



Reporting Procedure

Young Life Australia Ltd

PO Box 552 Ryde NSW 1680

ABN 96 592 278 795

1. Scope

This procedure applies to all Young Life staff (employees and volunteers).

2. Rationale and Purpose

Young Life Australia is committed to providing safe environments free from abuse and violence of any kind.

The youth and university context of Young Life means that Young Life staff may receive disclosures from youth and adults relating to conduct involving adults or children and harm.

This procedure enables Young Life staff to respond transparently and consistently to:

- disclosures of mandatory reporting
- both present and historical; and
- situations in which a reasonable belief is formed that sexual abuse or domestic violence is occurring; or the threat of self-harm is imminent.

Young Life has appointed Creating Safer Communities (CSC), an independent organisation experienced in providing advice for ministry safety to assist Young Life staff in responding to these matters.

When you have a concern, please contact the CSC Helpline on 1800 070 511.

3. Procedure

3.1. RECEIPT OF DISCLOSURE OR INFORMATION.

Anyone may disclose information to Young Life staff about sexual abuse or domestic violence, neglect or where there is a threat of self-harm.

Young Life staff may obtain information other than via a disclosure, for example by forming a reasonable belief that the conduct is occurring or is likely to occur based on their own observations, or behavioural indicators.

The disclosure may or may not relate to the conduct of Young Life staff. Regardless, the process to follow is the same.

3.2. REPORT EMERGENCIES TO POLICE AND MANAGE RISK.

If the disclosure or information relates to a person whose immediate safety and wellbeing is at risk, contact Police urgently on 000 (Emergency) or 131 444 (Police Assistance Line).

If there are immediate steps you can safely take to mitigate risk to others then take those steps, following any Police instructions and ensuring that other people, including children, are removed from immediate danger.

3.3. NOTIFY THE CSC HELPLINE

On receipt of a disclosure or on forming a reasonable belief that conduct is occurring or likely to occur, Young Life staff should take the following steps:

- Contact the Area Director.
- Contact the CSC Helpline on **1800 070 511**.
- Act in accordance with the advice from CSC, including making reports to government authorities as required.
- Seek further advice from CSC as the situation changes or develops.
- In the case of immediate risk of harm, call 000, provide pastoral support and help make a short-term safety plan.

3.4. SUPPORTING IMPACTED PERSON(S)

During the CSC Helpline call (or follow up calls), Young Life staff will be provided with advice on how to respond, including procedural and pastoral responses.

CSC will email a report to the staff member, who called the Helpline. The National Office will also be notified.

As appropriate and after advice from CSC, Young Life staff shall offer support to:

- The person who has made the disclosure.
- The person for whom a reasonable belief has been formed.

- Other people identified during the CSC Helpline call.

Young Life staff shall speak with CSC about the provision of support and other procedural steps, including:

- Pastoral care options for the person(s) affected.
- The privacy rights of the disclosing person, including if they do not want the matter reported to police.
- Understanding state or territory reporting requirements, including the failure to report, failure to protect, reportable conduct, and any child protection mandatory reporting.
- Self-care options for the relevant Young Life staff.

3.5. REPORTING WITHIN YOUNG LIFE

[Internal incident report](#) to be completed.

3.5.3. ONGOING OR COMPLEX INCIDENTS

Young Life staff shall keep contemporaneous incident notes for future reference and send them to the National Office.

If no further action by Young Life staff is required, the CSC Report is sufficient.

If further actions are required, include the incident notes with the CSC Report provided. This file must be submitted to National Office.

In the event of an ongoing or complex incident, notes should be submitted periodically.

Young Life staff must then submit their file notes to the National Office as an attachment at the conclusion of the incident.

This CSC Report is the Incident Report for Young Life, no separate Incident Report needs to be submitted.

4. Definitions

CSC Report is a standard report CSC generates for all calls from Young Life staff to the Helpline.

Disclosure means a process by which a person conveys or attempts to convey that they are being or have been sexually abused, experienced domestic violence or are self-harming.

Disclosures may take many forms: they might be verbal or non-verbal, intentional, or accidental, prompted by questions from another person, or triggered by a memory of the abuse.

A disclosure may also become a complaint when made to an institution or a report when made to an external authority or agency.

Employee means all staff remunerated directly by Young Life, excluding volunteers, contractors, and staff remunerated by other organisations, even where Young Life is used for financial support raising.

Reasonable belief means a belief formed on reasonable grounds, meaning there is some objective basis for the belief.

Volunteer means all volunteers on any type of signed volunteer agreement with Young Life including directors of Young Life.