



STRATEGIC POLICY
MOUNT ISA CITY COUNCIL
Child Safe Reporting Policy and Procedure

RESOLUTION NO. OM06/ 08/26 VERSION V1

APPLIES TO STRATEGIC POLICIES ONLY

This an official copy of the **Child Safe Reporting Policy and Procedure**, made in accordance with the provisions of *Local Government Act 2009*, *Local Government Regulation 2012*, *Child Safe Organisations 2024*, *Child Protection Act 1999* and current Council Policies.

Strategic policies are adopted by Mount Isa City Council due to its desire to influence the direction of an issue or assist in the delegated decision making of Mount Isa City Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the **Child Safe Reporting Policy and Procedure** is approved by the Mount Isa City Council for the operations and procedures of Council.

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Tim Rose
Chief Executive Officer

DOCUMENT VERSION CONTROL

Governance/Policies/Strategic Doc ID# 1116832			POLICY TYPE	Strategic (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS	
V1	26.08.2026	OM06/ 08/26	Responsible Officer – Coordinator Governance and Disaster Management	
			REVIEW DUE	08/2028

DISTRIBUTION AND DISSEMINATION

Internal email to all employees	X	Section meetings / Toolbox talks	X
Internal email to all Councillors	X	Included in employee inductions	
Employee noticeboards		Uploaded to Council website	X
Internal training to be provided		External training to be provided	X
Registered in magiQ	X		

1. PURPOSE

1.1 This procedure sets out how Council identifies, receives, responds to, records, escalates and manages child safety concerns, disclosures, incidents, allegations and reportable conduct matters involving children and young people. It explains internal and external reporting obligations under Queensland law, embeds the Universal Principle of Cultural Safety, and supports responses that are trauma-informed, child-centred, procedurally fair and practical in QLD Council environments.

1.2 All personnel in our organisation must:

- know what to report, who to report to and how to report
- report any concerns about the safety or welfare of a child or young person immediately
- ensure the safety and wellbeing of the child is paramount when responding to a disclosure or allegation about a child being harmed or at risk.

2. COMMENCEMENT

This policy will commence on and from 26 August 2026. It replaces all other policies or arrangements governing Child Safe Reporting Policy and Procedure (whether written or not).

3. SCOPE

3.1 This procedure applies to:

- child safety concerns
- disclosures of harm and/or risk of harm to children and/or young people
- allegations of harm and/or risk of harm to children and/or young people
- incidents relating to children and/or young people engaged in council activities and/or on council property (Refer to 3.2)
- reports and/or concerns raised by or about children and young people in connection with Council services, programs, facilities, land, events, workers, volunteers, contractors, labour-hire personnel, trainees, students, placement workers, facility hirers, tenants, lessees, user groups, event organisers and other third parties (all personnel and council related programs/activities and facilities).

3.2 This procedure applies in both:

- Council-delivered services, programs and activities involving children and young people; and
- Council-managed or Council-controlled facilities, land and environments where children and young people may be present, including shared-use, mixed-use and open public access settings.

3.3 This procedure operates alongside the Child-Focused Complaints Procedure, Child Safe Code of Conduct, Privacy Policy, Records Management Policy, and other applicable legal or operational requirements.

3.4 Council recognises that some Council facilities and public spaces are open-access, shared-use or only partly supervised environments. Council may not be able to control all behaviour in these settings. However, Council will take reasonable and proportionate steps to respond to child safety concerns, including:

- staff response where safe

- internal escalation
- signage
- environmental controls
- lawful exclusion or restriction processes
- contractor or hirer management action, and,
- referral to police, Child Safety or other authorities where required.

4. COMMITMENTS TO CHILD SAFETY, RIGHTS AND PARTICIPATION

4.1 Council aligns with:

- The National Principles for Child Safe Organisations)
<https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations>
- The Queensland Child Safe Standards <https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations> and, the,
- Universal Principle of Cultural Safety so that Aboriginal and Torres Strait Islander children are culturally safe and their cultural rights, identities and connection to family, community and Country are recognised and respected.
<https://www.qfcc.qld.gov.au/childsafe/standards/what-are-child-safe-standards/cultural-safety>

4.2 In implementing this procedure, Council will help ensure children and young people are informed of their rights, can participate in decisions affecting them, are taken seriously, and feel welcome, safe, valued, included and respected.

4.3 Council will engage families and communities, uphold equity and inclusion, promote culturally safe and safer physical and online environments, and use complaints and reporting information to review and improve child safe practice.

5. WHEN AND WHAT TO REPORT (EXTERNAL REPORTING)

5.1 All Council Personnel (Workers), including:

- Councillors
- Employees
- Volunteers
- Contractors
- Labour-hire personnel
- Trainees
- Students and placement workers

must be able to recognise and respond to child safety concerns, including indicators of abuse, neglect, grooming, boundary breaches and other unsafe conduct.

