



MercyWorks

SISTERS OF MERCY  
IN AUSTRALIA & PAPUA NEW GUINEA

## CHILD PROTECTION POLICY

Policy Number:	2	Version:	2.5
Updated by:	Policy Writer: Megan Giles	Approved by Board on:	23 Oct 2019
Reason of Review:	To meet ACFID regulations	Review date:	Oct 2020

Mercy Works Limited (MWL) promotes social justice through local and overseas relief and development activities that are part of the mission and vision of the Sisters of Mercy in Australia and Papua New Guinea.

The programs engage in partnership with communities to promote justice, self-reliance and to support peoples and communities who are displaced or denied access to basic resources such as education, health care and social welfare.

MWL recognises that by the nature of our work, our operations may pose a risk to children; therefore, we have developed this Child Protection Policy (CPP) to proactively work to mitigate those risks.

### STATEMENT OF COMMITMENT TO CHILD SAFEGUARDING

MWL has a zero-tolerance approach to child abuse and is committed to taking all necessary steps to ensure that all children and young people with whom we work (both here in Australia and overseas in our development programs) are provided a child safe environment at all times.

### PURPOSE

MWL is obliged to adhere to national, local and international child protection criminal laws, which prohibit the abuse and exploitation of children. These include local laws where MWL's programs exist, and international laws and Conventions in relation to all forms of child abuse and child exploitation, including: child sex tourism, child sex trafficking, child labour and child pornography.

### PRINCIPLES

- MWL believes that all children have the right to be safe at all times. We will proactively work to provide safe and protective programs, activities and environments.
- MWL believes that all children should be equally protected and assisted regardless of their gender, nationality, religious or political beliefs, family background, economic status, physical or mental health or criminal background.
- The fundamental principle of the United Nations Convention on the Rights of the Child (UNCRC) is that children have their own indivisible rights.
- MWL recognises its duty of care to take all reasonable steps to ensure that children are safe from harm.
- MWL will take proactive steps to create child-safe and child-friendly programs.
- MWL will ensure that all its staff and stakeholders are trained on the Policy and their responsibilities under the Policy.
- All decisions regarding the welfare and protection of children are based on the Best Interests of the Child Principle.

## CONTEXT

Some children are more vulnerable to abuse and exploitation than others. Children living in extreme poverty, children with disabilities, children from minority groups, children living in residential care, children living in emergency or conflict situations, children who are displaced or marginalised and others are often at higher risk of abuse than others.

## DEFINITIONS

**Bullying** is the inappropriate use of power by an individual or group, which poses a risk to someone's health and safety (physical or emotional). It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal). a) Physically, bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury b) Verbal bullying includes insults, taunts, threats and ridicules c) Psychological bullying includes physical intimidation and ostracism

**Child Abuse** refers to abuse that may happen to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse includes physical, sexual, emotional, neglect, bullying, child labour and family violence. Abuse can be inflicted on a child by both men and women, as well as by young people themselves and in some cases; professionals and other adults working with children in a position of trust also abuse children.

**Child-Sex Tourism** MWL adopts the End Child Prostitution Child Pornography and Trafficking of Children for Sexual Purposes (ECPAT International) (2006) definition of child-sex tourism as '...the commercial sexual exploitation of children by men or women who travel from one place to another, usually from a richer country to one that is less developed, and there engage in sexual acts with children, defined as anyone aged under 18 years of age.'

**Child** refers to any person under the age of 18 years, unless a nation's laws recognise adulthood earlier.

**Child Protection** is the term used to describe the responsibilities and activities undertaken to prevent or stop children being abused or maltreated.

**Child Safeguarding** refers to actions, policies and procedures that create and maintain protective environments for children including to protect them from exploitation and abuse of all kinds

### Children in Emergencies

Children in emergencies are especially vulnerable to abuse and exploitation. In an emergency or crisis situation, children are extremely vulnerable when they become part of a displaced or traumatised population.

**Duty of Care** is a common law concept that refers to the responsibility of the organisation to provide children with an adequate level of protection against harm. It is the duty of the organisation to protect children from all reasonably foreseeable risk of injury.

**Emotional Abuse** occurs when a child is repeatedly rejected or frightened by threats. This may involve name calling, being put down or continual coldness from parent or care giver; to the extent that it affects the child's physical and emotional growth.

