

Kowanyama Aboriginal Shire Council

Child Safe Reporting Policy



Policy Number:	KASC-STAT-047
Responsible Manager:	Chief Executive Officer
Legislation:	Local Government Act 2009 (Qld) Local Government Regulation (Qld) Child Protection Act 1999 (Qld) Child Safe Organisations Act 2024 (Qld)
Approval Date:	28 July 2026

1. Purpose

- 1.1. This policy sets out how Council identifies, receives, responds to, records, escalates and manages child safety concerns, disclosures, incidents, allegations and reportable conduct matters involving children and young people. It explains internal and external reporting obligations under Queensland law, embeds the Universal Principle of Cultural Safety, and supports responses that are trauma-informed, child-centered, procedurally fair and practical in QLD Council environments.
- 1.2. All personnel in our organisation must:
 - know what to report, who to report to and how to report
 - report any concerns about the safety or welfare of a child or young person immediately
 - ensure the safety and wellbeing of the child is paramount when responding to a disclosure or allegation about a child being harmed or at risk.

2. Scope

- 2.1. This policy applies to:
 - child safety concerns
 - disclosures of harm and/or risk of harm to children and/or young people
 - allegations of harm and/or risk of harm to children and/or young people
 - incidents relating to children and/or young people engaged in council activities and/or on council property (*Refer to 2.2*)
 - reports and/or concerns raised by or about children and young people in connection with Council services, programs, facilities, land, events, workers, volunteers, contractors, labour-hire personnel, trainees, students, placement workers, facility hirers, tenants, lessees, user groups, event organisers and other third parties (all personnel and council related programs/activities and facilities).

- 2.1.1. Council-delivered services, programs and activities involving children and young people.
- 2.1.2. Council-managed or Council-controlled facilities, land and environments where children and young people may be present, including shared-use, mixed-use and open public access settings.
- 2.1.3. This procedure operates alongside the Child-Focused Complaints Procedure, Child Safe Code of Conduct, Information Privacy Policy, Records Management Policy, and other applicable legal or operational requirements.
- 2.1.4. Council recognises that some Council facilities and public spaces are open-access, shared-use or only partly supervised environments. Council may not be able to control all behaviour in these settings.
- However, Council will take reasonable and proportionate steps to respond to child safety concerns, including:
- staff response where safe
 - internal escalation
 - signage
 - environmental controls
 - lawful exclusion or restriction processes
 - contractor or hirer management action, and,
 - referral to police, Child Safety or other authorities where required.

3. Commitments to Child Safety, Rights and Participation

- 3.1. Council aligns with:
- The National Principles for Child Safe Organisations)
<https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations>
 - The Queensland Child Safe Standards <https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations> and, the,
 - Universal Principle of Cultural Safety so that Aboriginal and Torres Strait Islander children are culturally safe and their cultural rights, identities and connection to family, community and Country are recognised and respected. <https://www.qfcc.qld.gov.au/childsafe/standards/what-are-child-safe-standards/cultural-safety>
- 3.2. In implementing this policy and associated procedure Council will help ensure children and young people are informed of their rights, can participate in decisions affecting them, are taken seriously, and feel welcome, safe, valued, included and respected.
- 3.3. Council will engage families and communities, uphold equity and inclusion, promote culturally safe and safer physical and online environments, and use complaints and reporting information to review and improve child safe practice.

