
Genuine Warmth

484 Glen Eira Road Caulfield VIC 3162
9532 7299 | office@chabadgleneira.com
www.chabadgleneira.com

Policy Number	Date Created	Version	Changes	Next Review Date
6.1	Oct 2016	1	Created, endorsed, approved	Oct 2019
6.1	Jul 2017	2	Reviewed	Jul 2020
6.1	Nov 2019	3	Letterhead and layout and review	Nov 2022
6.1	Aug 2020	4	Insert reporting to ACF. Added critical incident definition	Aug 2023
6.2	Feb 2016	1	Created	Feb 2019
6.2	Dec 2018	2	Updated	Dec 2021
6.2	Nov 2019	3	Letterhead and layout	Nov 2022
6.1	April 2021	5	Updated and combined according to 2020 criteria	April 2024

REPORTING POLICY (INC INCIDENT REPORT FORM)

Purpose

Chabad House Glen Eira is committed to protecting the children and young people to whom it delivers a service. Accordingly, we have developed this policy on how to respond to child abuse reports and allegations as a guide to all our people in meeting their responsibilities in this area. Our personnel are required to identify, report, and respond to any concerns about, or incidents of, child abuse or neglect towards children or young people to whom we provide services. Our personnel are required to respond to abuse or neglect perpetrated by personnel within our organization or by other persons. We take seriously our responsibility to deliver a development and learning environment that is caring, nurturing and safe. Our board of management is committed to ensuring the safety of all children and young people to whom we provide services or who participate in our programs. As part of that commitment is our safeguarding children policy.

Related Policies

Safeguarding Children and Young People Policy
Code of Conduct
Child protection Act

Related Legislation

Our guidelines comply with relevant legislation.

Legal requirements for the reporting of child abuse and neglect, reportable conduct

Victoria/local Legislation

The Department of Human Services is responsible for overseeing and upholding child protection in Victoria. Numerous Acts (laws) help to govern and guide the process of child protection in Victoria.

These acts include:

Principal Acts:

Children, Youth and Families Act 2005 (as amended 2014)

Other relevant Acts:

Failure to Disclose 2014

The Charter of Human Rights and Responsibilities Act 2006

Working with Children Act 2005

Child Wellbeing and Safety Act 2005

Family Law Act 1975

Scope

All personnel within our organisation are required to follow our reporting procedures and meet the requirements of our policy on responding to child abuse reports and allegations.

No one within our organisation is exempt from meeting the standards and requirements set out in this policy. In adhering to this policy, personnel will promote equity and respect diversity of the children and young people and their parents/care givers who access our services and inform children and young people of their rights to feel and be safe.

All children and young people within our organisation are informed of our policy and provided with the support and mechanisms to feel empowered to speak up if they feel unsafe, hear something or see something that doesn't feel right. Our organisation upholds a child's rights to be heard, protected and supported.

Our organisation upholds a family's right to have their concern resolved and done so in a culturally respectful and safe way.

Definitions

Bullying	<p>Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include:</p> <ul style="list-style-type: none">• <i>Verbal</i> (name calling, put downs, threats);• <i>Physical</i> (hitting, punching, kicking, scratching, tripping, spitting);• <i>Social</i> (ignoring, excluding, ostracising, alienating); and/or• <i>Psychological</i> (spreading rumours, stalking, dirty looks, hiding or damaging possessions).
-----------------	---

Child or young person	A person under the age of eighteen years.
Emotional or psychological abuse	Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviors continue to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development.
Family Violence	Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person's life. Exposure to family violence places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.
Grooming	Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chatrooms, in social media or by other technological channels.
Harm	Harm to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: <ul style="list-style-type: none"> • physical, psychological or emotional abuse or neglect; • sexual abuse or exploitation; • a single act, omission or circumstance; and • a series or combination of acts, omissions or circumstances.
Neglect	Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect. The issue of neglect must be considered within the context of resources reasonably available.
Physical abuse	Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a