5.2 Where Council personnel is unsure whether a concern should be reported externally, they must immediately seek guidance from their line manager and/or the nominated Child Safe Lead, while taking any urgent action required to protect the child.

5.3 If a child is in immediate danger

- Call Triple Zero (000) immediately
- For non-urgent police matters, contact Policelink on 131 444 or use the Queensland Police online reporting options.

Call Triple Zero (000).

For non-urgent police matters, contact

Policelink

Ph: 131 444

Online: www.police.qld.gov.au/reporting

Or via

Mobile App

5.4 Suspected child abuse/neglect or risk of significant harm

Where there is a suspected risk of significant harm to a child, the matter must be reported to the:

- Department of Child Safety Regional Intake Service during business hours, or, to the,
- After Hours Service Centre on 1800 177 135.
- Online reporting is also available for relevant professionals.

5.5 Mandatory reporters

- Where a Council role meets the definition of a mandatory reporter under the Child Protection Act 1999 (Qld), that person must make a report to Child Safety when they form a reportable suspicion. (This includes: teachers, doctors, registered nurses, designated police officers, child advocates and early childhood education and care professionals.)
- Whether or not a worker is a mandatory reporter, all child safety concerns must still be reported internally in accordance with this procedure.
- Whilst not all council personnel will meet the definition of a Mandated Report under the Act, in the interest of the safety of all children, Council will report all risk of harm, harm and any alleged criminal acts against/toward a child to the relevant statutory authority.

5.4 Documenting a Concern

Record concerns as soon as possible, using factual, non-judgmental and opinion-free language. The record should include, where known:

- the time, date and place of when the concern arose
- the circumstances that led to the concern
- the time, date and place of any observed incident, suspected harm, abuse or concerning conduct
- full details of what was seen, heard or disclosed
- the date of the report and the name/signature of the worker making the report.

Workers (Council Personnel) must:

- record their own observations, and where relevant, precise details of any discussion with a parent, carer or other person
- not conduct their own investigation
- bring their concerns immediately to their line manager and/or the nominated Child Safe Lead.

5.5 Documenting a Disclosure

When a child or another person makes a disclosure, the worker must:

- remain calm and listen carefully
- take the disclosure seriously
- avoid leading questions or asking for unnecessary detail
- reassure the child or person that telling someone was the right thing to do
- explain, in age-appropriate language, that the information may need to be shared to help keep the child safe
- record the disclosure as soon as possible, using the child's or person's own words where possible
- report the matter immediately in accordance with this procedure.

Workers must not promise to keep the information secret and must not investigate the matter themselves.

5.6 Reportable Conduct Scheme (QLD)

Where Council is a reporting entity under the *Child Safe Organisations Act 2024* (Qld), the Head of Entity must notify the Queensland Family and Child Commission (QFCC) (Refer to section 7 of this Policy - Making an External Report) of any reportable allegation or reportable conviction about a worker within the required timeframe (3 business days of becoming aware) and ensure the matter is managed in accordance with legislative requirements.

Reportable conduct matters are separate from general complaints and may also require notification to police, Child Safety or other authorities. Council must ensure local roles, reporting pathways and investigation responsibilities are clearly identified.

If it involves immediate risk or a crime, also contact:

- Queensland Police Service – 000 (emergency) or 131 444
- Department of Child Safety, Seniors and Disability Services – 13 12 78

6. INTERNAL REPORTING (ALL WORKERS/PERSONNEL)

- 6.1 All Council personnel must immediately report any child safety concern, disclosure, allegation, complaint, incident or suspected misconduct involving a child to their line manager and the nominated Child Safe Lead, or in accordance with Council's local reporting pathway.
- 6.2 If the concern relates to the worker's line manager, the report must be made to the next senior manager, the Child Safe Lead, or another nominated reporting contact.
- 6.3 Reports may be made verbally or in writing using the Council's approved reporting form, feedback and complaints channel, or other designated reporting process. Anonymous reports are accepted and will be assessed to the extent possible.

- 6.4 Failure to report a concern, or discouraging another person from reporting, is a breach of this procedure and may constitute misconduct.

7. MAKING AN EXTERNAL REPORT

- 7.1 External reports may need to be made to:

Queensland Police where criminal conduct is suspected, this includes sexual harm (and/or risk of) and/or grooming or a child is in immediate danger.

- Emergency: **000**
- Non-urgent police matters / Policelink: **131 444**
- Online reporting: [Queensland Police](#) / [Policelink](#) online reporting

Department of Families, Seniors, Disability Services and Child Safety where there is suspected abuse, neglect or risk of significant harm.

