



ESA Country Ministries Child Safety and Wellbeing Policy

Updated January 2023

Board Approved: 2 February 2023

**Guidelines for Protecting Children, Vulnerable Adults and those of
Aboriginal and Torres Strait Islander Backgrounds**

**The Board, Staff, Camp Director's and Volunteers of ESA Country
Ministries are committed to creating a safe place for all children,
vulnerable young adults and those from Aboriginal and Torres Strait
Islander backgrounds.**

Child safety and creating safe environments is a key





Policy

1. Introduction

ESA Country Ministries is committed to equity and inclusion, to the safety, protection and wellbeing of all children, young people and vulnerable adults involved in their programs and ministries.

ESA is committed to promoting cultural safety for children from Aboriginal and Torres Strait Island backgrounds and other culturally and/or linguistically diverse backgrounds.

ESA is committed to providing a safe environment for all who participate in its programs, including those with a disability, those who are unable to live at home and for lesbian, gay, bisexual, gender diverse and non-conforming, transgender and intersex children and young people.

ESA Country Ministries has a zero tolerance towards child abuse.

Everyone working at ESA Country Ministries is responsible for the care and protection of children and reporting information about child abuse.

2. The purpose of this Policy:

- a) To facilitate the prevention of child and/or vulnerable person abuse occurring within ESA Country Ministries.
- b) To work towards an organisational culture of child and vulnerable people's safety.
- c) To ensure that all parties are aware of their responsibilities for identifying possible occasions for abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
- d) To provide guidance to employees/workers/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
- e) To provide a clear statement to employees/workers/volunteers/contractors forbidding any such abuse.
- f) To provide assurance that any and all suspected abuse will be reported and fully investigated.

3. Scope

This Policy and Procedure applies to:

- a) All Board Members, employees, workers and volunteers within ESA Country Ministries or engaged by ESA Country Ministries
- b) All contractors, service organisations or subsidiary bodies authorised by or under the control of ESA Country Ministries including those undertaken at ESA Country Ministries premises or undertaken away from those premises

4. Responsibilities

4.1 The Board of ESA Country Ministries has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place. The Board has responsibility to ensure all Board members are trained in ESA's ChildSafe Policies and committed to ensure both the physical and online safety of children, vulnerable adults and those of Aboriginal and Torres Strait Islander background.

4.2 The **CEO of ESA Country Ministries** is responsible for:

4.2.1 Ensuring that all employees and volunteers are trained in ESA's ChildSafe Policies and are aware that if a child reports any form of abuse or feels unsafe it must be taken seriously and reported.

4.2.2 Ensuring that all ESA employees, and volunteers are appropriately trained and committed to ensure both the physical and online safety of children, vulnerable adults and those of Aboriginal and Torres Strait Islander background.

4.2.3 Ensuring that employees and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);

4.2.4 Providing support for employees and volunteers in undertaking their child protection responsibilities.

4.3 On our camps, **ESA Representatives** are responsible for:

4.3.1 Communicating our Child Safe Policies, providing training to leaders and ensuring our Policies and Procedures are followed.

4.4 All **employees, Board members and volunteers** must ensure that they:

4.4.1 Promote child safety at all times;

4.4.2 Assess the risk of child abuse within their area of control and eradicate/minimise any risk to the extent possible;

4.4.3 Educate employees and volunteers about the prevention and detection of child abuse;

4.4.4 Report any inappropriate behaviour or suspected abusive activities.

4.4.5 Be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

4 Definitions

Organisation

ESA Country Ministries
19 Tesmar Circuit
Chirnside Park VIC 3116

Risk Management and Child Safety Officer

CEO, Cath Berryman, is ESA's Risk Management Officer and Child Safety Officer
cberryman@esa.org.au
03 9837 5225

Employee

A person employed by ESA Country Ministries and whose conditions of employment are covered by a written agreement or contract with ESA Ministries. Includes persons employed on a continuing, fixed term or casual basis.