**Exploitation** refers to the use of the child in work or other activities for the benefit of others that are to the detriment of the child's physical and mental health, education, or moral and social-emotional development. It includes, but is not limited to, child labour, child trafficking and child sexual exploitation.

**Neglect** is the persistent failure or the deliberate denial to provide the child with clean water, food, shelter, sanitation or supervision or care to the extent that the child's health and development are placed at risk.

**Physical Abuse** occurs when a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.

**Sexual Abuse** occurs when a child or young person is used by an older or bigger child, adolescent or adult for his or her own sexual stimulation or gratification - regardless of the age of majority or age of consent locally. These can be contact or noncontact acts, including sexualised language, voyeurism, fondling genitals or breasts,

masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object and exposing a child to, or involving a child in pornography.

## **SCOPE**

This Policy applies to all Members, Donors, Employees, Volunteers, Partners, Directors and other Stakeholders in Australia and Overseas affiliations to protect MWL against unauthorised practices or serious breaches of MWL compliance obligations.

MWL has delineated a child safe Code of Conduct for Working with Children Declaration (Appendix A) to provide clear behavioural expectations and to direct staff at all levels to maintain a safe environment, which prevents exploitation and abuse of a child.

MWL unconditionally commits to the following:

- The safety and wellbeing of all children from harm and abuse.
- At all times to portray children in a respectful, appropriate and consensual way.
- To act without hesitation to ensure a child-safe environment is maintained.
- The protection of children from harm, abuse and exploitation.
- Upholding the rights of children under the UNCRC.
- To provide the safest possible programs and environments for children by identifying and managing risks that may lead them to harm.
- On-going staff training in relation to child protection.
- To educate staff about child harm and abuse and promote a child-safe and a child-friendly culture where everyone is committed to keeping children safe.
- To create an open and aware environment where concerns for the safety and wellbeing of a child can be raised and managed in a fair and just manner, which protects the rights of all.
- To have policies and procedures in place which promote the safety and well-being of all children accessing its services and programs, in particular, to minimise the risk of abuse to children.
- To adhere to local and international child protection criminal laws, which prohibit the abuse and exploitation of children, which include local laws where MWL programs exist, and international laws and Conventions in relation to all forms of child abuse and child exploitation, including child sex tourism, child sex trafficking, child labour and child pornography.
- The screening of all photographers for their suitability with police checks completed where appropriate.

## **RISK MANAGEMENT**

MWL recognises that there are a number of potential risks to children in the delivery of our programs. In recognising these risks, MWL proactively assesses and manages risks to children in order to reduce the risk of harm. This is achieved by examining each activity and program and its potential impact on children. Activities and programs that involve direct work with children are considered a higher risk, and therefore require more stringent child protection procedures.

MWL has a committed approach to risk management to ensure all identified risks are effectively mitigated. The following specific risks are considered:

- Misuse of images of Children on electronic devices.
- Parental Consent for use of Children's images not requested.
- Concerns or allegations of Child abuse / Exploitation /Harm not reported and followed up.
- Allegations or suspicions of abuse are not reported, recorded and acted upon.
- Child Protection Policy not communicated to staff (incl. Volunteers) and all Stakeholders.
- Monitoring of Child Protection Policy Obligations not completed.
- Unclear definition of Prohibited and Abusive behaviour regarding sexual abuse.
- Inadequate Child Protection Risk Assessments completed.
- Child Protection Risk Assessments not completed for each program.
- Child Protection Risk Assessments not completed prior to working with Partners.
- Photo ID Tags not visible or worn by personnel working with Children.

MWL's child protection procedure is included in its risk control review and is in accordance with the ACFID Code of Conduct.

## **OVERVIEW OF COMMUNICATION AND USE OF CHILDREN'S IMAGES GUIDELINES**

MWL will at all times portray children in a respectful, appropriate and consensual way.