	<p>result of physical punishment or the aggressive treatment of a child. Physically abusive behavior includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, excessive and physically harmful over training, and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child at risk of being hurt.</p>
Sexual abuse	<p>Sexual abuse occurs when an adult or a person of authority (e.g. older) involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse.</p>
Sexual exploitation	<p>Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution.</p>
Critical Incident	<p>Critical Incident, in relation to a child under the care of the Organisation (whether or not at the relevant time the child is on premises controlled by the Organisation or is otherwise under the physical supervision of the Organisation) includes the occurrence of any of the following events or any similar event:</p> <ul style="list-style-type: none"> (a) the child dies and: <ul style="list-style-type: none"> i) abuse or neglect is known or suspected to be a factor in the death; ii) the death is, or appears to be, the result of suicide or accident; iii) the death is, or appears to be, the result of alleged murder, homicide, reckless conduct or an act of violence; or iv) the child is under statutory care; (b) a child has not died but has sustained significant harm or is at risk of harm under the categories described in the relevant jurisdictional legislation of abuse and neglect; (c) ACF notifies the Organisation that a child has been, in the opinion of ACF, subjected to cumulative inaction or wrong action; or (d) ACF notifies the Organisation that an incident and or accumulation of incidents has occurred in relation to the child that, in ACF's opinion, gives rise to serious concerns about the adherence by the Organisation, or any employee or contractor of the Organisation, to any part of the Safeguarding Children Program <p><i>(definition as per the ACF Accreditation Terms and Conditions Contract)</i></p>

Responsibilities

Position	Responsibility
Executive Officer / Manager	<ul style="list-style-type: none">• Implement policies and procedures across the organisation• Ensure personnel have access to and understand this policy and related procedures.• Ensure all managers/supervisors have access to support and advice to understand and implement policies and procedures
Workforce / HR / Quality	<ul style="list-style-type: none">• Review and update this document and supporting resources in consultation with relevant stakeholders.• Support the coordination of the SCYP framework and implementation.• Provide training and advice in the application of policies and procedures
Managers / Supervisors	<ul style="list-style-type: none">• Ensure policies and procedures are followed and implemented
Employees / Volunteers	<ul style="list-style-type: none">• Compliance with policy and procedure.

Key Requirements

Our personnel are required to report any instance of serious abuse or neglect (cases in which a child or young person has suffered, or is likely to suffer, significant harm from abuse or neglect, whether by personnel within Chabad Glen Eira or others) immediately, or if that is not possible, no later than before ending that person's shift or session of work with our organisation.

If a child or young person is at **imminent risk** of harm or in **immediate danger**, our personnel are required to report the situation directly to the **DHS-Department of Human Services – Child Protection Authority on 1300 655 795 (AH 13 12 78)** or to **Victoria Police at Caulfield Office – 9524 9500**

Report all critical incidents verbally to the ACF within 24 hours

Report any allegations of child abuse or neglect that involve our personnel to the ACF within 28 days.

Consequences of breaching policy

If our personnel fail to report instances, allegations, disclosures or concerns in relation to abuse or neglect of a child or young person – by personnel within our organisation or by others – we view such failure as a serious matter that, depending on the circumstances, may result in disciplinary action or be grounds for dismissal. Further legal implications may also apply.

Our policy prohibits all personnel from:

- discussing any concerns or allegations with unauthorised personnel – within or outside our organisation – such prohibition not being designed to limit, in any way, their rights and

responsibilities to report their concerns or allegations, but rather as part of our organisation's commitment to ensuring privacy, confidentiality and natural justice.

- making deliberately false, misleading, or vexatious allegations.

Our personnel are obliged to raise any concerns they might have in relation to:

- our organisational policies designed to safeguard children and young people – such as outlined in our 'Code of Conduct' and in our 'Responding to child abuse reports and allegations' policy.
- actions of other personnel within our organisation that contravene our policies, or that may otherwise have the potential to harm a child or young person.

Reporting of concerns or allegations regarding abuse or neglect by family or other external sources

As a policy, Chabad House Glen Eira requires all of its personnel to report any instance of child abuse or neglect that has resulted in, or is likely to result in, significant harm to a child or young person, to either:

- **DHS-Department of Human Services – Child Protection Authority on 1300 655 795 (AH 13 12 78)** or to **Victoria Police at Caulfield Office – 9524 9500** immediately (i.e. before the end of the person's shift / session of work).[refer to processes for reporting child abuse in the jurisdiction in which your organisation operates.]
- Creche coordinator, Shul Director/secretary, Youth Director, will ensure that the incident is reported to **DHS-Department of Human Services – Child Protection Authority on 1300 655 795 (AH 13 12 78)** or to **Victoria Police at Caulfield Office – 9524 9500** , immediately (i.e. before the end of the person's shift / session of work)
- When the Managing Director of Chabad Glen Eira – **Menachem Groner** - becomes aware of a reportable allegation against a staff member or volunteer, they will **notify the Commission for Children and Young People within three business day.**
Within 30 calendar days of becoming aware of a reportable allegation, the Managing Director of Chabad Glen Eira will provide the Commission with detailed information about the allegation, disciplinary or other actions undertaken, and the response of the staff member or volunteer to the allegation.
Further information is also available on the Commission for Children and Young People's website at www.ccp.vic.gov.au
- If Creche coordinator, Shul Director/secretary, Youth Director are unavailable (or they are the subject of the complaint), our personnel are required to report the matter to Secretary/Office Manager.