Worker

Any person (paid or unpaid) who is responsible for the control and safety of people placed in their care whilst holding a formal position in a named Organisation. A worker could include:

- (a) ESA Pastoral Worker or other staff member
- (b) ESA Representatives (paid or volunteer)
- (c) Board Member
- (d) Activity Coordinator
- (e) Camp Director
- (f) Small Group / Cabin Leaders
- (g) Music, Drama or other Leaders
- (h) Cooks
- (i) Youth Leaders
- (j) Volunteers
- (k) Sports Coaches and Organisers

Participant

Any person, including children, who attends or participates in the named Organisation's activities or objectives.

Volunteer

Any unpaid person who is authorised by ESA Country Ministries to assist them in their work.

Child / Young Person

A person who is under the age of 18 years (e.g.: The Commission for Children and Young People Act 2012, Victoria).

Abuse

Abuse and neglect includes but is not limited to:

Physical Abuse: Physical abuse occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways, including beating, shaking, burning or use of weapons (such as, belts).

Emotional and Psychological Abuse: emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired.

Emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

Sexual Abuse: Sexual abuse occurs when a person involves a child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to his/her age and development.

Child sexual abuse can involve a range of sexual activity. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour.

Grooming: Grooming refers to actions deliberately undertaken to befriend and influence a child (and, in some circumstances, members of the child's family) with the intention of achieving a criminal objective of sexual activity with children.

Grooming can occur in person or online (e.g. via Facebook) and is designed to help the perpetrator establish an emotional connection in order to lower the child's inhibitions.

Neglect: Neglect is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised. Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life-threatening situations.

Disclosure

A disclosure occurs when someone informs a person in authority/leadership (or a trusted adult) that they have been subject to abuse or know of abuse. A disclosure may or may not be an allegation or a notifiable circumstance, but it is the responsibility of the person in authority to make an assessment and mitigate any immediate risk. ESA leadership are also responsible for ensuring information pertaining to risk of harm to a child or young person is reported to DFFH Child Protection

Reasonable grounds for belief

Reasonable grounds for belief is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- (a) The child is in need of protection,
- (b) The child has suffered or is likely to suffer "significant harm as a result of physical injury",
- (c) The parents are unable or unwilling to protect the child.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- (a) A child states that they have been physically or sexually abused;
- (b) A child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- (c) Someone who knows a child states that the child has been physically or sexually abused;
- (d) Observations of a child's behaviour or development, by someone with professional experience (for example, those in education, social work or allied health), leads them to form a belief that the child has been physically or sexually abused or is likely to be abused;
- (e) Signs of abuse lead to a belief that the child has been physically or sexually abused.

Child Safe Environment

An environment where all those in our care are safe, including e.g. spiritual, physical, sexual, emotional abuse (including bullying) or neglect.

Child Safe Leader

Has been through a recruitment process, understands responsibilities, has a valid WWCC, has been trained and is supervised and has signed to abide by our Code of Conduct.

Child Safe Program

A program which has identified and sought to mitigate all risks.

Vulnerable Person

A person who may be considered to be susceptible to abuse or exploitation based on factors such as their health status (physical or mental), age, grief, previous experience of abuse, social isolation or financial hardship. In this sense vulnerability can be temporary or permanent.

4. Policy Statement

- a) ESA Country Ministries is committed to equity and inclusion, the safety, protection and wellbeing of all children, young people and vulnerable adults involved in their programs and ministries.
- b) ESA Country Ministries has a zero tolerance towards any form of abuse.
- c) ESA Country Ministries is committed to providing a child safe environment where children, young people and vulnerable adults are safe and feel safe, and their voices are heard about decisions that affect their lives.
- d) ESA Country Ministries' Board, employees, workers and volunteers have responsibility to understand the important and specific role they play, individually and collectively, to ensure that the wellbeing and safety of all children, young people and vulnerable adults is at the forefront of all they do and every decision they make.
- e) ESA Country Ministries is committed to equity and inclusion by promoting cultural safety for Aboriginal and Torres Strait Island children by creating an environment in which their diverse and unique identities and experiences are respected and valued. ESA is committed to promoting cultural safety for children from culturally and/or linguistically diverse backgrounds.
- f) ESA is committed to equity and inclusion by providing a safe environment for children and young people with a disability, for those who are unable to live at home and for lesbian, gay, bisexual, gender diverse and non-conforming, transgender and intersex children and young people.
- g) ESA Country Ministries has a zero tolerance towards racism.
- h) ESA Country Ministries has systems in place to protect children, young people and vulnerable adults from abuse, and will take all allegations and concerns seriously and respond to them consistently in line with the organisation's policies and procedures.
- i) ESA Country Ministries will maintain a Child Safety Risk Register to monitor and mitigate potential risks to children and young people from ESA's culture, people or activities.
- j) ESA's Complaints Policy will be available on the website and the process for making a complaint will be clear and easy to follow for adults and children