4. Terms and Definitions

In this policy:

Allegation	An assertion that a person has engaged in conduct that may place a child at risk or may constitute reportable conduct.
Child	any person under 18 years. In Queensland, a child is legally defined as an individual under 18 years of age. However, specific legal ages for activities may vary: E.g. 10 for criminal responsibility, 18 for buying alcohol. The legal age for consent for having sex in Queensland is 16.
Child Safe Concern	means any concern, allegation, suspicion, disclosure, complaint, incident, behaviour, practice or environmental issue that may affect the safety or wellbeing of a child or young person.
Child safety misconduct or unsafe conduct	This means inappropriate behaviour that may not itself constitute abuse but creates risk to children, may indicate grooming or boundary breaches, or may be inconsistent with the Council's Child Safe Code of Conduct.
Complaint	an expression of dissatisfaction requiring a response (Refer to: Council Complaints Management and Investigation Policy).
Disclosure	a child or other person tells us about harm, abuse, neglect or risk.
Harm	Harm includes physical harm, psychological or emotional harm, sexual abuse, neglect, exploitation, grooming, exposure to family violence, inappropriate conduct, and any other conduct or circumstance that places a child at risk
Grooming	This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.
Immediate danger	A situation where a child faces an urgent risk of serious harm requiring immediate action, including contacting emergency services
Lack of appropriate care – Neglect:	This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care. i.e. Supervision: In Queensland there is no specific legal age set in legislation for when a child can be left home alone. Authorities such as Queensland Government provide guidance (not law) suggesting Children under 12 are generally not mature enough to be left alone for extended periods and very young children (e.g. under 5) should never be left alone. Instead, the law focuses on whether a parent or carer has met their duty of care under the Criminal Code Act 1899 (Qld).
Personnel / workers	Includes all council staff, representatives, members, managers, directors, volunteers, contractors, work experience students, apprentices, trainees, third-party providers, workers for hire (e.g. event staff). This includes all workers and personnel associated with council services, programs, facilities, land, events, workers, volunteers, contractors, labour-hire personnel, trainees, students, placement workers, facility hirers, tenants, lessees, user groups, event organisers and other third parties (all personnel and council related programs/activities and facilities).
Physical abuse	This includes behaviours such as pushing, shoving, punching, slapping, kicking and unauthorised use of restraint.
Psychological abuse	(also known as emotional abuse): This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Open access environment	A Council-managed or Council-controlled environment that is open to the public, shared with other users, or not continuously supervised by Council personnel
Sexual abuse	This includes the sexual touching or sexual assault of a child, grooming, and production, distribution or possession of child abuse material.
Third party	includes contractors, consultants, labour-hire personnel, funded partners, hirers, lessees, licensees, user groups, community organisations and any other public users, external person or entity providing services to children, working with children, or using Council facilities in circumstances where children may be present.

5. When and What to Report (External Reporting)

5.1. All Council Personnel (Workers), including:

- Councillors
- Employees
- Volunteers
- Contractors
- Labour-hire personnel
- Trainees
- Students and placement workers;

must be able to recognise and respond to child safety concerns, including indicators of abuse, neglect, grooming, boundary breaches and other unsafe conduct.

5.2. Where Council personnel are unsure whether a concern should be reported externally, they must immediately seek guidance from their Executive Manager and/or the nominated Child Safe Lead, while taking any urgent action required to protect the child

5.3. If a child is in immediate danger

- **Call Triple Zero (000) immediately**
- For non-urgent police matters, contact Policelink on 131 444 or use the Queensland Police online reporting options.

5.4. Suspected child abuse/neglect or risk of significant harm

Where there is a suspected risk of significant harm to a child, the matter must be reported to the:

- Department of Child Safety Regional Intake Service during business hours
- After Hours Service Centre on 1800 177 135.
- Online reporting is also available for relevant professionals.

5.5. Mandatory reporters

- 5.5.1. Where a Council role meets the definition of a mandatory reporter under the Child Protection Act 1999 (Qld), that person must make a report to Child Safety when they form a reportable suspicion. (This includes teachers, doctors, registered nurses, designated police officers, child advocates and early childhood education and care professionals.)
- 5.5.2. Whether or not a worker is a mandatory reporter, all child safety concerns must still be reported internally in accordance with this policy.
- 5.5.3. Whilst not all council personnel will meet the definition of a Mandated Report under the Act, in the interest of the safety of all children, Council will report all risk of harm, harm and any alleged criminal acts against/toward a child to the relevant statutory authority.

