





**Responding to Incident Reports
Risk of Harm / Disclosures**

 Someone advises you of a disclosure, or raises concerns regarding the immediate welfare of a child.


 Help the person who has received the disclosure, or is raising the concern to complete an Incident Report – Risk of Harm. Reassure, and provide appropriate care for the person receiving the disclosure.

Remember: When Receiving a Disclosure DO

1. LISTEN - You will need to write down exactly what was said
2. KEEP IT BRIEF - Close the conversation down quickly. This is not the only time the child will have to share their story and you may actually harm an investigation.
3. REASSURE - Let them know they have done the right thing in telling you.
4. INFORM - Let them know what needs to happen - you will need to tell someone who can help.

DON'T

1. DO NOT INVESTIGATE THE DISCLOSURE - You don't need to prove this. Don't ask leading questions.
2. DO NOT DISMISS THIS - Children rarely lie about such matters.
3. DO NOT MAKE PROMISES - You may not be able to stop the abuse.
4. DO NOT SHARE - You cannot tell anyone who does not need to know.


 Is there any immediate risk of harm to anyone? Do you believe that a young person is in immediate need of assistance?

Yes

Call the Police on 131 444 or 000 if life threatening.




No

 Is the Report on behalf of a child or young person who has been abused, or is at risk of being abused, neglected, ill treated, or exposed to behaviour that psychologically harms the child?

Yes

Contact the nearest Department Child Protection. Visit www.dcp.wa.gov.au for more information. The DCP will advise you about the initial action to take.


No

 Is the Report regarding a persons mental health that may be placing self or others at risk of harm? Or a suicide attempt or threat?

Yes

Contact either an ambulance; police; a local mental health team or the Mental Health Emergency Response Line
Metro: 1300 555 788 Peel: 1800 676 822
www.mentalhealth.wa.gov.au


No

 Is the Report concerning criminal offences by others?

Yes

Contact your local Police. Seek advice from BCWA.
Tel Office Hours: 6313 6300
Emergency After Hours: 0417 335 754
[Www.baptistwa.asn.au](http://www.baptistwa.asn.au)


No

 Is this Report raising allegations of ministry misconduct or abuse by church leaders?

Yes

Seek advise from the BCWA Church Liaison Officer.

No

 Do you need help responding to this Report?

Yes