## **PERSONNEL RECRUITMENT AND SELECTION**

MWL is committed to child safe recruitment, selection and screening practices. MWL will not knowingly engage – directly or indirectly – anyone who poses a risk to children. These practices aim to recruit the safest and most suitable people to work in our programs. Our child safe practices include:

- Promoting our child safe commitment on our website, in other promotional materials and in all job advertisements.
- All applicants will receive a copy of MWL’s CPP and be informed of the screening requirements when they are sent the application form.
- All positions will be assessed for the level for risk in relation to contact with children. Contact with children is defined as “Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment”. Working with children is defined as being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works. Positions which work with children will require the highest level of screening and the applicant must possess relevant qualifications and experience in working with children.
- Where the candidate is working directly with children in Australia, they may require a Working with Children Check (depending on the jurisdiction).
- All MWL personnel, staff, volunteers, partners and project visitors will be required to read and acknowledge MWL’s CPP and read and sign MWL’s Code of Conduct for Working with Children Declaration.
- MWL reserves the right to refuse employment or terminate any person’s employment that may pose a risk to children. Employment contracts will contain provisions for the prevention of a person working with children if they present an unacceptable risk to children. This may include suspension or transfer to other duties for any employee who is under investigation and provisions to dismiss any employee after an investigation or who breaches the MWL’s Code of Conduct for Working with Children Declaration.

## **EDUCATING THE ORGANISATION ON CHILD ABUSE AND THE CHILD PROTECTION POLICY**

MWL is committed to educating personnel and associates in child protection and abuse, in the CPP, in how to reduce risks and create child safe environments. We will promote child safe practices which keep children safe in the organisation and in their own community and provide information about child protection to the children and communities in which we work. This information will include reporting child abuse if they have concerns about an MWL member of staff or another representative in the organisation.

## **WORKING WITH PARTNERS**

MWL ensures that any implementing partner is a child safe organisation by including partners in the scope of MWL’s Child Protection Policy and procedures. MWL’s Child Protection Policy and Code of Conduct for Working with Children Declaration will be included in all partnership agreements and contracts.

## **PROGRAMS THAT FACILITATE DIRECT CONTACT WITH CHILDREN**

MWL recognises the need to implement specific guidelines to manage the child protection risks within its sponsorship/volunteer visit/donor visit programs. These guidelines include ensuring that:

- Letters which contain political or religious comments which could cause offence or be inappropriate are not permitted.
- All sponsors/volunteers/donors will receive a child safeguarding briefing that includes clear child protection and behavioural guidelines.
- All visits should be arranged in advance through our office and sponsors/volunteers/donors interviewed.
- Sponsors/volunteers/donors arrange their visit via MWL in Australia, giving at least 3 months’ notice.
- Police checks are required for visiting sponsors/volunteers/donors and any accompanying family members.
- Volunteers participating in MWL Programs will be required to supply references.
- Volunteers participating in MWL Programs will be required to participate in child safeguarding training prior to their visit.
- All sponsors/visitors are expected to read and abide by the Child Protection Policy and read, abide and sign the Code of Conduct for Working with Children Declaration.
- Partner agency staff will be present at all times during the visit/program.
- Children should not be invited to leave or taken away from their communities.

- Invitations to the sponsor's/volunteers/donor's country are not permitted.
- All gifts and correspondence will be screened by the agency.
- The exchange of mailing addresses and contact details (including online forums) is not permitted at any time.
- After every visit a report will be sent to the head office.
- All visits will be monitored.
- Visitors will not be permitted to stay with a child in their home/centre or community overnight.
- Where sponsors/visitors/donors go against policies the organisation can bring sponsorship/relationship with MWL to a close.
- Return visits to the child/community/centre without the facilitation of MWL will be considered a breach of the CPP and Code of Conduct for Working with Children Declaration and follow up action will be taken by MWL, including reporting to authorities if deemed necessary.

## WORKING IN EMERGENCY CONTEXTS

MWL is committed to ensuring the protection of children when we respond to a humanitarian emergency. We have specific safeguarding standards in place that are implemented in all our emergency responses.

## RESPONDING TO AND REPORTING CHILD PROTECTION CONCERNS

MWL considers the abuse and exploitation of children to be completely unacceptable. We will take all concerns and reports of child abuse seriously and act on these reports immediately. MWL is committed to a reporting process which is truthful, fair and professional.