5. Child Safe Procedures

5.1 Recruitment and Screening of staff and volunteers

ESA Country Ministries undertakes a comprehensive recruitment and screening process for all employees, workers and volunteers which aims to:

- 5.1.1** Promote and protect the safety of all children under the care of the organisation;
- 5.1.2** Identify the safest and most suitable people who share ESA Country Ministries' values and commitment to protect children; and
- 5.1.3** Prevent a person from working at ESA Country Ministries if they pose a risk to children.
- 5.1.4** All prospective Employees, Workers and Volunteers will complete an Application form detailing relevant past experience, positions held, and contact details for two referees.
- 5.1.5** Employee/Worker/Volunteer Interviews and Referee Checks will be conducted
- 5.1.6** ESA Country Ministries requires staff and volunteers to provide details of their valid Working With Children Checks before they commence working with ESA. ESA will check all leaders have valid WWCCs before each camp and program (via [Check Status | Working with Children \(justice.vic.gov.au\)](#)). ESA will keep a register of WWCCs, including names numbers, expiry dates and card status (volunteer / employee)
- 5.1.7** All new employees, workers and volunteers will be issued with a copy of the following ESA Country Ministries Policies. A signed acknowledgment is required stating that they have read these policies and understand their responsibilities.
 - (a) Child Safety and Wellbeing Policy
 - (b) ESA Child Safe Code of Conduct
- 5.1.8** As part of the induction process all new employees, selected workers and volunteers (dependent upon their role) will be required to complete ChildSafe online training. All other workers and volunteers will participate in ChildSafe training prior to each activity or camp..
- 5.1.9** Where ESA Country Ministries identifies that an applicant has previously committed a violent or sexually related offence, they cannot under any circumstances, be considered for child related activities or programs.

5.2 Risk Management

ESA Country Ministries will ensure that child safety is a part of its overall risk management approach.

- 5.2.1** The Board and CEO of ESA Country Ministries are committed to identifying and managing organisational risks.

- 5.2.2** ESA Country Ministries will designate a Risk Management Officer (RMO) who is responsible for managing the risks to children and vulnerable people, the organisation, its employees, volunteers, reputation, assets and interests of stakeholders.
- 5.2.3** ESA Country Ministries will maintain a Child Safety Risk Register which incorporates potential risks of abuse (in both physical and online environments) to children and vulnerable people resulting from ESA's culture, people and activities. Special attention will be paid to actions which will mitigate activities assessed as high risk on the Child Safe Risk Register.
- 5.2.4** ESA Country Ministry recognises that poor policies and culture can influence whether harm or abuse will occur or be detected and prevented. Therefore, ESA's child safe policies and procedures, risk register, and any complaints, concerns or other feedback (from staff, volunteers, campers, parents or other stakeholders) will be reviewed by the Board on an annual basis. Any significant breaches will be reported to the Board as soon as practicable. The Board's reflections on any organizational failings or flaws which are brought to light by complaints, concerns, breaches of Policy and Code of Conduct, along with the resulting improvements to policies and procedures, will be well documented and saved securely in ESA Country Ministries\Management - Documents\Risk
- 5.2.5** The Board and CEO of ESA Country Ministries will receive regular training in relation to child safety, and a Child Safety Report will be an Agenda Item at every Board Meeting. This report will include a comprehensive summary of feedback received from recent camps along with a progress report on the implementation of Child Safe Standards.
- 5.2.6** Risk assessment and management practices are embedded in our procedures prior to each camp, program or activity. We use these practices to inform our planning and operation of all aspects of the camping experience at ESA Country Ministries. Risk management applies to work health and general safety and specifically to the minimising of risks of abuse to children who are in our care.

