

GUNGAHLIN BIBLE CHURCH – INCIDENT RESPONSE PROCESS

AND REPORTING PROCEDURE

This process will apply if a team leader or partner of Gungahlin Bible Church is concerned about the possible abuse or neglect of a child or young person during the conduct of approved Church activities.

<i>Issue or Concern</i>	<i>Action</i>
General suspicions or concerns about a person's behaviour	<ul style="list-style-type: none"> • Write down your concerns • Report to one of the GBC Safe Ministry Supervisors (SMS)²
Immediate concerns about a child or young person's safety	<ul style="list-style-type: none"> • Contact ACT Police on 000
If you believe or suspect that a child is being, or is at risk of being, abused or neglected ¹	<ul style="list-style-type: none"> • Write down your concerns • Report to a SMS (refer below for the actions required of the SMS)
If the concerns relate to a SMS	<ul style="list-style-type: none"> • Write down your concerns • Report to an alternate SMS

Upon receipt of a report of concerns the Safe Ministry Supervisor will:

Discuss the concerns with the reporter to obtain further information.
Consult with another SMS if practicable and appropriate.
<i>If the SMS believes the child is being, or is at risk of being neglected or abused, they will make a Child Concern Report to the ACT Child and Youth Protection Services (CYPS)³ at: https://form.act.gov.au/smartforms/csd/child-concern-report or Phone 1300 556 729</i>
The SMS will be guided by the advice of the Child and Youth Protection Services in terms of any further action.
The SMS will contact the alleged victim and the alleged victim's parents or guardians and offer support and/or referrals if appropriate.
In regard to the behaviour of the alleged offender the SMS will be guided by the actions outlined in the following Behaviours and Responses Table. This action will be taken in consultation with at least one member of the Pastoral team.
The Leadership Team will contact and provide a report to the SBC Insurer.
The Leadership Team will report any allegations or convictions concerning child-related misconduct or Reportable Conduct matters to the ACT Ombudsman.

¹ A child or young person is under 18 years of age

² Refer to the Gungahlin Bible Church Safe Ministry Policy for a list of Safe Ministry Supervisors

³ In forming this belief or suspicion, the reporter will need to have clear reasons and information to support their opinion

Behaviours and Responses Table

Behaviours	Explanation of Seriousness	Responses Required
Minor or unknown violations	The alleged behaviour is minor, without malice and presents no risk of abuse or neglect or where the alleged offender is unaware of the implications of their behaviours	<ul style="list-style-type: none"> The SMS will remind the alleged offender of their responsibilities under the Code of Conduct The SMS or member of the Pastoral team will encourage the alleged offender to undertake additional training
Moderate	Where the alleged behaviour is considered to be potentially inappropriate and/or was done without reasonable thought or in haste	<ul style="list-style-type: none"> The SMS or member of the Pastoral team will remind the alleged offender of their responsibilities under the Code of Conduct The alleged offender may be stood down from all their ministry roles and responsibilities by the Leadership Team The SMS or member of the Pastoral team will encourage the alleged offender to undertake additional training The alleged offender will be placed under the direct mentorship of a member of the Leadership Team The Leadership Team may report the behaviour to the ACT Ombudsman for advice and ongoing oversight
Substantial and/or constant	The alleged behaviour is considered to be inappropriate or malicious and may place a child at risk of abuse or neglect	<ul style="list-style-type: none"> The SMS or member of the Pastoral team may make a Child Concern Report to CYPS The alleged offender will be stood down from all their ministry roles and responsibilities by the Leadership Team The SMS or member of the Pastoral team will offer the alleged offender pastoral support including making appropriate referrals for counselling The alleged offender will not be allowed back into their role until the Leadership Team is satisfied that the person's behaviour has changed The Leadership Team will report the behaviour to the ACT Ombudsman for advice and ongoing oversight
Severe or breaches of law	The alleged behaviour presents an immediate risk to a child or young person's safety and/or places the child at risk of being abused or	<ul style="list-style-type: none"> The Incident Response Process and Reporting Procedure is to be followed and alleged behaviour is to be reported to the ACT Police and/or the ACT Child and Youth Protection Services and the ACT Ombudsman

	neglected	
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