



MANDATORY REPORTING - RISK OF HARM GUIDE

01

RESPOND

STEP 1: ENSURE IMMEDIATE SAFETY



- If a child is in **immediate danger** or requires urgent medical attention, call Emergency Services **(000) straight away**.
- Separate the child from the source of danger, ensuring you remain visible to other adults.
- Comfort the child without making false promises (e.g., do not promise to "keep this a secret").

02

RECORD

STEP 2: DOCUMENT THE DETAILS



- Write an accurate, objective record of what you saw, heard, or suspected using the **"Child Safe Risk of Harm Form"** located on website.
- Use the child's exact words where possible. Do not interpret, judge, or add your own assumptions.
- Complete this documentation **within 2 hours** of the incident or disclosure.

03

REPORT

STEP 3: NOTIFY THE CHILD SAFE OFFICER



- Immediately submit your written report to the designated **Child Safety Officer**.
- **Exception:** If the allegation involves the Child Safety Officer report directly to Department of Communities and Justice (**DCJ**) see **(step 4)** and notify the **AFBC Safe Ministry Department**.

04

REFER

STEP 4: EXTERNAL STATUTORY REPORTING



- Child Safety Officer is to report the **'Child Safe Risk of Harm Form'** to the Department of Communities and Justice (**DCJ**) by lodging through the **ChildStory Reporter** website within **(24 hours)**.
<https://reporter.childstory.nsw.gov.au/s/>
- If the **"Child Safe Risk of Harm Form"** involves any church elders, pastors, staff or volunteers please see **"Reportable Conduct Guide"**

For more information contact info@afbc.net.au