

MCM Reportable Misconduct or Disclosure Form

Please use this form when a child, parent/caregiver, employee, volunteer or student discloses to you a suspected incident of child abuse, or you yourself have witnessed an incident of reportable misconduct. All reporting is confidential and must be reported to the Maruma-li Community Ministries Managers, or the organisation's Child Safety Officer if there is a conflict of interest.

Definition: For the purposes of this form and its related policy (MCM Vulnerable Persons and Child Safe Policy), and in reference to the child safe standards, child abuse constitutes any act committed against a child involving: physical violence, sexual offences, serious emotional or psychological abuse and serious neglect (Refer to Appendix B: What is Child Abuse?)

IF YOU BELIEVE A CHILD IS AT IMMEDIATE RISK OF ABUSE PHONE 000 FIRST.

HAS THIS INCIDENT BEEN DISCLOSED TO YOU BY SOMEONE ELSE (YOU HAVE HEARD IT "THIRD-HAND")?

YES		NO	
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INCIDENT DETAILS

Date of Incident:	
Time of Incident:	
Location of Incident:	
Name(s) of person/s involved:	
Name(s) of staff/volunteers involved:	

DOES THE PERSON/S IDENTIFY AS ABORIGINAL OR TORRES STRAIT ISLANDER?

Please mark with an 'X' as applicable:

NO		YES, ABORIGINAL	
YES, TORRES STRAIT ISLANDER		YES, BOTH	

PLEASE CATEGORISE THE INCIDENT

Please refer to Appendix B for definitions of each category of offense:



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106 Amaroo Drive, Moree, NSW, 2400
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ABN: 61 112 914 897

Physical Violence	
Sexual Offense	
Serious emotional or psychological abuse	
Serious Neglect	

PLEASE DESCRIBE THE INCIDENT

When and where did the incident take place?	
Who was involved?	
What did you see?	
Do you have any additional information?	



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HAS THE INCIDENT BEEN REPORTED?

Please mark with an 'X' as applicable:

Child Protective Services	
Police	
Another Third-party (please specify)	

FURTHER COMMENTS

INCIDENT REPORTER WISHES TO REMAIN ANONYMOUS?

Please mark with an 'X' as applicable:

YES		NO	
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OFFICE USE ONLY:

Date Incident Report received:	
Staff Member involved in reporting:	
Staff Member Managing Incident/Report:	
Follow-up Date:	

Management Followup Information:

APPENDIX A: WHEN DISCLOSURE OCCURS

If a child discloses an incident of abuse to you:

- Try and separate them discreetly from any other children and listen to them carefully.
- Let the child use their own words to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared with others, such as with their parent/carer, specific people in your organisation, or the police.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- Provide them with an incident report form to complete, or complete it together, if you think the child is able to do this.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to the Maruma-li Community Ministries Managers, the organisation's Child Safety Officer, Police or Child Protective Services.
- Ensure the disclosure is recorded accurately, and that the record is stored securely.

If a parent/carer says their child has been abused in your organisation or raises a concern:

- Explain that Maruma-li Community Ministries has processes to ensure all abuse allegations are taken very seriously.
- Ask about the wellbeing of the child.
- Allow the parent/carer to talk through the incident in their own words.
- Advise the parent/carer that you will take notes during the discussion to capture all details.
- Explain to them the information may need to be repeated to authorities or others, such as the Maruma-li Community Ministries Managers or Child Safety Officer, the Police or Child Protective Services.
- Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Provide them with an incident report form to complete or complete it together.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.
- Ensure the report is recorded accurately, and that the record is stored securely.

Please use this form when a child or parent/caregiver discloses to you a suspected incident of child abuse, or you yourself have witnessed an incident. All reporting is confidential and must be reported to the Maruma-li Community Ministries Managers, or the organisation's Child Safety Officer if there is a conflict of interest.

APPENDIX B: WHAT IS CHILD ABUSE?

The Child Safe Standards aim to protect children from abuse in organisations. Under the Act, child abuse includes five categories of abuse as outlined below. While the Standards apply specifically to child abuse, organisations should look to promote children's health and wellbeing in a broader sense.

PHYSICAL VIOLENCE

Physical violence 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 and paddles).

Possible physical indicators:

- Unexplained bruises
- Burns and/or fractured bones

Possible behavioural indicators:

- Showing wariness or distrust of adults
- Wearing long sleeved clothes on hot days (to hide bruising or other injury)
- Fear of specific people
- Unexplained absences
- Academic problems

SEXUAL OFFENCES

Sexual offences occur when a person involves the 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 including fondling, masturbation, penetration, voyeurism and exhibitionism. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour.

Possible physical indicators:

- Presence of sexually transmitted diseases
- Pregnancy
- Vaginal or anal bleeding or discharge

Possible behavioural indicators:

- Displaying sexual behaviour or knowledge that is unusual for the child's age
- Difficulty sleeping
- Being withdrawn
- Complaining of headaches or stomach pains
- Fear of specific people
- Showing wariness or distrust of adults
- Displaying aggressive behaviour

SERIOUS EMOTIONAL OR PSYCHOLOGICAL ABUSE

Serious 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. Serious 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.

Possible physical indicators:

- Delays in emotional, mental, or even physical development
- Physical signs of self-harming

Possible behavioural indicators:

- Exhibiting low self-esteem
- Exhibiting high anxiety
- Displaying aggressive or demanding behaviour
- Being withdrawn, passive and/or tearful
- Self-harming

SERIOUS NEGLECT

Serious 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.

Possible physical indicators:

- Frequent hunger
- Malnutrition
- Poor hygiene
- Inappropriate clothing

Possible behavioural indicators:

- Stealing food
- Staying at school outside of school hours
- Aggressive behaviour
- Misusing alcohol or drugs
- Academic issues

Organisations need to consider the cultural safety of Aboriginal children and be sensitive to the special needs of children with disability; trans gender children, and children from culturally diverse backgrounds across the implementation of all the standards.