5.6. Documenting a Concern

- 5.6.1. Record concerns as soon as possible, using factual, non-judgmental and opinion-free language.

The record should include, where known:

- the time, date and place of when the concern arose
- the circumstances that led to the concern
- the time, date and place of any observed incident, suspected harm, abuse or concerning conduct
- full details of what was seen, heard or disclosed
- the date of the report and the name/signature of the worker making the report.

- 5.6.2. Workers (Council Personnel) must:

- record their own observations, and where relevant, precise details of any discussion with a parent, carer or other person
- not conduct their own investigation
- bring their concerns immediately to their line manager and/or the nominated Child Safe Lead.

5.7. Documenting a Disclosure

- 5.7.1. When a child or another person makes a disclosure, the worker must:

- remain calm and listen carefully
- take the disclosure seriously
- avoid leading questions or asking for unnecessary detail
- reassure the child or person that telling someone was the right thing to do
- explain, in age-appropriate language, that the information may need to be shared to help keep the child safe
- record the disclosure as soon as possible, using the child's or person's own words where possible
- report the matter immediately in accordance with this procedure.

Workers must not promise to keep the information secret and must not investigate the matter themselves.

5.8. Reportable Conduct Scheme (QLD):

Where Council is a reporting entity under the Child Safe Organisations Act 2024 (Qld), the Chief Executive Officer must notify the Queensland Family and Child Commission (QFCC) (*Refer to 7. Making an External Report*) of any reportable allegation or reportable conviction about a worker within the required timeframe (3 business days of becoming aware) and ensure the matter is managed in accordance with legislative requirements.

Reportable conduct matters are separate from general complaints and may also require notification to police, Child Safety or other authorities. Council must ensure local roles, reporting pathways and investigation responsibilities are clearly identified.

If it involves immediate risk or a crime, also contact:

- Queensland Police Service – 000 (emergency) or 131 444
- Department of Child Safety, Seniors and Disability Services – 13 12 78

6. Internal Reporting (All Workers/Personnel)

- 6.1. All Council personnel must immediately report any child safety concern, disclosure, allegation, complaint, incident or suspected misconduct involving a child to their line manager and the nominated Child Safe Lead, or in accordance with Council's local reporting pathway.
- 6.2. If the concern relates to the worker's line manager, the report must be made to the relevant Executive Manager, the Child Safe Lead, or another nominated reporting contact.
- 6.3. Reports may be made verbally or in writing using the Council's approved reporting form, feedback and complaints channel, or other designated reporting process. Anonymous reports are accepted and will be assessed to the extent possible.
- 6.4. Failure to report a concern, or discouraging another person from reporting, is a breach of this procedure and may constitute misconduct

7. Making an External Report

- 7.1. External reports may need to be made to
 1. Queensland Police where criminal conduct is suspected, this includes sexual harm (and/or risk of) and/or grooming or a child is in immediate danger.
 - Emergency: 000
 - Non-urgent police matters / Policelink: 131 444
 - Online reporting: [Queensland Police / Policelink online reporting](#)
 2. Department of Families, Seniors, Disability Services and Child Safety where there is suspected abuse, neglect or risk of significant harm.
 3. Child Safety After Hours Service Centre: 1800 177 135 (Queensland only) or (07) 3235 9999, Child Safety information and reporting: [Report child abuse / Child Safety](#)
 4. Queensland Family and Child Commission (QFCC) where a reportable conduct notification is required under the *Child Safe Organisations Act 2024 (Qld)*. General enquiries: (07) 3900 6000. Reportable Conduct Scheme information: [QFCC Reportable Conduct Scheme](#)
- 7.2. When a child's permanent residence is interstate/outside of QLD, the legal requirements to report are to that residing state's jurisdiction. (All sexual abuse is reported to Police). *Refer to: Appendix 6 State by State Obligation Table.*
- 7.3. Workers must follow the immediate danger, child protection and reportable conduct requirements set out in this procedure and seek guidance from the nominated Child Safe Lead where needed.