- Child Safety After Hours Service Centre: **1800 177 135** (Queensland only) or **(07) 3235 9999**
- Child Safety information and reporting: [Report child abuse](#) / [Child Safety](#)

Queensland Family and Child Commission (QFCC) where a reportable conduct notification is required under the *Child Safe Organisations Act 2024* (Qld).

- General enquiries: **(07) 3900 6000**
- Reportable Conduct Scheme information: [QFCC Reportable Conduct Scheme](#)

When a child's permanent residence is interstate/outside of QLD, the legal requirements to report are to that residing state's jurisdiction. (All sexual abuse is reported to Police). Refer to: Appendix 6 State by State Obligation Table.

- 7.2 Workers must follow the immediate danger, child protection and reportable conduct requirements set out in this procedure and seek guidance from the nominated Child Safe Lead where needed.

8. TRAUMA-INFORMED AND CULTURALLY SAFE REPORTING

- 8.1 Council will respond in ways that promote safety, trust, choice, collaboration, empowerment, accessibility and cultural safety.
- 8.2 Children and young people may choose a support person, trusted adult, advocate, First Nations liaison, interpreter or other communication support where appropriate when seeking support, sharing a disclosure, submitting feedback and/or complaint, and/or allegation.
- 8.3 Council will use developmentally appropriate, accessible and inclusive formats, including Easy Read, visuals, AAC, Auslan and interpreters where needed, and will minimise re-traumatisation wherever possible.
- 8.4 Council will use external third-party providers/workers as needed, alongside Council Personnel, to better support safe reporting procedures. This may include external child/youth workers, cultural representatives, NDIS support workers and/or any external party specific to support safe reporting procedures particular to the child and young person's needs.
- 8.4.1 Where external providers/workers are used to support a child or young person, all Council Child Safety Policies and Procedures must be adhered to, and all providers/workers must fulfill the legislated and Council policy compliances to work with children and young people (i.e. working with children current Blue Card, QLD.)

9. PRIVACY, INFORMATION SHARING AND RECORDS

- 9.1 Information relating to child safety concerns and reports must be handled in accordance with privacy law and only shared on a need-to-know basis, where authorised by law, or where necessary to protect a child or young person.
- 9.2 Records must be created and stored in Council-approved secure recordkeeping systems with appropriate role-based access controls. Records must be retained and disposed of in accordance with the Records Management Policy and applicable legal requirements.
- 9.3 When a child's wellbeing is at risk: Under the *Child Protection Act 1999* (Qld), including the information sharing provisions in Chapter 5A, and applicable Queensland information sharing guidance, information may be shared without consent where this is authorised by law and necessary to protect a child or young person, respond to their needs, or reduce the likelihood of the child becoming in need of protection.
- 9.4 Workers who identify a need to share information about a child and/or their family must seek support and guidance from their line manager and/or the nominated Child Safe Lead as soon as practicable. This does not prevent immediate action or lawful sharing of information where urgent steps are required to protect a child.

10. ROLES AND RESPONSIBILITIES

All Council personnel / workers:

- identify, respond to and report child safety concerns immediately (to their line manager and/or child safety lead)
- support the child or young person
- create and maintain records; and comply with this procedure.

Managers / supervisors:

- triage reports
- manage immediate risk
- support workers
- ensure internal and external reporting occurs where required
- keep actions documented, and
- ensure the child or complainant is kept appropriately informed.

Child Safe Lead:

- advise on reporting pathways
- support risk assessment and escalation
- coordinate external notifications where required
- maintain oversight of records and reporting processes
- liaise with authorities where appropriate, and
- support organisational learning and improvement.

Chief Executive Officer / delegate

- ensure Council systems support compliance with the Child Safe Standards and

- where applicable, the Reportable Conduct Scheme.

Managers responsible for contracts, leases, licences, venue hire or third-party service arrangements

- ensure child safety concerns involving contractors
- hirers
- tenants
- user groups or other third parties are escalated and managed under this procedure and any relevant contract, hire, access or site controls.

11. AVAILABILITY AND REVIEW

- 11.1 This policy is available on the council's website and internal intranet.
- 11.2 This policy is provided electronically (and available in hard copy as requested) to all families of all children and young people receiving services and/or who are registered with us.
- 11.3 This policy must be adhered to by all council personnel and will be made available electronically (or hard copy), prior to engagement.
- 11.4 This Policy will be reviewed at least every two years, or earlier if required due to legislative change, organisational change, service changes, identified risk, incident trends, complaint trends, child safety concerns, or review findings.

