

SUSPECTED CHILD ABUSE RESPONSE PROCESS

The Safe Ministry Supervisors should print this process and keep as a record of the actions taken.

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. Use the NSW Government Online Mandatory Reporter Guide (MRG) and attach a record of the choices and the advised response from the MRG to this Process Sheet.	<input type="checkbox"/>
3. Does the MRG recommend any further action be taken with the Victim and/or the Accused? (Other than continued observation). If NO, go to step 4. If YES, continue below...	YES / NO
<p>If the MRG recommends further actions, carry out the steps advised by the MRG.</p> <p>Note: This may include contacting police, the Department of Family and Community Services or other organisations. There may also be need for the person who made the initial report to provide statements to authorities.</p> <p>Attach any notes from discussions with external agencies to this Response Process Sheet.</p>	<input type="checkbox"/>
4. Contact the NSW State Ombudsman to inquire about the suspected incident. Does the Ombudsman recommend making a formal notification of a reportable incident? If NO, go to step 5. If YES, continue below...	YES / NO
<p>If the Ombudsman recommends making a formal notification, carry out the steps advised by the Ombudsman.</p> <p>Attach any notes from discussions with external agencies to this Response Process Sheet.</p>	<input type="checkbox"/>
5. Did either the MRG or the Ombudsman require further action (apart from continued observation)? If NO, this will end the Incident Response Process. If Yes, continue below...	END PROCESS / CONTINUE PROCESS

6. Did the alleged abuse (or risk of significant harm) occur in the context of a church program or while the suspected offender was acting on behalf of the church?

If NO, follow the [External Incident Response Process](#)

If YES, follow the [Church Incident Response Process](#)

YES / NO