It is mandatory for all MWL personnel and associates to report any witnessed, suspected or alleged incidents of child exploitation or abuse or any breach of the CPP and Code of Conduct for Working with Children Declaration. These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or person/s outside of the organisation's programs. If you do have a concern you should immediately follow MWL's child abuse reporting procedures.

<b>Who should report?</b>	All MWL staff and associates including people in the community and partner organisations.
<b>What should be reported?</b>	Any disclosure, concern or allegation from a child, community member, staff or associate regarding the safety, abuse or exploitation of a child (this includes actual, suspected, or risk of abuse or harm to a child) Any observation or concerning behaviour exhibited by an MWL staff, volunteer or other associate that breaches the MWL Code of Conduct for Working with Children Declaration.
<b>When to report?</b>	Child abuse concerns should be raised immediately.
<b>Who to report to?</b>	Overseas: Child abuse reports should be made to the In- Country Coordinator. If this is not possible reports can be made directly to the Australian based Executive Director.  In Australia: Child abuse reports should be made to Sally Bradley RSM, Executive Director ( <a href="mailto:sally.bradley@mercyworks.org.au">sally.bradley@mercyworks.org.au</a> ), or to the Board Chair via Mercy Works Parramatta.
<b>How should it be reported?</b>	Verbally and by completing the MWL child abuse incident reporting sheet found on the Mercy Works website.
<b>What will happen next?</b>	The Executive Director and/or In-Country Director will discuss the allegations and then decide upon the next step. This will involve one or more of the following: <ul style="list-style-type: none"> <li>• Interviewing the person/persons who made the allegations and/or other witnesses to gather more information with which to make a decision about the allegation;</li> <li>• Reporting to local police and or child protection authority when it is suspected or becomes clear that a crime has been committed;</li> </ul>

	<ul style="list-style-type: none"> <li>• Reporting to the Australian Federal Police when it is suspected or becomes clear that a crime has been committed regarding child sex tourism, child sex trafficking and child pornography;</li> <li>• Reporting to local child protection services as necessary;</li> <li>• Handling the concern internally if it is not a criminal matter.</li> <li>• No further action taken.</li> <li>• Providing support to all stakeholders (including reporter) as necessary.</li> </ul>
<b>Confidentiality</b>	<p>Confidentiality is a key principle of reporting and managing child protection concerns. All information regarding a child protection concern must only be shared with the Executive Director and/or In-Country Director. The names of people involved, and the details of the report will remain confidential. Information will only be released on a “need to know” basis or when required by Australian or overseas law or when a report to police or child protection authorities is made.</p>
<b>Disciplinary action</b>	<p>Disciplinary action will be taken against any personnel or associate found to:</p> <ul style="list-style-type: none"> <li>• Have failed to report a child protection concern.</li> <li>• Have intentionally made a false allegation.</li> <li>• Have made a serious breach of the CPP and/or MWL Code of Conduct for Working with Children Declaration (minor breaches may result in action such as refresher training or increased supervision).</li> </ul> <p>Disciplinary action may include the following sanctions:</p> <ul style="list-style-type: none"> <li>• MWL personnel – disciplinary action / dismissal.</li> <li>• MWL associates – up to and including termination of all relations including contractual and partnership agreements with MWL.</li> <li>• Where relevant – reporting to authorities.</li> </ul>
<b>Responding to disclosure by a child</b>	<p>The Code requires ACFID members to have a child-friendly complaint handling process.</p> <p>When a child/young person tells you that he or she has been abused, they may be feeling scared, guilty, ashamed, angry and powerless. You, in turn, may feel a sense of outrage, disgust, sadness, anger and sometimes disbelief.</p> <p>If a child discloses abuse, whatever the outcome, the child must be taken seriously. It is important for you to remain calm and in control and to reassure the child/young person that something will be done to keep him or her safe.</p> <p>When a child or young persons discloses, they are being harmed, you can show your care and concern for the child/young person by:</p> <ul style="list-style-type: none"> <li>• Listening carefully.</li> <li>• Telling the child/young person you believe him or her.</li> <li>• Telling the child/young person it is not their fault and he/she is not responsible for the abuse.</li> <li>• Telling the child/young person you are pleased he/she told you.</li> </ul> <p>You will not be helping the child/young person if you:</p> <ul style="list-style-type: none"> <li>• Make promises you cannot keep, such as promising that you will not tell anyone.</li> <li>• Push the child/young person into giving details of the abuse. Your role is to listen to what the child/young person wants to tell you and not to conduct an investigation (beware of asking any leading questions as this may prejudice any subsequent investigation).</li> <li>• Indiscriminately discuss the circumstances of the child/young person with others not directly involved.</li> </ul>
<b>General statements</b>	<p>MWL will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration. All reports will be handled professionally, confidentially and expeditiously.</p>

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All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. MWL will ensure that the interests of anyone reporting child abuse in good faith are protected.