The following legal mandatory reporting requirements also apply to personnel within our organisation:

(please refer to <https://aifs.gov.au/cfca/publications/mandatory-reporting-child-abuse-and-neglect>)

Mandatory reporting legislation and summary	Relevant personnel who must comply
Mandatory Reporting of child abuse <i>Children, Youth & Families Act 2005</i>	Professionals such as doctors, nurses, police and school teachers are legally obliged to report that a child needs protection. In addition, any person who believes on reasonable grounds that a child needs protection can make a report to the Victorian Child Protection Service.
Failure to disclose child sexual abuse offence <i>Crimes Act 1958</i>	The failure to disclose child sexual abuse offence applies to any adult who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child (aged under 16) who fails to disclose that information to police. The offence applies to all adults in Victoria, not just professionals who work with children, unless they have a reasonable excuse.
Failure to protect offence <i>Crimes Act 1958</i>	The failure to protect offence applies to any person within an organisation who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but negligently failed to do so.

We ask that our personnel also inform our secretary of any report they make to those authorities, to enable our organisation to best provide support to the child or young person, their family and our personnel, where appropriate.

All our personnel retain the right to report directly to relevant authorities, such as police or child protection, any concerns they may have in relation to the safety and welfare of a child or young person, regardless of whether or not they have also reported that matter internally.

In taking a report of concern, or of an incident, from others within our organisation our personnel are:

- not to assess the validity of such allegations or concerns, but to report all allegations or concerns to the nominated person or persons within our organisation as described in this policy (the validity of an allegation will then be assessed in the manner described in this policy.)
- to disregard factors such as the authority or position of the persons involved and any pre-existing views about the good character, or otherwise, of any person involved or under investigation.

In situations where a child or young person is making an allegation, our personnel are required to:

- listen to the allegation or disclosure supportively, without dispute
- clarify the basic details, without seeking detailed information or asking suggestive or leading questions, using our organisation's 'Child abuse Incident Form'
- record on the Child abuse Incident Form what was said (where possible, noting the exact words used by the person making the allegation)
- date and sign the record
- explain to the child (if present) that other people may need to be told, in order to stop what is happening

- provide reassurance that our organisation will take immediate action in response to the allegation.
- Report the matter as per organisational policy requirements (as stated earlier), which are to:
 - **DHS-Department of Human Services – Child Protection Authority on 1300 655 795 (AH 13 12 78)** or to **Victoria Police at Caulfield Office – 9524 9500** immediately (i.e. before the end of the person's shift / session of work).[refer to processes for reporting child abuse in the jurisdiction in which your organisation operates.]
 - Creche coordinator, Shul Director/secretary, Youth Director will ensure that the incident is reported to **DHS-Department of Human Services – Child Protection Authority on 1300 655 795 (AH 13 12 78)** or to **Victoria Police at Caulfield Office – 9524 9500** immediately (i.e. before the end of the person's shift / session of work).
 - if Creche coordinator, Shul Director/secretary, Youth Director are unavailable (or they are the subject of the complaint), our personnel are required to report the matter to Secretary/ Office Manager.

Victorian Information:

Victoria Legislation Table

Children, Youth and Families Act 2005 (Vic.)	Adoption Act 1984 (Vic.) Child Employment Act 2003 (Vic.) Child Wellbeing and Safety Act 2005 (Vic.) Children and Justice Legislation Amendment (Youth Justice Reform) Act 2017 (Vic.) Commission for Children and Young People Act 2012 (Vic.) Family Violence Protection Act 2008 (Vic.) Sex Offenders Registration Act 2004 (Vic.) Working with Children Act 2005 (Vic.)
--	--

Mandatory Reporting Guidance Resource

Mandatory reporting laws require specified people to report suspected abuse and neglect to government child protection services in Australia.

Victoria's mandatory reporting laws cover an extensive list of professions, and the details of the reporting requirements are provided in the table below.