REFER TO APPENDIX FOR FACT SHEETS AND REPORTING FORMS

IMPORTANT REMINDER: When a child's permanent residence is interstate/outside of QLD, the legal requirements to report are to that residing state's jurisdiction. (All sexual abuse is reported to Police). Refer to: *Appendix 6 State by State Obligation Table*.

12. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

13. BREACH OF POLICY

Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

14. COMMUNICATION AND DISTRIBUTION

Council will make available to the public, the Child Safe Reporting Policy and Procedure on our website at www.mountisa.qld.gov.au.

Supervisors will ensure the Policy is distributed as per the Distribution and Dissemination table on this policy.

15. DEFINITIONS

For the purposes of this policy:

Allegation – means an assertion that a person has engaged in conduct that may place a child at risk or may constitute reportable conduct.

Child - means a person under 18 years of age. In Queensland, a child is legally defined as an individual under 18 years of age. However, specific legal ages for activities may vary: E.g. 10 for criminal responsibility, 18 for buying alcohol. The legal age for consent for having sex in Queensland is 16.

Child safety concern - means any concern, allegation, suspicion, disclosure, complaint, incident, behaviour, practice or environmental issue that may affect the safety or wellbeing of a child or young person.

Child safety misconduct or unsafe conduct – means inappropriate behaviour that may not itself constitute abuse but creates risk to children, may indicate grooming or boundary breaches, or may be inconsistent with Council's Child Safe Code of Conduct.

Complaint – means an expression of dissatisfaction requiring a response.

Contractor / third party – includes contractors, subcontractors, labour-hire workers, tenants, lessees, licensees, hirers, user groups, event organisers and other non-employee person carrying out work or activities in connection with Council functions, premises or services.

Disclosure: means a child or other person telling Council about harm, abuse, neglect or risk.

Harm / abuse types - includes physical harm, psychological or emotional harm, sexual abuse, neglect, exploitation, grooming, exposure to family violence, inappropriate conduct, and any other conduct or circumstance that places a child at risk.

Grooming – means a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later harm the child.

Neglect – means not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care to a child. Supervision in Queensland there is no specific age set in legislation for when a child can be left home alone. Authorities such as the Queensland Government provide guidance (not law) suggesting children under 12 are generally not mature enough to be left alone for extended periods and very young children (under 5) should never be left alone. Instead, the law focuses on whether a parent or carer has met their duty of care under the *Criminal Code Act 1899*.

Physical abuse – means behaviours such as pushing, shoving, punching, slapping, kicking and unauthorised use of restraint.

Psychological abuse (also known as emotional abuse) - means bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child and exposure to domestic and family violence.

Sexual abuse – means the sexual touching or sexual assault of a child, grooming, and production, distribution or possession of child abuse material.

Immediate danger – means a situation where a child faces an urgent risk of serious harm requiring immediate action, including contacting emergency services.

Open-access environment – means a Council-managed or Council-controlled environment that is open to the public, shared with other users, or not continuously supervised by Council personnel.

Personnel / workers – means all Council staff, representatives, members, managers, directors, volunteers, contractors, work experience students, apprentices, trainees, third-party providers, workers for hire (eg event staff). This includes all workers and personnel associated with Council services, programs, facilities, land, events, workers, volunteers, contractors, labour-hire personnel, trainees,

students, placement workers, facility hirers, tenants, lessees, user groups, event organisers and other third parties (all personnel and Council related programs/activities and facilities).

ASSOCIATED LEGISLATION AND POLICIES

- *Local Government Act 2009*
- *Local Government Regulations 2012*
- *Human Rights Act 2019*
- *Child Safe Organisations Act 2024*
- *Child Protection Act 1999*
- *Anti-Discrimination Act 1991*
- *Working with Children (Risk Management and Screening) Act 2000*
- *Public Records Act 2023*
- *Information Privacy Act 2009*
- National Agreement on Closing the Gap
- Blue Card Services (Queensland Government)
- National Principles for Child Safe Organisations
- Mandatory Reporting Queensland
- Child Safe Standards and Universal Principle
- Employee Code of Conduct
- Councillor Code of Conduct
- Anti-Bullying, Sexual Harassment and Discrimination Policy
- Information Privacy Policy
- Performance and Misconduct Policy
- Child Safety and Wellbeing Policy
- Child Safe Complaints and Reporting Procedure
- Child Safety Risk Framework
- Supervision and Duty of Care Child Safe Policy
- Child Safe and Wellbeing Statement of Commitment

Appendix 1: Possible Indicators of Abuse: Fact Sheets

Purpose

This fact sheet outlines possible indicators that a child may be experiencing abuse, neglect or harm. Indicators do not confirm abuse has occurred. However, they may suggest a child is at risk and require further attention or reporting.