5.3 ESA Child Safe Code of Conduct

ESA Child Safe Code of Conduct is an integral part of this policy. It applies to all staff and volunteers, and sets out clearly required standards of behaviour for all who work with children, young people and vulnerable adults in our organization. Our Code of Conduct is underpinned by trust and a belief that everyone should be treated with respect and dignity, and that children, young people and vulnerable adults have a right to be safe and to feel safe.

- 5.3.1** All staff and volunteers of the organization must read and agree to abide by the Code of Conduct when they commence their work with the organization and at the commencement of each program they are involved in. Training will be provided by the Camp Director and ESA Rep prior to the commencement of each camp
- 5.3.2** Employees and workers who breach of the Code of Conduct may be subject to disciplinary action, up to and including termination of employment. Volunteers and Board Members who breach of the Code of Conduct may also be subject to disciplinary action, up to and including removal from their current and future leadership roles.

5.4 ESA Child Safe Incident Reporting

- 5.4.1** In the event a member of staff or volunteer witnesses child abuse or a breach of the ESA's Child Safe Policy or Code of Conduct at one of our programs, they must report this to the ESA Rep immediately and complete a Risk of Significant Harm Form (see Appendix 2), as soon as possible. The Child Safety Officer is to be notified immediately
- 5.4.2** In the event a staff member or volunteer receives a disclosure of abuse they must, with the support of the ESA Rep for that program, complete a Risk of Significant Harm Form (see Appendix 2), as soon as possible after the disclosure. The Child Safety Officer is to be notified within 24 hours.
- 5.4.3** In the event of a child, young person, or vulnerable adult disclosing abuse to a staff member or volunteer, the ESA Rep and Child Safety Officer must be informed. The ESA Rep, or an experienced leader they nominate, will manage the process, assessing if the disclosure is reportable and if it is, reporting the matter to one of the government agencies listed in Appendix 1 of this policy. It is likely that Child Protection will want to speak with the volunteer leader to whom the disclosure was made. In this case, the ESA Rep will support them through the process and be present with them throughout the phone call. If the staff member or volunteer needs further support they should call the Child Safety Officer.
- 5.4.4** If there's is any conflict of interest for the ESA Rep because they know the child or the family they should refer the management of the disclosure to the CSO or their delegate.
- 5.4.5** In situations where the Child Safety Officer is suspected of involvement in the activity, the matter should be reported to the Chair of the ESA Board, Nathan Thorp 0435 628 197.
- 5.4.6** If a disclosure of abuse is made, the person who receives the disclosure will maintain appropriate pastoral care. This will include

- 5.4.6.1** Treating each allegation seriously and not attempting to deny the allegation or minimise its impact on the alleged victim.
- 5.4.6.2** Not pushing the Child to disclose details of the alleged assault or attempting to investigate the allegation.
- 5.4.6.3** Assuring the Child that they are understood: that their disclosure is being taken seriously; that what has happened is not their fault, and that they are correct in disclosing the incident.
- 5.4.6.4** Noting what the child/young person said, being specific, and not filling in blanks or making assumptions.
- 5.4.6.5** Assessing whether it is appropriate to contact the child's parent (and if so, supporting them to do that) except when that parent is the alleged perpetrator. Or asking the child who the most appropriate person is from their point of view. If the worker is already providing counsel to the alleged perpetrator, the matter must be referred to someone else.
- 5.4.6.6** Maintaining confidentiality and advising the child that information relating to the disclosure will need to be shared by that leader with the Camp Director or Rep in order to follow up their duty of care. If the leader is asked by a camper if they can keep a secret, they'll respond by saying 'They will if they can, but they can't make promises'.
- 5.4.6.7** Sometimes a disclosure will not be reportable, but will still be significant, and there may still be concerns for the welfare of the child who has made the disclosure. In these circumstances, The Orange Door can be contacted (see Appendix 1). They can offer support if a child feels unsafe or there is a concern about their well-being because of their situation at home.
- 5.4.7** If a disclosure involves a staff member or volunteer on a camp, the Child Safety Officer must be informed and the alleged offender will have no contact with campers until the matter is investigated fully. We will act immediately to ensure the safety of the child.
- 5.4.8** Mandatory Reporting: The table below sets out the key features of Victoria's Mandatory Reporting duties and your responsibilities. *Please refer to Crimes Act 1958 (Vic) and Children, Youth and Families Act 2005 (Vic)*