The rights and welfare of the child is of prime importance. Every effort will be made to protect the rights and safety of the child throughout the investigation.

Children and community members with whom MWL works will be provided with information about how to report any child protection concerns about MWL staff members and associates.

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## **INVOLVING CHILDREN AND YOUNG PEOPLE**

MWL recognises the unique insight, experiences and contribution of children and young people and works with them to help identify any potential child protection risks in all programs that include or affect children and young people. These risks are included in the risk management strategy and monitored throughout the program cycle.

## **POLICY REVIEW**

MWL's Child Protection Policy will be reviewed every year. Any change made to the Policy will be signed off by MWL management and the Board.

## **CONFLICT OF INTEREST**

MWL commits to a very high standard of ethical conduct. In the event of an actual, potential or perceived conflict of interest arising, between the interests of MWL or its subsidiaries and an employee, contractor, volunteer, partner, director, vendor or supplier, which could inappropriately influence or give rise to a concern based on fact, the Executive Director is immediately advised and MWL's Conflict of Interest policy is invoked and strictly followed.

## **RELATED DOCUMENTS**

- Lukautim Pikinini Act 2015
- Department of Foreign Affairs and Trade Child Protection, Australia, 2017
- PNG National Policy on Disability, 2015
- Vatican Right Relations stand on Child Protection
- Human Rights Policy
- Partnership Policy
- Conflict of Interest Policy
- Code of Conduct Policy
- Privacy Policy
- Complaints Handling Policy

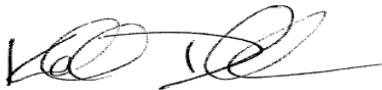
## **AFFILIATIONS**

### **ACNC**

MWL is registered as a charity with the Australian Charities & Not-for-profit Commission (ACNC) and complies with its ongoing obligations, including reporting to the ACNC annually.

### **ACFID**

MWL is a member of the Australian Council for International Development (ACFID) and a signatory to the ACFID Code of Conduct, which commits international aid and development organisations to good standards of governance, transparency, accountability and effectiveness.

<b>Board Chair Signature</b>	
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<b>Date</b>	23 October 2019
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## APPENDIX A

### CODE OF CONDUCT FOR WORKING WITH CHILDREN DECLARATION

All Directors, Members, Staff, Volunteers, Contractors, Donors and Partners are responsible for conducting themselves in a professional manner consistent with their role as a Mercy Works' Limited representative and as a positive role model to children. This means establishing and maintaining clear boundaries that serve to protect everyone from misunderstandings or violations of the professional relationship.

Under this Child Safe Code of Conduct, I will:

- Conduct myself in a manner that is consistent the values of MWL.
- Provide a welcoming, inclusive and safe environment for all children and young people.
- Respect all children and treat them equally regardless of gender, race, religious or political beliefs, age, physical or mental health, sexual orientation, family and social background and culture, economic status or criminal background.
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in the decisions that affect them.
- Immediately report any concerns of child abuse or breach of the Child Protection Policy or this Code of Conduct for Working with Children Declaration according to the guidelines outlined in the Child Protection Policy.
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before, or during my association with MWL.
- Take responsibility for ensuring that I am accountable and do not place myself in positions where there is a risk of allegations being made.
- Self-assess my behaviours, actions, language and relationships with children.
- Comply with all relevant Australian and overseas child protection legislation, including labour laws in relation to child labour.
- Consult with the Executive Director or other relevant staff if I have any questions regarding child protection and how it relates to my work/relationship with MWL.
- Comply with the MWL Child Protection Policy and Procedures.
- Whenever possible, ensure that another adult is present when working near children.
- Be a positive role model for children.
- Treat all children in any of the programmes with respect.