Legal provisions	Sections 182(1), 184 and 162(1)(c)-(d) of the Children, Youth and Families Act 2005 (Vic.)
------------------	--

Who is mandated to report?	Registered medical practitioners, nurses, midwives, a person registered as a teacher or an early childhood teacher under the Education and Training Reform Act 2006 or teachers granted permission to teach under that Act; principals of government or non-government schools within the meaning of the Education and Training Reform Act 2006; police officers, a person in religious ministry, out-of-home care workers (excluding voluntary foster and kinship carers), early childhood workers, youth justice workers and registered psychologists.
What must be reported?	Belief on reasonable grounds that a child is in need of protection on a ground referred to in section 162(1)(c) or 162(1)(d), formed in the course of practising his or her profession or carrying out the duties of his or her office, position or employment as soon as practicable after forming the belief and after each occasion on which he or she becomes aware of any further reasonable grounds for the belief
Abuse and neglect types that must be reported	Physical injury Sexual abuse Note that technically, under s. 162, the duty is limited to instances of physical injury and sexual abuse where 'the child's parents have not protected, or are unlikely to protect, the child from harm of that type'.

For immediate help

- To report concerns that are life threatening, ring Victoria Police: 000
- To report concerns about the immediate safety of a child after hours, call the After-Hours Child Protection Emergency Service: 13 12 78.

To make a report, you should contact the child protection intake service covering the local government area (LGA) where the child normally resides.

Telephone numbers to make a report during business hours (8.45am -5.00pm), Monday to Friday, are listed below.

North Division intake: 1300 664 977

South Division intake: 1300 655 795

East Division intake: 1300 360 391

West Division intake - metropolitan: 1300 664 977

West Division intake - rural and regional: 1800 075 599

If you are not sure which number to call, check the [Child Protection Contacts Page](#) for details on the LGAs covered by each intake service.

It is a criminal offence not to report in these circumstances.

Working with Children

Principal act	Type of program:
---------------	------------------

Working With Children Act 2005 (Vic.)	Individuals are required to apply for a WWCC. The check allows individuals to engage in child-related occupations/volunteering and practical training. Valid for: 5 years.
---------------------------------------	---

Legislation on working with children ensures that adults who work with, or care for, children are subject to screening processes to protect children from physical and sexual harms.

To ensure that all employees, and volunteers involved in activities and contact with children and young people are responsible and of sound character and comply with the requirement of the Working With Children Act of 2005

Any personnel whose duties usually involve or are likely to involve work with children and young people (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.

Our organisation is required to:

- Verify online and record the status of each child-related worker's Working with Children Check clearance (or equivalent).
- Only employ or engage child-related workers or eligible volunteers who have a valid Working with Children Check clearance (or equivalent); and
- Where a Reportable Conduct Scheme (or equivalent) is applicable, advise our administering body of any findings after completing an investigation of reportable conduct. Any findings in relation to sexual misconduct, a sexual offence or serious physical assault must be referred to the Working with Children Check Clearance (or equivalent) Directorate

It is an offence for an employer to knowingly engage a child-related worker who does not hold a Working with Children Check Clearance (or equivalent) or who has a bar.

Personnel who are engaged with our organisation in a child-related work are required to:

- Hold and maintain a valid Working with Children Check clearance (or equivalent).;
- Not engage in child-related work at any time that they are subjected to an interim bar or a bar;
- Report to the Head of Relevant Entity if they are no longer eligible for Working with Children Check clearance (or equivalent), the status of their Working with Children Check clearance (or equivalent) changes or are notified by the administering body that they are subject of risk assessment; and
- Notify the administering body of any changes to their personal details within 3 months of the change occurring. Failure to do so may result in a fine.

It is an offence for an employee, volunteer, contractor and where identified sub-contractor to engage in child related work when they do not have clearance or if they are subject to a bar.

For more information visit the [Victoria website](#)

Reportable Conduct Scheme

Reportable conduct is defined as;

- a sexual offence with or in the presence of a child,
- sexual misconduct with, or in the presence of a child,
- ill-treatment of a child,
- neglect of a child,
- an assault against a child, or,
- behaviour that causes significant emotional or psychological harm to a child.

The reportable conduct scheme monitors how organisations manage allegations made against personnel. Specific organisations, agencies or bodies have obligations under the reportable conduct scheme, dependent on States or Territories.