| Legislation | Mandated Reporters | When must a report be made | Who is a Child |
|---|---|--|-------------------------|
| Crimes Act 1958 (Vic) | Any person 18 years or older | Any adult must make a report if they form a reasonable belief that a sexual offence has been committed in Victoria against a child by another person of or over the age of 18 years. | A person under 16 years |
| Children, Youth and Families Act 2005 (Vic) | Registered medical practitioners, midwives, and registered nurses. Teachers registered or granted permission to teach under the Education, Training and Reform Act 2006. Principals. Police. | A mandated reporter must make a report if: <ul style="list-style-type: none"> • They form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse; • The parents cannot or will not protect the child; and • The belief is formed in the course of practising his/her position of employment. | A person under 17 years |

5.5 Voluntary Reporting: The table below sets out the key features of Victoria’s Voluntary Reporting duties. *Please refer to Crimes Act 1958 (Vic) and Children, Youth and Families Act 2005*

| Legislation | Voluntary Reporters | When can a report be made | Who is a Child |
|--|----------------------------|--|-------------------------|
| <i>Children, Youth and Families Act 2005 (Vic)</i> | Any person | A voluntary reporter may make a report if the person has significant concern for the wellbeing of a child. | A person under 17 years |

5.6 Investigating & Responding

- 5.6.1** If the appropriate child protection service or the police decide to conduct an investigation of this report, all employees, workers, volunteers or contractors must co-operate fully with the investigation.
- 5.6.2** Whether or not the authorities decide to conduct an investigation, the CEO or their delegate, will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the CEO may decide to conduct such an investigation.
- 5.6.3** If it is alleged that an employee, worker, volunteer or a contractor may have committed an offence or have breached the organisation's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.
- 5.6.4** Under the Reportable Conduct Scheme, the CEO of ESA Country Ministries will notify the Commission for Children and Young People (1300 78 29 78) of an allegation of reportable conduct against a child or young person by one its workers or volunteers. This report will be made within 3 days of the CEO becoming aware of the reportable conduct. ESA Country Ministries will fully cooperate with any ensuing investigation and provide all information requested by the Commission.
- 5.6.5** If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action will follow, up to and including dismissal or cessation of involvement with the organisation.

5.7 Processes, Awareness and Communication

5.7.1 Registration Process: at registration for all camps, parents / guardians will be asked if their child / young person has any support needs that we should be aware of, and if so, how we can best provide support to them at camp. For example we may ask:

- Does your child have an Aboriginal or Torres Strait Islander background?
- Does your child have a linguistically diverse background?
- Does your child have ADHD, ASD or any sensory needs?
- Does your child have a disability?

- Does your child identify as gender diverse or non-conforming, transgender or intersex? Does your child identify as a gender other than their sex assigned at birth (for the purpose of determining accommodation needs).

If the parent / guardian consents to contact, Camp Directors may phone them to ask any follow up questions. In conversation with parents and guardians, ESA will ascertain the best way to support the camper. If it is determined that the support needs of the camper are beyond the capacity of a volunteer team to manage, this will be communicated to the parent and if possible, we will refer parents to an organization set up for caring for campers with complex needs.

ESA will work to protect participants from harm, racism or discrimination of any kind, and to love and accept all young people in their care. For those with Aboriginal and Torres Strait Islander backgrounds, ESA will provide a safe environment for the expression of their culture, in alignment with their Statement of Faith, never questioning an Aboriginal child's self-identity. ESA will give our participants a voice into the decisions they make that affect them.

