Quick Guide

ARCHDIOCESE OF BRISBANE

Handling Safeguarding Concerns & Abuse Incidents

Abuse concerns, suspicions, disclosures, allegations, reports or incidents.
Other concerning behaviour (e.g. grooming)
Breaches of safeguarding policy, procedures & practices.

Disclosure (child/adult-at-risk) | Report / Whistleblowing | Complaint / Allegation | Observation / Event | Concern / Suspicion

If a person is in imminent danger or risk of harm call the police or Triple Zero '000'

Use a private & safe space (not isolated)

Reassure & Listen

Clarify (don't cross examine)

Explain next steps (including reporting obligations)

Comfort & Support

RESPOND

- Take action to stop the situation (if necessary & possible).
- Take steps to prevent further abuse or harm (manage risks).
- Provide care & support to anyone affected.

RECORD

- Document details of the incident asap after the event.
- Preserve potential evidence (e.g. text messages, security footage).

REPORT

- Report to the designated responsible person asap & within 24 hours.
- The designated responsible person will report to the organisation.
- Record when and to whom the report was made.
- Keep a copy of all notes, records, evidence.

Do not promise to keep an abuse disclosure secret.

It is a legal requirement to report suspected child sexual abuse (past or present) to the police.
Contact the Legal, Governance & Risk Office asap on 07 3324 3575 or childabusealert@bne.catholic.net.au.

Qld Police Service - Emergency: '000' Policelink: 131 444

Child Safety Services - Find your local intake service at: www.csyw.qld.gov.au/contact-us

Safeguarding Service - Ph: 3324 3752 Email: safeguarding@bne.catholic.net.au

STOPline Service - Ph: 1300 304 550 Email: AOB@stopline.com.au