For more information on VIC Reportable Conduct Scheme see;
<https://ccyp.vic.gov.au/reportable-conduct-scheme/>

Failure to Report

Personnel within organisations have a moral obligation to report child abuse. In certain States and Territories, failing to prevent child abuse or concealing child abuse behaviour that causes emotional or psychological harm and may fall under the reportable conduct scheme and result in legal implications.

In Victoria, it is a criminal offence for personnel of an organisation to fail to protect children under the age of 16, from sexual abuse by another personnel from that organisation.

Failure to Protect

In Victoria, failure to protect is an offense where;

- personnel believe there is a significant risk of harm to children (under the age of 18) by other personnel in the organisation;
- they are in a position of authority to remove or reduce that risk; and
- they fail to do so.

Failure to protect may result in legal implications, including imprisonment

Additional requirements where concerns or allegations of abuse or neglect involve our employees or volunteers

All personnel must report, immediately, to Creche coordinator, Shul Director/secretary, or Youth Director any breach of the Code of Conduct arising from an action by an employee or volunteer within our organisation.

In response to any instance of 'serious' breaches which relate to abuse or neglect ('serious' being cases in which the abuse or neglect has resulted in, or is likely to result in, significant harm to a child or young person) our Creche coordinator, Shul Director/secretary, or Youth Director will investigate

and deal with allegations of inappropriate and unacceptable behavior towards a child in line with our organisation's, Chabad Glen Eira, general procedures for complaint resolution and disciplinary measures and in consultation with Police and other authorities.

If a 'serious' allegation has been made against a staff member of Chabad Glen Eira, our Creche coordinator, Shul Director/secretary, Youth Director will:

- fill in a 'Child abuse Incident Form' form to ensure all relevant details are documented
- cooperate with the Police and other authorities and assist in their investigation of the allegation
- take any action necessary to safeguard the child or young person (or other children or young people in our care) from additional harm through options such as:
 - redeploying that staff member to a position where they do not work with children
 - additional supervision of that staff member
 - removing/suspending that staff member from duty until the validity of the allegations is determined
- assist in providing support and/or counselling to those impacted by the allegation including:
 - the child and their family
 - the person against whom the complaint is made by, for example, offering professional counselling
 - other personnel impacted by the allegations
 - make clear to all other personnel who are aware of the allegation that:
- the allegation does not mean the person is guilty, and that the allegation will be properly investigated
- they are not to discuss the matter with any person, except as directed by police, child protection authorities and/or our Creche coordinator, Shul Director/secretary, Youth Director and only in direct relation to investigation of the allegation.

All instances, allegations, disclosures or reasonable concerns of abuse or neglect of a child or young person arising from an action by an employee or volunteer within our organisation will be investigated and will be the subject of a critical incident review. This will also be reported to the Australian Childhood Foundation within 28 days, in accordance with the requirements of the Safeguarding Children Program. This report will be made by our Creche coordinator, Shul Director/secretary, Youth Director

Confidentiality and privacy

Chabad Glen Eira maintains the confidentiality and privacy of all concerned (including the alleged perpetrator), except if doing so would compromise the welfare of the child or young person and/or investigation of the allegation.

Documentation

As part of our policy for responding to reports or allegations of child abuse, we have developed a Child abuse Incident Form, which is the responsibility of our personnel to be used by to document any allegation, disclosure, incident or concern regarding child abuse. In situations where our personnel become aware of abuse whether through observation of potential indicators, such as bruises or cuts,

or by directly observing potentially abusive behaviour towards a child or young person, they are required to use our Child abuse Incident Form to record their observations and concerns as accurately as possible.

Our Creche coordinator, Shul Director/secretary, Youth Director will oversee creation of a file to contain the completed Child Abuse Incident Form and any other documentation relating to the allegation and subsequent action.

So as to prevent access by unauthorised persons, our organisation stores any documentation associated with an allegation of abuse or neglect of a child or young person by having:

- hard-copy documentation stored in a locked filing cabinet (or similar)
- electronic documentation stored in a password-protected folder (or similar).

We maintain and regularly monitor records of child abuse reports as part of our Incident Management processes to ensure that they are responded to effectively in accordance with this policy and that requirements for reporting to external authorities are complied with. These records will inform reviews of the policy as detailed in section 9.

Communication

We communicate our Safeguarding Children Policy requirements to all our personnel involved with children and young people in our organisation. We involve our personnel in reviews of our Safeguarding Children Policy requirements. We communicate any significant alterations to our Safeguarding Children Policy requirements and resources to all personnel.