5.7.2 Training and Awareness: All leaders will be trained in ESA's Child Safe and Wellbeing Policy and Code of Conduct, to enable them to understand ESA's zero tolerance towards child abuse, discrimination and racism and our commitment to building a culture of safety and inclusion. ESA will equip its leaders to abide by ESA policies, hold to account those who fail to do this, and do all that is possible, within their capacity and resources, to ensure campers are safe, and feel safe as they participate in ESA programs.

6 Privacy

6.1 All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. ESA Country Ministries will have safeguards and practices in place to ensure any personal information is protected

6.2 Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

7 Policy and Procedure Review

7.1 Every year, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children and vulnerable people under the organisation's care.

8 Related Documents & Legislative Requirements

8.1 This Policy must be read in conjunction with:

- (a) The law of the Commonwealth and Victoria including but not limited to:
 - (i) *Children, Youth and Families Act 2005 (Vic)*
 - (ii) *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)*
 - (iii) *Crimes Act 1958 (Vic); and*
 - (iv) *Working with Children Act 2005 (Vic)*

- (b) ESA Country Ministries policies and procedures, including but not limited to:
 - (i) *Privacy Policy;*
 - (ii) *ESA Child Safe Code of Conduct.*

APPENDIX 1 – Making a Report

| Department of Families, Fairness and Housing | |
|---|----------------|
| During business hours: 8.45am-5pm – contact the appropriate local government area (corresponding to the child’s residential address): | |
| North Division Intake (Banyule, Buloke, Darebin, Campaspe, Central Goldfield, Gannawarra, Greater Bendigo, Hume, Loddon, Macedon Ranges, Mildura, Moreland, Mount Alexander, Nillumbik, Swan Hill, Whittlesea, Yarra) | 1300 664 977 |
| East Division Intake (Alpine, Benalla, Boroondara, Greater Shepparton, Indigo, Knox, Manningham, Mansfield, Maroondah, Mitchell, Moira, Monash, Murrindindi, Strathbogie, Towong, Wangaratta, Whitehorse, Wodonga, Yarra Ranges) | 1300 360 391 |
| South Division Intake (Bass Coast, Baw Baw, Bayside, Cardinia, Casey, East Gippsland, Frankston, Glen Eira, Greater Dandenong, Kingston, Latrobe, Mornington Peninsula, Port Phillip, South Gippsland, Stonnington, Wellington) | 1300 655 795 |
| West Division intake (Rural & Regional: Ararat, Ballarat, Colac-Otway, Corangamite, Glenelg, Golden Plains, Greater Geelong, Hepburn, Hindmarsh, Horsham, Moorabool, Moyne, Northern Grampians, Pyrenees, Queenscliffe, Southern Grampians, Surf Coast, Warrnambool West Wimmera, Yarriambiack) | 1800 075 599 |
| Western Division Intake (Metro: Brimbank, Hobsons Bay, Maribyrnong, Melbourne, Melton, Moonee Valley, Wyndham) | 1300 664 977 |
| After hours advice | |
| Child Protection (after hours) | 13 12 78 |
| For immediate or significant threat to wellbeing of a person | 000 |
| Victoria Police - Sexual Offences and Child Abuse Investigation Team (SOCIT) | |
| Call SOCIT if advised to by the Department of Families, Fairness and Housing or if unable to contact the Department. Contact the appropriate local office (corresponding to the child’s address) | |
| North-West Metropolitan Brimbank (03) 9313 3460 Mernda (03) 9216 1310 Fawkner (03) 9355 6100 Wyndham (MDC*) (03) 9216 0566 Melbourne (03) 8690 4056 | (03) 8690 4056 |