8. Trauma-informed and culturally safe reporting

- 8.1. Council will respond in ways that promote safety, trust, choice, collaboration, empowerment, accessibility and cultural safety.
- 8.2. Children and young people may choose a support person, trusted adult, advocate, First Nations liaison, interpreter or other communication support where appropriate when seeking support, sharing a disclosure, submitting feedback and/or complaint, and/or allegation.

- 8.3. Council will use developmentally appropriate, accessible and inclusive formats, including Easy Read, visuals, AAC, Auslan and interpreters where needed, and will minimise re-traumatisation wherever possible.
- 8.4. Council will use external third-party providers/workers as needed, alongside Council Personnel, to better support safe reporting procedures. This may include external child/youth workers, cultural representatives, NDIS support workers and/or any external party specific to support safe reporting procedures particular to the child and young person's needs.
- 8.5. Where external providers/workers are used to support a child or young person, all Council Child Safety Policies and Procedures must be adhered to, and all providers/workers must fulfill the legislated and Council policy compliances to work with children and young people (i.e. working with children current Blue Card, QLD.)

9. Privacy, information sharing and records

- 9.1. Information relating to child safety concerns and reports must be handled in accordance with privacy law and only shared on a need-to-know basis, where authorised by law, or where necessary to protect a child or young person.
- 9.2. Records must be created and stored in Council-approved secure recordkeeping systems with appropriate role-based access controls. Records must be retained and disposed of in accordance with the Records Management Policy and applicable legal requirements.
- 9.3. When a child's wellbeing is at risk: Under the *Child Protection Act 1999 (Qld)*, including the information sharing provisions in Chapter 5A, and applicable Queensland information sharing guidance, information may be shared without consent where this is authorised by law and necessary to protect a child or young person, respond to their needs, or reduce the likelihood of the child becoming in need of protection.
- 9.4. Workers who identify a need to share information about a child and/or their family must seek support and guidance from their line manager and/or the nominated Child Safe Lead as soon as practicable. This does not prevent immediate action or lawful sharing of information where urgent steps are required to protect a child

10. Roles and responsibilities

- 10.1. All Council personnel / workers:
- identify, respond to and report child safety concerns immediately (to their line manager and/or child safety lead);
 - support the child or young person;
 - create and maintain records; and comply with this procedure.
- 10.2. Line managers / Executive Managers:
- triage reports,
 - manage immediate risk,
 - support workers,
 - ensure internal and external reporting occurs where required,
 - keep actions documented, and,
 - ensure the child or complainant is kept appropriately informed.
- 10.3. Child Safe Lead:
- advise on reporting pathways,
 - support risk assessment and escalation,
 - coordinate external notifications where required,
 - maintain oversight of records and reporting processes,
 - liaise with authorities where appropriate, and,

- support organisational learning and improvement.

10.4. Chief Executive Officer / delegate

- ensure Council systems support compliance with the Child Safe Standards and,
- where applicable, the Reportable Conduct Scheme.

10.5. Executive Managers responsible for contracts, leases, licences, venue hire or third-party service arrangements

- ensure child safety concerns involving contractors,
- hirers
- tenants
- user groups or other third parties are escalated and managed under this procedure and any relevant contract, hire, access or site controls.

11. Availability and Review

11.1. This policy is available on the council's website and internal intranet.

11.2. This policy is provided electronically (and available in hard copy as requested) to all families of all children and young people receiving services and/or who are registered with us.

11.3. This policy must be adhered to by all council personnel and will be made available electronically (or hard copy), prior to engagement.

11.4. This Policy will be reviewed at least every two years, or earlier if required due to legislative change, organisational change, service changes, identified risk, incident trends, complaint trends, child safety concerns, or review findings

IMPORTANT REMINDER: When a child's permanent residence is interstate/outside of QLD, the legal requirements to report are to that residing state's jurisdiction. (All sexual abuse is reported to Police). Refer to: Appendix 6 State by State Obligation Table.