Physical Indicators

- Unexplained bruises, burns or injuries
- Injuries inconsistent with explanation
- Frequent injuries
- Signs of neglect such as poor hygiene or inappropriate clothing
- Untreated medical issues
- Sudden weight loss or malnutrition
- Persistent tiredness

Behavioural Indicators

- Sudden change in behaviour
- Withdrawal or fearfulness
- Aggression or extreme compliance
- Reluctance to go home or to a specific place
- Regression in behaviour or development
- Excessive secrecy
- Age-inappropriate sexualised behaviour

Emotional Indicators

- Low self-esteem
- Anxiety or depression
- Emotional withdrawal
- Sudden mood swings
- Fear of certain individuals
- Self-harm behaviours

Indicators of Neglect

- Lack of supervision
- Chronic hunger
- Inadequate clothing
- Poor personal hygiene
- Frequent absences
- Developmental delays

Indicators of Grooming

- Unusual gifts or attention from adults
- Secretive relationships
- One-on-one time outside normal expectations
- Increased private communication

- Attempts to isolate the child

Online Indicators

- Secretive online behaviour
- Multiple online accounts
- Sudden access to gifts or money
- Withdrawal after device use
- Contact with unknown adults

Important Note: A single indicator may not confirm abuse or risk of harm. Patterns, clusters of behaviours or changes over time should be taken seriously. If concerned, follow reporting procedures.

APPENDIX 2: Mandatory Reporting Incident Form

Child Safety | Sexual Misconduct | NDIS (if applicable)

The Council Mandatory Reporting Incident Reporting Form must be completed whenever there is:

- A concern about the safety or wellbeing of a child (under 18 years)
- A suspicion of abuse, harm or neglect
- A disclosure of sexual abuse (current or historical)
- Grooming or predatory behaviour
- Staff misconduct involving a child
- An NDIS reportable incident
- A serious incident involving an adult learner where a child may be at risk
- Any situation where police or statutory authorities are contacted

This form ensures Council meets its legal obligations across Queensland.

Confidentiality: All completed forms must be:

- Stored securely
- Restricted to authorised personnel
- Managed in accordance with privacy legislation
- Preserved for potential legal or regulatory review

Governance Note: Completion of this form does not replace statutory reporting requirements. **External reporting must occur first where legally required.**

SECTION 1 – REPORT DETAILS

Field	Details
Date of Report	
Time of Report	
Date of Incident	
Time of Incident	
State Where Incident Occurred	☐ QLD
Location of Incident	
Report Completed By (Name & Role)	
Contact Details	

SECTION 2 – PERSON AT RISK OR AT HARM

Field	Details
Full Name	
Also Known As (if applicable)	
Date of Birth	
Age	
Residential Address	

Is the person under 18? ☐ Yes ☐ No

Is the person under 16? (QLD Criminal Trigger) ☐ Yes ☐ No ☐ N/A

Aboriginal ☐ Yes ☐ No ☐ Unknown

Torres Strait Islander ☐ Yes ☐ No ☐ Unknown

Field	Details
Cultural Background	
Living with Disability	☐ Yes ☐ No ☐ Unknown
NDIS Participant	☐ Yes ☐ No ☐ Unknown
Under State Guardianship	☐ Yes ☐ No ☐ Unknown

SECTION 3 – FAMILY & CONTEXT

Field	Detail
Parent/Guardian Names	
Where Parents/Guardians Reside	
Names & Ages of Siblings in Household	
School / Education Setting	
Year Level (if applicable)	

SECTION 4 – TYPE OF CONCERN

(Tick all that apply)

- ☐ Immediate danger
- ☐ Physical abuse
- ☐ Sexual abuse
- ☐ Grooming behaviour
- ☐ Emotional/psychological abuse
- ☐ Neglect
- ☐ Exposure to family violence
- ☐ Online exploitation
- ☐ Staff misconduct
- ☐ Adult disclosure of historical child abuse
- ☐ Adult sexual assault (within service context)
- ☐ NDIS reportable incident
- ☐ Other (specify): _____

SECTION 5 – IMMEDIATE DANGER CHECK

Is the child/person in immediate danger?

- ☐ Yes
- ☐ No

If YES:

Action	Completed
000 called	☐ Yes ☐ No
Time called:	
Police reference number	
Person moved to safety	☐ Yes ☐ No

⚠ Emergency response must not be delayed to complete this form.

SECTION 6 – FACTUAL DESCRIPTION

Details: *(Record facts only. Include direct quotes where possible.)*

Details Continued:

SECTION 7 – RISK CLARIFICATION PROMPTS

- What behaviours of concern have been observed or disclosed?
- Who is causing or contributing to harm?
- What type of harm is suspected?
- Is the child safe tonight?
- Has the child sustained an injury?
- What is the impact on the child?
- Is there known history of trauma?
- What are the strengths of the child and family?
- Does the child have a support network?

