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