12. Related documents – External

- Criminal Code Act 1899
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1899-009>
- Education (General Provisions) Act 2006
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039>
- Education (Accreditation of Non-State Schools) Act 2017
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2017-023>
- Education and Care Services National Law (Queensland)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-011>
- Education and Care Services National Regulations
<https://www.legislation.gov.au/Series/F2011L02195>
- Human Rights Act 2019:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2019-005>
- Family and Child Commission Act 2014: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-034>
- Local Government Act 2009: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-017>
- Local Government Regulation 2012: <https://www.legislation.qld.gov.au/view/html/inforce/current/si-2012-0255>
- National Disability Insurance Scheme Act 2013
<https://www.legislation.gov.au/Series/C2013A00020>
- QLD Pool Standards (Public) (Councils):
<https://www.qbcc.qld.gov.au/home-owner-hub/swimming-pools/pool-safety-standard>
<https://www.qld.gov.au/housing/buying-owning-home/pool-safety/pool-laws-and-standards>
https://www.health.qld.gov.au/_data/assets/pdf_file/0021/444612/water-quality-guidelines.pdf
https://www.housing.qld.gov.au/_data/assets/pdf_file/0033/58983/guideline-local-government-swimming-pool-safety.pdf
https://www.hpwc.qld.gov.au/_data/assets/pdf_file/0016/4246/local-government-swimming-pool-safety.pdf
<https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/hazards-index/managing-the-risks-of-public-swimming-pools>
<https://chrc.qld.gov.au/business-and-development/building-renovating/swimming-pools-2/>
<https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines/swimming-in-pools>
- Work Health and Safety Act 2011: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2011-018>
- Work Health and Safety Regulation 2011
<https://www.legislation.qld.gov.au/view/html/inforce/current/si-2011-0240>
- Anti-Discrimination Act 1991 (Qld) <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085>
- Blue Card Services (Queensland Government)
<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card>
- Child and Youth Risk Management Strategy requirements
<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/child-and-youth-risk-management-strategy>
- Child Safe Organisations Act 2024 (Qld) <https://www.legislation.qld.gov.au/view/whole/html/asmade/act-2024-049>
- Child Protection Act 1999 (Qld) <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010>

- Child Safe Standards and Universal Principle (Queensland)
(Adopts the National Principles, including the Aboriginal and Torres Strait Islander cultural safety principle)
<https://www.qfcc.qld.gov.au/sector-support/child-safe-organisations>
 - Human Rights Act 2019 (Qld) <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2019-005>
 - Information Privacy Act 2009 (Qld) <https://www.legislation.qld.gov.au/view/whole/html/current/act-2009-014>
 - Mandatory Reporting QLD <https://www.families.qld.gov.au/our-work/child-safety/about-child-protection/mandatory-reporting>
 - National Principles for Child Safe Organisations <https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations>
 - National Disability Insurance Scheme Act 2013 (Cth) <https://www.legislation.gov.au/Series/C2013A00020>
 - NDIS Code of Conduct Rules 2018
<https://www.legislation.gov.au/Series/F2018L00625>
 - NDIS Provider Registration and Practice Standards Rules 2018
<https://www.legislation.gov.au/Series/F2018L00630>
 - NDIS Practice Standards <https://www.ndiscommission.gov.au/providers/ndis-practice-standards>
 - Public Records Act 2023 (Qld) <https://www.legislation.qld.gov.au/view/whole/html/asmade/act-2023-033>
 - Privacy Act 1988 (Cth) <https://www.legislation.gov.au/Series/C2004A03712>
 - Queensland Police emergency and Policelink reporting information
QPS Policelink (131 444) for non-urgent reporting; Triple Zero (000) in emergencies.
<https://www.police.qld.gov.au/policelink-reporting>
 - Queensland Child Safe Standards and Queensland Family and Child Commission guidance
<https://www.qfcc.qld.gov.au/childsafestandards>
 - Reportable Conduct Scheme Guidance (QFCC) <https://www.qfcc.qld.gov.au/publication/guide-queenslands-reportable-conduct-scheme>
 - Report child abuse – Department of Child Safety (Regional Intake Service; After Hours 1800 177 135).
 - Working with Children (Risk Management and Screening) Act 2000 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060>
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-001>

13. Policy Review

The policy is to be reviewed in accordance with the Policy Framework.

Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

14. Approval

This policy was duly authorised by the Council on 28 July 2026 as Kowanyama Aboriginal Shire Council's Child Safe Reporting Policy and shall hereby supersede any previous policies of the same intent.

15. Appendix 1: Possible Indicators of Abuse: Fact Sheets

This fact sheet outlines possible indicators that a child may be experiencing abuse, neglect or harm. Indicators do not confirm abuse has occurred. However, they may suggest a child is at risk and require further attention or reporting.

Physical Indicators	• Unexplained bruises, burns or injuries • Injuries inconsistent with explanation • Frequent injuries • Signs of neglect such as poor hygiene or inappropriate clothing • Untreated medical issues • Sudden weight loss or malnutrition • Persistent tiredness
Behavioural Indicators	• Sudden change in behaviour • Withdrawal or fearfulness • Aggression or extreme compliance • Reluctance to go home or to a specific place • Regression in behaviour or development • Excessive secrecy • Age-inappropriate sexualised behaviour
Emotional Indicators	• Low self-esteem • Anxiety or depression • Emotional withdrawal • Sudden mood swings • Fear of certain individuals • Self-harm behaviours
Indicators of Neglect	• Lack of supervision • Chronic hunger • Inadequate clothing • Poor personal hygiene • Frequent absences • Developmental delays
Indicators of Grooming	• Unusual gifts or attention from adults • Secretive relationships • One-on-one time outside normal expectations • Increased private communication • Attempts to isolate the child
Online Indicators	• Secretive online behaviour • Multiple online accounts • Sudden access to gifts or money • Withdrawal after device use • Contact with unknown adults

Important Note: A single indicator may not confirm abuse or risk of harm. Patterns, clusters of behaviours or changes over time should be taken seriously. If concerned, follow reporting procedures.

APPENDIX 2: COUNCIL – Mandatory Reporting Incident Form

Child Safety | Sexual Misconduct | NDIS (if applicable)

The Council Mandatory Reporting Incident Reporting Form (located on Council's SharePoint Intranet) must be completed whenever there is:

- A concern about the safety or wellbeing of a child (under 18 years)
- A suspicion of abuse, harm or neglect
- A disclosure of sexual abuse (current or historical)
- Grooming or predatory behaviour
- Staff misconduct involving a child
- An NDIS reportable incident
- A serious incident involving an adult learner where a child may be at risk
- Any situation where police or statutory authorities are contacted

This form ensures Council meets its legal obligations across Queensland.

Confidentiality: All completed forms must be:

- Stored securely
- Restricted to authorised personnel
- Managed in accordance with privacy legislation
- Preserved for potential legal or regulatory review

Governance Note: Completion of this form does not replace statutory reporting requirements. External reporting must occur first where legally required.

APPENDIX 3: CHILD SAFETY REPORTING – QUICK REFERENCE GUIDE – QLD

STEP 1: IS THE CHILD IN IMMEDIATE DANGER?

CALL 000 IMMEDIATELY IF:

- A child is being sexually assaulted now
- A child has serious physical injury
- The alleged offender is present
- A weapon is involved
- The child fears imminent harm
- Urgent medical care is required

⚠ Internal reporting must NEVER delay calling 000.

After calling 000:

- Ensure child safety
- Notify Child Safe Officer
- Record facts only using the Incident Form

WHO IS A CHILD?

- A child is any person under 18 years.

STEP 2: DO YOU HAVE A CONCERN ABOUT A CHILD AND THE CHILD IS NOT IN IMMEDIATE DANGER?

