



# Template Complaints and Allegations

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## Reporting Child Abuse

- In the Northern Territory, South Australia, and Western Australia<sup>1</sup> you must report your concerns if you believe a child is being, or has been, harmed or abused. This is a legal requirement.
- Your report should include any relevant information about your concerns for the child's safety and wellbeing.
- You don't need proof of harm or abuse to report your concerns – you just need a reasonable belief that a child has been harmed or is likely to be harmed.
- If you are worried about neglect or harm to a child but are not sure if it's something you should report, you should talk about your concerns with professional staff at the child protection reporting line on 1800 700 250 in the Northern Territory, 1800 273 889 in Western Australia, and 131 478 in South Australia.
- You are safeguarded under the law from legal or professional liability if you make a report in good faith.
- Phone numbers for reporting:
  - In South Australia leaders and volunteers with Uniting Church congregations or organisations are required to report suspected harm or abuse to a child. Phone the Child Abuse Report Line 131 478.
  - In Western Australia concerns about harm or abuse to a child are reported to the WA Police on 131 444.
  - In the Northern Territory concerns about harm, abuse or potential harm or abuse are reported to the Child Protection Reporting Line on 1800 700 250.

## When to use this form

This form is to be used to record suspicion or knowledge of any concerns about conduct within the church.

The information recorded may be used to provide statements to authorities.

**Complete sections 1 and 2 of this form and retain a copy for your records. Please send a copy to the Synod Safe Church Admin Contact – [safechurch@ns.uca.org.au](mailto:safechurch@ns.uca.org.au).**

## Safety assessment

Is/was there immediate danger? If so, how was this addressed?

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## Statement

What happened? A detailed and factual statement of what happened. Include what was said, reported or observed including injuries, specific circumstances that supported your decision to complete this statement.

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<sup>1</sup> Mandatory reporting for ministers of religion comes into effect in WA from Nov 2022.



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**Details of people involved**

Who did it happen to? Age if known, don't ask.

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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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Where did it occur?

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When did it occur?

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How is this connected to the church? (If it is not connected to the church, how did it come to be known?).

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## Reporting responsibility

- You **must** make a report to the police in all cases where:
  - sexual abuse or grooming has occurred,
  - you suspect that sexual abuse or grooming has occurred,
  - you suspect a child has been harmed or is at risk of being harmed.

Does the information contained in this report require that you make a report to police?

**YES / NO**

*If you made a report to police, please include the details in the Reporting Record below.*

## Your details

Name:

Address:

Phone:

Your connection to the events reported:

Signature:

Date:



## Reporting records

Keep good records of the people to whom you reported your concerns, either verbally or in writing, inside the church or to statutory authorities. Please ensure that you report the matter to the Synod Safe Church Admin Contact [safechurch@ns.uca.org.au](mailto:safechurch@ns.uca.org.au)

*Please include the details of any reports made to police, in the table below.*

Date on which you reported	Name of person to whom you reported	The organisation to which they belong	Their position, rank or ID within that organisation	What they advised you to do

## Your notes

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