Further Details:

SECTION 8 – SPECIAL RISK CONSIDERATIONS

(Tick if applicable)

- ☐ Risk of unlawful medical procedures (e.g., FGM)
- ☐ Risk of forced/child marriage
- ☐ Risk of removal from Australia
- ☐ Risk of criminal exploitation
- ☐ Persistent unexplained school absence
- ☐ Child is homeless or in unsafe accommodation
- ☐ Concerns about unborn child
- ☐ Parents unable or unwilling to care
- ☐ Abandonment

SECTION 9 – STATE LEGISLATIVE TRIGGERS

QLD

- ☐ Child under 16 and sexual offence suspected (criminal reporting obligation applies report to Police)
- ☐ Significant harm or risk of harm and parent not willing/able to protect (report to QLD Child Protection)
- ☐ Suspicion of harm or risk of harm from co-worker -/personnel (report to Reportable Conduct Scheme)
- ☐ Significant harm or risk of harm child is disabled (additional report ALSO to NDIS)
- ☐ Significant harm or risk of harm online (report to eSafety Commissioner)

SECTION 10 – EXTERNAL REPORTING RECORD

Authority Date Time Officer Name / Ref No.

Police				
Child Protection				
NDIS Commission				
eSafety				
Other				

Additional Details / Advice Received

Was the report screened in? | ☐ Yes ☐ No ☐ Unknown |
 Type of Notification | ☐ Phone ☐ Online ☐ Email |

SECTION 11 – NDIS REPORTABLE INCIDENT CHECK

Did the incident occur in connection with NDIS supports?

☐ Yes

☐ No

If YES:

☐ Serious incident reported within 24 hours

☐ Confirmation received

Reference number: _____

⚠ NDIS reporting does not replace child protection reporting.

SECTION 12 – ADULT DISCLOSURE CHECK (IF 18+)

☐ Disclosure of historical child abuse

☐ Disclosure of current child at risk

☐ Disclosure of adult sexual assault

☐ Alleged offender may still pose risk to children

If child currently at risk → statutory reporting required.

SECTION 13 – INTERNAL ESCALATION

Action	Completed
Child Safe Lead notified	☐ Yes ☐ No
Senior Manager/CEO notified	☐ Yes ☐ No
Staff member stood down (if applicable)	☐ Yes ☐ No
Risk mitigation plan initiated	☐ Yes ☐ No

SECTION 14 – SUPPORT & SAFETY PLANNING

What supports can Council implement and/or are/have implemented?



- ☐ Safety plan developed
- ☐ Referral to external services
- ☐ Cultural support referral
- ☐ Disability support adjustments
- ☐ Ongoing monitoring
- ☐ Debrief arranged

Details:

SECTION 15 – CONFIDENTIALITY & RECORD KEEPING

- ☐ Stored securely
- ☐ Access restricted
- ☐ Privacy legislation considered

SECTION 16 – DECLARATION - I confirm this report is accurate to the best of my knowledge.

Name:

.....(Role).....

....

Council.....

.....

Signature:

.....**Date:**.....

APPENDIX 3: CHILD SAFETY REPORTING - QUICK REFERENCE GUIDE – QLD

STEP 1: IS THE CHILD IN IMMEDIATE DANGER?

CALL 000 IMMEDIATELY IF:

- A child is being sexually assaulted now
- A child has serious physical injury
- The alleged offender is present
- A weapon is involved
- The child fears imminent harm
- Urgent medical care is required

⚠ Internal reporting must NEVER delay calling 000.

After calling 000:

- Ensure child safety
- Notify Child Safe Officer
- Record facts only using the Incident Form

WHO IS A CHILD?

A child is **any person under 18 years**.

STEP 2: DO YOU HAVE A CONCERN ABOUT A CHILD AND THE CHILD IS NOT IN IMMEDIATE DANGER?

You must act if you suspect:

- ☐ Physical abuse
- ☐ Sexual abuse
- ☐ Grooming behaviour
- ☐ Emotional abuse
- ☐ Neglect
- ☐ Online exploitation
- ☐ Exposure to family violence

You do NOT need proof.

Reasonable suspicion is enough.

REPORT TO THE CORRECT AUTHORITY QUEENSLAND (QLD)

Child Protection:

- Regional Intake Service (business hours)
- After Hours: 1800 177 135

Police (non-urgent): 131 444

⚠ Failure to report sexual offence against a child under 16 may be a criminal offence.