You must act if you suspect:

- Physical abuse
- Sexual abuse
- Grooming behaviour
- Emotional abuse
- Neglect
- Online exploitation
- Exposure to family violence

You do NOT need proof.

Reasonable suspicion is enough.

Report to the Correct Authority Queensland (Qld)

- Child Protection: Regional Intake Service (business hours) After Hours: 1800 177 135
- Police (non-urgent): 131 444

⚠ Failure to report sexual offence against a child under 16 may be a criminal offence

ONLINE SEXUAL EXPLOITATION

Report to:

- Police
- eSafety Commissioner
- Australian Centre to Counter Child Exploitation (ACCCE)

NDIS INCIDENTS (IF APPLICABLE)

- If the incident occurred within an NDIS service context:
- Report to NDIS Commission
- Serious incidents within 24 hours

 NDIS reporting does NOT replace child protection reporting.

STEP 3: INTERNAL REPORTING

After external reporting:

- Notify Child Safe Lead
- Complete Incident Report Form
- Record facts only (no opinion)
- Maintain confidentiality

REMEMBER

- ✓ You do not investigate
- ✓ You do not promise confidentiality
- ✓ You do not need proof
- ✓ The safety of the child comes first

When in doubt: Report.

APPENDIX 4: CONCERNS CHECKLIST

Complete this form when concerns do not indicate an immediate threat. Tick each action completed and briefly note details.

Reporter Name		Date
Site / Service		

Tick	Checklist Item	Comments
☐	Observations of neglect – e.g., poor nutrition, hygiene, inadequate supervision, inappropriate responsibilities, repeated failure to collect child	
☐	Issues raised with the parents or carers	
☐	Parents/carers advised of relevant support services (health, parenting, financial, etc.)	
☐	All workplace supports used to assist in responding to concerns	
☐	Emergency contacts confirmed or alternative arrangements discussed	
☐	CALD liaison officers contacted (if applicable)	
☐	Concerns discussed with parents/carers when safe to do so	
☐	Belief established that parents/carers are not protective (if relevant)	
☐	Referral made for persistent non-attendance; file of actions compiled	
☐	Case worker contacted for children/young people in care	

☐	IEP coordinator consulted (principal, director, or delegate)	
☐	Aboriginal or Torres Strait Islander engagement services consulted	
☐	Disability support professionals consulted	
☐	Linked child/young person to appropriate youth or mental health services	
☐	Referral to integrated support or interagency services	
☐	Concerns discussed with senior staff/student support team	
☐	Concerns discussed with OSHC, family day care, childcare, preschool staff (if applicable)	
☐	Concerns discussed with previous education/care sites	
☐	Concerns discussed with other government or non-government agencies	
☐	All actions documented by the site	

APPENDIX 5: Notifications Checklist

Notifier details	
☐	Full name
☐	If a mandated reporter, job title and agency, capacity in which you are working with the child, young person or family
☐	Contact telephone number
☐	Relationship to the child or young person
☐	Type and frequency of contact with the child or young person, siblings and their family
Identification details for the child or young person, their siblings, parents/caregivers and alleged perpetrator	
☐	Full name (incl. also known as and other surnames etc)
☐	Date of birth / age / year level
☐	Sex: Male, female, not stated/inadequately described
☐	Current address / contact telephone number
☐	Cultural identity: Aboriginal and/or Torres Strait Islander (including Nation/Clan) Culturally and linguistically diverse including ethnicity and language spoken/if an interpreter is required
☐	Disability information
Concerns / allegations	
☐	Details of concerns / allegations of harm or risk of harm as per the <i>Children and Young People (Safety) Act 2017</i> . For example, physical or psychological (whether caused by an act or omission) including sexual, physical, mental, emotional abuse/neglect etc.
☐	Did the child or young person disclose harm? What did they say? What was their emotional presentation?
☐	Who saw/heard what, and when?
☐	Description of current and previous injuries (size, shape, colour, location etc)
☐	Has the child or young person been seen by a doctor? If yes, details
☐	What was the parent/caregiver's response to the child or young person?
☐	Description of the child or young person's behaviours of concern (including frequency, severity and health factors)
☐	Knowledge about the functioning of the family: details of relevant health factors (physical, mental health difficulties or disability) family and domestic violence, drug and/or alcohol mis-use, animal cruelty.
☐	Have the concerns been reported to other relevant government agencies (including SA Police)?
☐	Current location of the child or young person, parent/caregiver and the alleged perpetrator / when is the child or young person next to have contact with the alleged perpetrator?
Other information	
☐	What are the care arrangements for the child or young person? Are parents/caregivers separated, are Family Court Orders in place, does a separated parent/caregiver have a new partner?
☐	Known supports and/or services involved with the child or young person and their family. Details (including frequency of their involvement, are the family actively engaged and workers details)