| | |
|--|--|
| <p>Southern Metropolitan Dandenong (MDC*) (03) 8769 2200 Frankston (MDC*) (03) 8770 1000 Bayside 03 8530 5203</p> | |
| <p>Western Victoria Ballarat (03) 4372 9095 Bendigo (MDC*) (03) 5444 6752 Colac (03) 5230 0043 Geelong (MDC*) (03) 5246 8101 Horsham (03) 5382 9241 Ararat (03) 5355 1500 Mildura (MDC*) (03) 5023 5980 Swan Hill (03) 5036 1600 Warrnambool (03) 5560 1333</p> | |
| <p>Eastern Victoria Bairnsdale (03) 5150 2677 Benalla (03) 5760 0230 Box Hill (03) 8892 3292 Knox (03) 9881 7939 Morwell (MDC*) (03) 5120 0351 Wonthaggi (03) 5671 4100 Sale (03) 5142 2200 Seymour (03) 5735 0208 Shepparton (03) 5820 5878 Wangaratta (03) 5723 0848 Wodonga (02) 6049 2600 - select 4 for SOCIT</p> | |
| <p>The Orange Door (for support and guidance) Barwon 1800 312 820 Bayside Peninsula 1800 319 353 Brimbank Melton 1800 271 046 Central Highlands 1800 219 819 Goulburn 1800 634 245 Hume Merri-bek 1800 271 151 Inner Eastern Melbourne 1800 354 322 Inner Gippsland 1800 319 354 Loddon 1800 512 359 Mallee 1800 290 943 North Eastern Melbourne 1800 319 355 Outer Eastern Melbourne 1800 271 150 Outer Gippsland 1800 512 358 Ovens Murray 1800 271 157 Southern Melbourne 1800 271 170 South West Vic 1800 271 180 Western Melbourne 1800 271 045 Wimmera 1800 271 042</p> | |

| ESA Country Ministries | |
|---|--|
| CEO & Child Safety Officer– Cath Berryman | T: 03 9837 5225 E: cberryman@esa.org.au |
| ESA Country Ministries Office | T: (03) 9837 5225 E: esa@esa.org.au |

APPENDIX 2 – RISK OF SIGNIFICANT HARM FORM

This information is to be kept ***strictly confidential and not be used for any other reason except for the purpose of reporting the Risk of Significant Harm.***

Appropriate record keeping procedures are to be observed when filing this report

The provision of information to the Statutory Authorities for the protection of a child or young person is not a breach of confidentiality.

Date of Disclosure: _____ Time of Disclosure: _____

Your Details

Full Name: _____

Contact Number(s): H: _____ M: _____

Email Address: _____

Role/title: _____

Child or Young Person Details

Full Name: _____ Date of Birth: _____

Address: (if known) _____

Contact Number: _____

Parent/Carer/Guardian Details

Full Name: _____

Address: (if known) _____

Contact Number: _____

Is he/she aware of the disclosure? Yes No

Does this disclosure involve a family member? Yes No

Comments: _____

Alleged Perpetrator Details (if Known)

Complete as much information that you know

Full Name: _____

Address: (if known) _____

Contact Number: _____

Does the child know this person? Yes No

If yes, provide the details of the relationship

Is this person involved in ESA Country Ministries? Yes No

If yes, in what capacity? _____

Disclosure Details

Please provide details of the concern, allegation or complaint.
Include dates and times and location of incident(s) as disclosed (if known).

Does the child or young person know this disclosure is being documented? Yes No

Child Safe Action Taken

Does this disclosure refer to ESA Country Ministry worker/volunteer misconduct? Yes No

Has this been referred to the designated Risk Management Officer? Yes No

If no, explain why _____

If yes please provide details of the referral

Date of referral: _____ Time of referral: _____

Referred to: _____
Position/Title/Role: _____
Contact Number: _____
Email address: _____

Child Protection Action Taken

Does this disclosure require a report to Statutory Authorities? Yes No

If no, explain why _____

If yes please provide details of the report

Date of report: _____ Time of report: _____

Please include advice or guidance given by the State Child Protection Authorities and attach any correspondence to this report

Follow up action required

Please provide details of follow up action to take place

Form Completed

Full name: _____ Role: _____

Signature: _____ Date: _____

(Also to be signed by the Risk Management Officer)

Full name: _____ Role: _____

Signature: _____ Date: _____

This form should be handed to the Child Safety Officer, or equivalent and be kept securely for record keeping and follow-up purpose.