Monitoring and Review

This document will be reviewed at least every 3 years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. We retain 'evidence' to document each review undertaken. Such evidence may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals.

Supporting Resources

E.g. Child Abuse Incident Form
E.g. Reporting Flowchart
E.g. Report to Australian Childhood Foundation

The above policy has been endorsed by the Board of Chabad Glen Eira

Signed  Date: June 2021
Menachem Groner

INCIDENT REPORT FORM

This form must be used to record details of a Child Abuse Incident or Allegation.
A Separate Child Abuse Incident Report Form should be completed for each child
A summary of this report should be put on the Central Reporting Spreadsheet.

Child / Client Name:			
Program:			
Date of incident:		Site where incident occurred:	
Person making Report:		Role & Relationship to Child:	
Type of incident (tick all that apply):			
<input type="checkbox"/>	Suspicion or allegation of abuse or neglect of client	<input checked="" type="checkbox"/>	Serious breach of client confidentiality
<input type="checkbox"/>	Suspicion of potential harm to a client	<input type="checkbox"/>	Serious breach of duty of care
<input type="checkbox"/>	Potential abuse by or criminal matters involving an employee	<input type="checkbox"/>	A complaint
<input type="checkbox"/>	An episode of severe challenging behaviour	<input type="checkbox"/>	A complaint involving legal proceedings
<input type="checkbox"/>	Potential harm to an employee resulting from harassment/bullying	<input type="checkbox"/>	A serious incident as defined in the Incident Management policy

Details of the child / young person affected by the incident:

Full name		
Date of birth	Gender	
Any communication or medical requirements		
Parent / guardian name		
Parent / guardian contact/s phone	(Home) (Mobile)	(Work)
Parent / guardian address		
Any known parent / guardian communication requirement		

Details of other persons involved:

Alleged perpetrator(s) details:	
Name – if known.	
Connection with the child – if known	

Any other relevant factors:	
Were there any other witnesses to the incident? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide their details below:	
Full name	
Involvement as witness	
Contact phone number	
Full name	
Involvement as witness	
Contact phone number	

Details of incident

(Please describe the incident including alleged perpetrator/s behavior, sighted injury or other indicators of abuse, conversations with the child)

--

Action undertaken (if any):

To ensure the safety of child/client:	
To address the support needs of the child / client and their family:	
To address the support needs of the alleged perpetrator:	

To address the support needs of other personnel involved:	
---	--

Incident response

Please tick who of the following have been informed of this incident:	
Externally	Police <input type="checkbox"/> Child Protection <input type="checkbox"/> Ambulance <input type="checkbox"/> Doctor <input type="checkbox"/> Family / Carer <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____
Commission for Children and Young People	<input type="checkbox"/> Notified (MANDATORY WITHIN 3 DAYS) <input type="checkbox"/> Advised who is undertaking the investigation <input type="checkbox"/> Provided information about action taken (MANDATORY WITHIN 30 DAYS) <input type="checkbox"/> Notified of findings and actions, or reasons for no action.
Internally	Manager (please specify): <i>Please note that a Manager must be informed</i>

Police

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			

Child Protection

Date:		Time:	
Name of person notified:		Position:	
Department / region:		Contact detail/s:	
Advice provided:			

Parent / guardian

Has the been informed of the incident: Yes <input type="checkbox"/> No <input type="checkbox"/>	
(If appropriate) has the been informed the authorities being notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide relevant details of conversations:	<i>E.g. (information provided, reactions, concerns and admissions)</i>

If no, please explain why:	

Please provide details of which manager/s or other personnel has been informed of the incident?	
Full name:	
Position / title:	
Date and time informed:	
Full name	
Position / title:	
Date and time informed:	

Additional comments:

--

Acknowledgement of form completion

I have completed this form to the best of my knowledge and ability			
Name		Position	
Signed		Date	

Supervisor

I have checked that all sections of this form are complete			
Name		Position	
Signed		Date	

Privacy Disclaimer:

Chabad Glen Eira acknowledges and respects the privacy of all its staff, volunteers, contractors and patrons. The information being collected is for the purposes of obtaining details of and assessing the incident in question. Information disclosed on this form may be passed on to the appropriate authorities, as required. By signing this form, you have consented to this information being collected, used and disclosed for the purposes it intended. You have the right to access and alter personal information concerning yourself in accordance with the Commonwealth Privacy Act (amended 2001) and Chabad Glen Eira's Privacy Policy.