

## EXTERNAL INCIDENT RESPONSE PROCESS

This is the process to follow when there has been a suspected case of abuse (or a child put at risk of significant harm), but it DID NOT occur in the context of a church program or while the suspected offender was acting on behalf of the church.

If the suspected incident occurred in the context of a church program or while the suspected offender was acting on behalf of the church, follow the [Church Incident Response Process](#).

STEP	CHECKBOX
1. Write a record of the suspected abuse with as much detail as possible and attach to this Process Sheet.	<input type="checkbox"/>
2. Review if any State, Federal or other organisation need to be notified of the abuse. (E.g. Abuse of someone who lives in an aged care home, contact the Complaints Investigation Scheme. etc.) Notes:	<input type="checkbox"/>
3. Is the suspected offender associated with the church (regular attender or member)?  NOTE: If the suspected abuse occurred within a church program and the suspected offender was acting as a leader or on behalf of the church, you should be using the <a href="#">Church Incident Response Process</a> rather than this process.  If No, go to step 4.  If Yes, continue below...	<b>YES / NO</b>
3.1. Initiate a Person of <a href="#">Concern Response Process</a> .	<input type="checkbox"/>
3.2 Do not continue this External Incident Response Process.	<b>END</b>
4. Decide if the Church Leadership should be informed of the report for them to address any pastoral/care issues. Notes: (e.g. Church Leader who was informed)	<input type="checkbox"/>
6. This is the end of the Incident Response Process	