APPENDIX 6: STATE-BY-STATE LEGAL OBLIGATION TABLE

(QLD, NT, TAS, SA, WA and ACT) – Child Protection & Criminal Sexual Abuse Reporting)

LEGAL OBLIGATIONS – CHILD PROTECTION & SEXUAL OFFENCES QLD, NT and TAS

LEGAL CATEGORY	QUEENSLAND (QLD)	NORTHERN TERRITORY (NT)	TASMANIA (TAS)
Primary Child Protection Legislation	Child Protection Act 1999 (Qld)	Care and Protection of Children Act 2007 (NT)	Children, Young Persons and Their Families Act 1997 (Tas)
Who Is a Child?	Under 18 years	Under 18 years	Under 18 years
Mandatory Reporters (Child Protection)	Certain prescribed professionals (e.g., teachers, doctors, police). Others strongly encouraged to report.	Any person who believes on reasonable grounds that a child has suffered or is likely to suffer harm must report (s26).	Certain prescribed persons (e.g., teachers, police, health practitioners). Others encouraged to report.
Threshold for Reporting	Child has suffered, is suffering, or is at unacceptable risk of suffering significant harm AND no parent willing/able to protect.	Child has suffered OR is likely to suffer harm (broader threshold than QLD/TAS).	Child has suffered OR is likely to suffer abuse or neglect.
Criminal Failure to Report Sexual Offence Against Child	Criminal Code Act 1899 (Qld) – Failure to report sexual offence against child under 16 is a criminal offence for any adult.	Mandatory reporting obligation applies broadly to harm, including sexual abuse. Criminal Code provisions apply to sexual offences.	Criminal Code Act 1924 (Tas) – Failure to report sexual abuse of a child may constitute an offence.
Age Threshold – Criminal Sexual Offence Reporting	Under 16 years (specific failure to report provision).	Under 18 years (child definition applies; mandatory reporting broad).	Under 18 years (child definition applies).
Report Child Protection Concerns To	Regional Intake Service (business hours) After Hours: 1800 177 135	1800 700 250 (24/7 Child Protection Hotline)	1800 000 123 (Strong Families Safe Kids Advice & Referral Line)
Immediate Danger	000	000	000
Police Non-Urgent Reporting	131 444	131 444	131 444
Reportable Conduct Scheme	Child Safe Organisations Act 2024 (Qld) – Commencing 1 July 2026	No statutory reportable conduct scheme identified	Child and Youth Safe Organisations Act 2023 (Tas)
Working With Children Check	Blue Card	Ochre Card	Registration to Work with Vulnerable People
NDIS Reportable Incidents (if applicable)	Must report serious incidents to NDIS Commission within required timeframe (24 hours for serious incidents)	Must report serious incidents to NDIS Commission within required timeframe (24 hours for serious incidents)	Must report serious incidents to NDIS Commission within required timeframe (24 hours for serious incidents)

Staff must apply the legislative requirements of the state in which the incident occurred and/or the child resides.