ONLINE SEXUAL EXPLOITATION

Report to:

- Police
 - eSafety Commissioner
 - Australian Centre to Counter Child Exploitation (ACCCE)
-

NDIS INCIDENTS (IF APPLICABLE)

If the incident occurred within an NDIS service context:

- Report to NDIS Commission
- Serious incidents within 24 hours

⚠ NDIS reporting does NOT replace child protection reporting.

STEP 3: INTERNAL REPORTING

After external reporting:

- Notify Child Safe Lead
 - Complete Incident Report Form
 - Record facts only (no opinion)
 - Maintain confidentiality
-

REMEMBER

- ✓ You do not investigate
- ✓ You do not promise confidentiality
- ✓ You do not need proof
- ✓ The safety of the child comes first

When in doubt: Report.

APPENDIX 4: CONCERNS CHECKLIST

Complete this form when concerns do not indicate an immediate threat. Tick each action completed and briefly note details.

Reporter Name		Date
Site / Service		

Tick	Checklist Item	Comments
	Observations of neglect — e.g., poor nutrition, hygiene, inadequate supervision, inappropriate responsibilities, repeated failure to collect child	
	Issues raised with the parents or carers	
	Parents/carers advised of relevant support services (health, parenting, financial, etc.)	
	All workplace supports used to assist in responding to concerns	
	Emergency contacts confirmed or alternative arrangements discussed	
	CALD liaison officers contacted (if applicable)	
	Concerns discussed with parents/carers when safe to do so	
	Belief established that parents/carers are not protective (if relevant)	
	Referral made for persistent non-attendance; file of actions compiled	
	Case worker contacted for children/young people in care	
	IEP coordinator consulted (principal, director, or delegate)	
	Aboriginal or Torres Strait Islander engagement services consulted	
	Disability support professionals consulted	
	Linked child/young person to appropriate youth or mental health services	
	Referral to integrated support or interagency services	
	Concerns discussed with senior staff/student support team	
	Concerns discussed with OSHC, family day care, childcare, preschool staff (if applicable)	



Tick	Checklist Item	Comments
	Concerns discussed with previous education/care sites	
	Concerns discussed with other government or non-government agencies	
	All actions documented by the site	

APPENDIX 5: Notifications Checklist

Notifier details	
☐	Full name
☐	If a mandated reporter, job title and agency, capacity in which you are working with the child, young person or family
☐	Contact telephone number
☐	Relationship to the child or young person
☐	Type and frequency of contact with the child or young person, siblings and their family
Identification details for the child or young person, their siblings, parents/caregivers and alleged perpetrator	
☐	Full name (incl. also known as and other surnames etc)
☐	Date of birth / age / year level
☐	Sex: Male, female, not stated/inadequately described
☐	Current address / contact telephone number
<i>Cultural identity:</i>	
☐	Aboriginal and/or Torres Strait Islander (including Nation/Clan)
☐	Culturally and linguistically diverse including ethnicity and language spoken/if an interpreter is required
☐	Disability information
Concerns / allegations	
☐	Details of concerns / allegations of harm or risk of harm as per the <i>Children and Young People (Safety) Act 2017</i> . For example, physical or psychological (whether caused by an act or omission) including sexual, physical, mental, emotional abuse/neglect etc.
☐	Did the child or young person disclose harm? What did they say? What was their emotional presentation?
☐	Who saw/heard what, and when?
☐	Description of current and previous injuries (size, shape, colour, location etc)
☐	Has the child or young person been seen by a doctor? If yes, details
☐	What was the parent/caregiver's response to the child or young person?
☐	Description of the child or young person's behaviours of concern (including frequency, severity and health factors)
☐	Knowledge about the functioning of the family: details of relevant health factors (physical, mental health difficulties or disability) family and domestic violence, drug and/or alcohol misuse, animal cruelty.



☐	Have the concerns been reported to other relevant government agencies (including Police)?
☐	Current location of the child or young person, parent/caregiver and the alleged perpetrator / when is the child or young person next to have contact with the alleged perpetrator?
Other information	
☐	What are the care arrangements for the child or young person? Are parents/caregivers separated, are Family Court Orders in place, does a separated parent/caregiver have a new partner?
☐	Known supports and/or services involved with the child or young person and their family. Details (including frequency of their involvement, are the family actively engaged and workers details)

APPENDIX 6: STATE-BY-STATE LEGAL OBLIGATION TABLE

(QLD, NT, TAS, SA, WA and ACT) – Child Protection & Criminal Sexual Abuse Reporting)