Under this Child Safe Code of Conduct, I will not:

- Engage in behaviour that is intended to shame, humiliate, belittle, degrade or exploit children.
- Use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, discriminatory, demeaning or culturally inappropriate.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Invite unaccompanied children into my home/hotel or other private location, unless they are at immediate risk of injury or in physical danger.
- Sleep in the same room or bed as a child.
- Smack, hit or physically assault or physically punish children.
- Involve children in sexual relationships or any form of sexual activity, including paying for sexual services.
- Develop relationships with children that may be deemed exploitative or abusive.
- Not give or provide children with alcohol or illegal drugs.
- Not show favouritism through the provision of gifts or inappropriate attention.
- Behave provocatively or inappropriately with a child.
- Condone or participate in, behaviour of children that is illegal, unsafe or abusive.
- Act in a way that shows unfair and differential treatment of children.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact and spend time with any child or young person outside the program times.
- Use any computers, mobile phones, video and digital cameras, or social media inappropriately, nor use them for the purpose of exploiting or harassing children.
- Hire minors for domestic or other labour.

When photographing or filming a child, or using children's images for work-related purposes, I will:

- Obtain informed and documented consent of the child and his/her parents or guardians before photography/filming.
- Provide an explanation on how the photograph/film will be use.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Images are honest representations of the context and facts.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Take care to ensure the local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.

Failure to comply with these directives will result in disciplinary action being taken, up to and including immediate termination of employment, termination of contractor agreement, notification to external agencies and/or criminal charges.

I \_\_\_\_\_ have read this Child Protection Policy and agree to comply unconditionally, with all its directives.

\_\_\_\_\_

\_\_\_\_\_  
Signed

Date

CHILD PROTECTION INCIDENT REPORTING FORM



<b>About You</b>	
Name:	
Your role in Mercy Works Limited Australia:	
Contact phone number:	
Email:	
Details of any other organisation involved:	
Your relationship to the child or young person concerned:	
<b>General Information</b>	
Country:	
Location:	
Partner in location (if applicable):	
Mercy Works Limited Program this relates to:	
Please indicate the most appropriate descriptor (if applicable): <input type="checkbox"/> Mercy Works Limited employee, volunteer, contractor <input type="checkbox"/> NGO employee, volunteer, contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Australian Citizen or Permanent Resident	
Nature of the report: <input type="checkbox"/> Sexual Abuse and/or exploitation <input type="checkbox"/> Physical abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Breach of Child Protection Policy <input type="checkbox"/> Breach of Code of Conduct <input type="checkbox"/> Inappropriate use of images <input type="checkbox"/> Other _____	
<b>Details of Person(s) against whom the allegation has been made (if applicable)</b>	
Name(s):	
Sex:	
Position(s):	
Contact details (if known):	
<b>About the Child / Young Person</b>	
Name(s):	
Sex(s):	
Age(s):	
Address(s):	
Who does the child or young person live with?	
<b>About Your Concern</b>	
Nature of concern / allegation:	
How did you come to have a concern?	
Was abuse observed or suspected?	
Date, time and place of any incident(s) or when the concern came to your attention:	
Was an allegation made?	Did a child disclose abuse?

If a child disclosed abuse, write down exactly what the child said, and what you said:	
Observations made by you (e.g. child's emotional state, any physical evidence):	
Any other relevant information (e.g. disability, language)	
Were other children involved or aware?	
Who have you reported this incident to?	
Time and date of reporting:	
Advice received from person(s) to whom the report was made:	
Action taken: a) by you b) by the person to whom you reported the incident  Current Situation: Is the child still in danger of abuse or neglect and if so in what way?	
<b>Declaration of Disclosure</b>	
I state that in making this disclosure, the information set out above is to the best of my recollection true, accurate and correct.	
Name of Person relaying this disclosure: _____	
Signature of Person relaying this disclosure: _____ Date: _____	
Forward by Post: Executive Director Sally Bradley RSM Mercy Works Limited PO Box 2023 North Parramatta NSW 1750	Australia Scan and email: Executive Director <a href="mailto:sally.bradley@mercyworks.org.au">sally.bradley@mercyworks.org.au</a>