

## 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 Safety, Risk & Governance Office asap on 07 3324 3575 or [childabusealert@bne.catholic.net.au](mailto:childabusealert@bne.catholic.net.au).

**Qld Police Service** - Emergency: '000'

**Policelink:** 131 444

**Child Safety Intake Services** - [www.families.qld.gov.au/our-work/child-safety/protecting-children](http://www.families.qld.gov.au/our-work/child-safety/protecting-children)

**Safeguarding Service** - Ph: 3324 3752 Email: [safeguarding@bne.catholic.net.au](mailto:safeguarding@bne.catholic.net.au)

**STOPline Service** - Ph: 1300 304 550 Email: [AOB@stopline.com.au](mailto:AOB@stopline.com.au)