LEGAL OBLIGATIONS – CHILD PROTECTION & SEXUAL OFFENCES QLD, NT and TAS

LEGAL CATEGORY	QUEENSLAND (QLD)	NORTHERN TERRITORY (NT)	TASMANIA (TAS)
Primary Child Protection Legislation	Child Protection Act 1999 (Qld)	Care and Protection of Children Act 2007 (NT)	Children, Young Persons and Their Families Act 1997 (Tas)
Who Is a Child?	Under 18 years	Under 18 years	Under 18 years
Mandatory Reporters (Child Protection)	Certain prescribed professionals (e.g., teachers, doctors, police). Others strongly encouraged to report.	Any person who believes on reasonable grounds that a child has suffered or is likely to suffer harm must report (s26).	Certain prescribed persons (e.g., teachers, police, health practitioners). Others encouraged to report.
Threshold for Reporting	Child has suffered, is suffering, or is at unacceptable risk of suffering significant harm AND no parent willing/able to protect.	Child has suffered OR is likely to suffer harm (broader threshold than QLD/TAS).	Child has suffered OR is likely to suffer abuse or neglect.
Criminal Failure to Report Sexual Offence Against Child	Criminal Code Act 1899 (Qld) – Failure to report sexual offence against child under 16 is a criminal offence for any adult.	Mandatory reporting obligation applies broadly to harm, including sexual abuse. Criminal Code provisions apply to sexual offences.	Criminal Code Act 1924 (Tas) – Failure to report sexual abuse of a child may constitute an offence.
Age Threshold – Criminal Sexual Offence Reporting	Under 16 years (specific failure to report provision).	Under 18 years (child definition applies; mandatory reporting broad).	Under 18 years (child definition applies).
Report Child Protection Concerns To	Regional Intake Service (business hours) After Hours: 1800 177 135	1800 700 250 (24/7 Child Protection Hotline)	1800 000 123 (Strong Families Safe Kids Advice & Referral Line)
Immediate Danger	000	000	000
Police Non-Urgent Reporting	131 444	131 444	131 444
Reportable Conduct Scheme	Child Safe Organisations Act 2024 (Qld) – Commencing 1 July 2026	No statutory reportable conduct scheme identified	Child and Youth Safe Organisations Act 2023 (Tas)
Working With Children Check	Blue Card	Ochre Card	Registration to Work with Vulnerable People
NDIS Reportable Incidents (if applicable)	Must report serious incidents to NDIS Commission within required timeframe (24 hours for serious incidents)	Must report serious incidents to NDIS Commission within required timeframe (24 hours for serious incidents)	Must report serious incidents to NDIS Commission within required timeframe (24 hours for serious incidents)

LEGAL OBLIGATION – CHILD PROTECTION AND SEXUAL OFFENCES SA, WA, NSW and ACT

LEGAL CATEGORY	SOUTH AUSTRALIA (SA)	WESTERN AUSTRALIA (WA)	AUSTRALIAN CAPITAL TERRITORY (ACT)	NEW SOUTH WALES (NSW)
Primary Child Protection Legislation	Children and Young People (Safety) Act 2017	Children and Community Services Act 2004	Children and Young People Act 2008	Children and Young Persons (Care and Protection) Act 1998
Who Is a Child?	Under 18 years	Under 18 years	Under 18 years	Under 18 years
Mandatory Reporters (Child Protection)	Prescribed persons (teachers, police, health practitioners, ministers). Others encouraged.	Prescribed persons (doctors, nurses, teachers, police)	Broad application across professionals. Any person may report.	Mandatory reporters include teachers, health practitioners, police, child care workers and other prescribed persons.
Threshold for Reporting	Child at risk of harm (broad definition).	Reasonable belief of abuse or sexual.	Child at risk of abuse or neglect	Reasonable grounds to suspect a child is at risk of significant harm.
Criminal Failure to Report Sexual Offence	Criminal Law Consolidation Act 1935 – offence for any adult.	No general offence. Mandatory reporting limited.	Crimes Act 1900 – failure to report is an offence.	Crimes Act 1900 – failure to report child abuse offences by adults is an offence in certain circumstances.
Age Threshold	Under 18 years	Under 18 years	Under 18 years	Under 18 years
Report Child Protection Concerns To	13 14 78	1800 273 889	1300 556 729	132 111
Immediate Danger	000	000	000	000
Police Non-Urgent	131 444	131 444	131 444	131 444
Reportable Conduct Scheme	Under Children and Young People (Safety) Act 2017	No standalone scheme	Ombudsman Act 1989	Child Protection (Working with Children) Act 2012 and Ombudsman Act 1974
Working With Children Check	WWCC	WWC Check	WWVP Registration	WWCC
NDIS Reportable Incidents	Report within required timeframe	Report within required timeframe	Report within required timeframe	Report within required timeframe

Staff must apply the legislative requirements of the state in which the incident occurred and/or the child resides.