

BEACONSFIELD BAPTIST CHURCH

Child Safety Complaints Handling & Reporting Procedures

This document should be read in conjunction with the Child Safety & Wellbeing Policy and Code of Conduct



Beaconsfield Baptist Church is committed to the safety and wellbeing of all children and young people.

Child Safety Complaints Handling & Reporting Procedures

1. Introduction

- 1.1 Beaconsfield Baptist Church (**BBC**) is committed to ensuring that all concerns, complaints, disclosures and allegations relating to the safety and wellbeing of children and young people are responded to promptly, respectfully, lawfully and with a child-focused approach.
- 1.2 This Procedure outlines the step-by-step process for receiving, responding to, reporting, investigating, documenting and finalising complaints or concerns involving children or young people. It must be followed by all Pastors, Elders, Deacons, staff, leaders, volunteers, contractors, and anyone covered by the Child Safety & Wellbeing Policy.
- 1.3 You do not need to be a child safety expert to follow this Procedure. The aim is to make it easy to understand, easy to follow, and impossible to overlook.
- 1.4 This Procedure operationalises BBC's commitment to zero tolerance for child abuse and harm, and supports compliance with the Victorian Child Safe Standards, the Reportable Conduct Scheme, mandatory reporting obligations, and other legal requirements.

2. Purpose

- 2.1 Provide a clear, consistent and child-focused process for handling complaints, concerns, breaches, disclosures or allegations involving children and young people.
- 2.2 Ensure all reports are taken seriously, documented, and acted upon without delay.
- 2.3 Clarify internal and external reporting obligations and ensure timely escalation to statutory authorities where required.
- 2.4 Ensure investigations are conducted safely, fairly and in accordance with the law.
- 2.5 Protect children, families, reporters, and accused persons through appropriate confidentiality, support, and pastoral care.
- 2.6 Support continuous improvement by ensuring lessons learned are fed back into policy, training and risk systems.

3. Scope

- 3.1 This Procedure applies:
 - a) to **everyone** at BBC, including:
 - Pastors
 - Elders
 - Deacons
 - Paid staff
 - Volunteer leaders

- Ministry volunteers
 - Contractors engaged in child-related work
 - Safe Church Persons
 - Child Safety Committee members
 - Any person who observes or receives a concern
- b) to **all** concerns, disclosures, allegations, complaints, breaches or suspected breaches of the Child Safety & Wellbeing Policy, the Code of Conduct, or any behaviour that may place a child at risk.

For example,

- A child tells you they are unsafe
- You observe behaviour that seems inappropriate
- Someone reports that a leader crossed boundaries
- A volunteer sees grooming behaviour online or in person
- A parent raises a concern about how a leader behaved
- You suspect abuse due to signs or behaviour
- Someone reports sexual misconduct or physical harm
- There is an allegation involving a staff member, volunteer or attendee
- A child discloses something historical (from years ago)

Historical complaints or disclosures must be treated with the same seriousness and urgency as current incidents. The fact that something occurred “a long time ago” does not lessen BBC’s responsibility to respond, report, and support.

- c) to all conduct occurring:
- on BBC premises;
 - in BBC ministries, programs, activities or services;
 - during online or virtual interactions (including email, telecommunication, social media software applications, and other online communications);
 - during offsite activities, including, but not limited to, camps, excursions, activities and events, youth groups, and home-based congregation (such as for the purposes of a Bible Study or Prayer Group);
 - in any situation where a BBC representative is acting in a ministry capacity.

4. Key Roles in the Complaints Procedure

4.1 These roles align with BBC’s Child Safety & Wellbeing Policy’s Roles and Responsibilities section.

4.2 **Safe Church Persons (first points of contact)**

- a) Receive disclosures, concerns or complaints.
- b) Document and notify the Child Safety Deacon immediately.
- c) Participate in internal investigations with the Child Safety Deacon.
- d) Ensure independent oversight, support and visibility.

4.3 **Child Safety Deacon (investigation lead)**

- a) Coordinates the response.
- b) Ensures all legal reporting occurs.
- c) Conducts internal investigations jointly with a Safe Church Person.
- d) Reports to the Leadership Team and Child Safety Committee.

4.4 **Child Safety Committee (oversight, not investigator)**

- a) Monitors compliance with process.
- b) Ensures internal investigations follow procedure.
- c) Identifies systemic issues and informs improvements.

4.5 **Leadership Team**

- a) Holds ultimate accountability.
- b) Receives reports on incidents and outcomes.
- c) Ensures external reporting obligations are met.

5. Principles Guiding All Responses

5.1 **Children come first**

The safety, rights and wellbeing of the child must always be the highest priority - above organisational reputation, relationships, convenience, or internal processes.

5.2 **Zero tolerance of abuse**

Every concern, disclosure or allegation - no matter how minor, incomplete, or uncertain - must be taken seriously, believed, and acted on immediately.

5.3 **Immediate action (no delay)**

All concerns must be reported as soon as they are received. If a child is in immediate danger, emergency services must be contacted (000).

5.4 **Child-focused, respectful and trauma-informed responses**

Children must be listened to calmly, believed, and supported. Responses must avoid blame, pressure, or leading questions.

5.5 **No wrong door**

Anyone at BBC who receives a concern or disclosure must act. Concerns must be passed immediately to a Safe Church Person or the Child Safety Deacon.

5.6 **Do not investigate**

Staff, leaders and volunteers **must not** attempt to investigate allegations. Only the Child Safety Deacon and

a Safe Church Persons (or an external investigator, where required) conduct inquiries after external reporting obligations have been met.

5.7 **Procedural fairness**

All parties - including those accused - are entitled to a fair and impartial process. However, procedural fairness can never override child safety.

5.8 **Confidentiality and privacy**

Information must be shared strictly on a *need-to-know* basis.

Do **not** promise absolute confidentiality - instead say: “I may need to tell someone so we can help keep you safe.”

5.9 **Mandatory reporting and legal compliance**

All responses must comply with Victorian law, including:

- *Children, Youth and Families Act 2005 (mandatory reporting)*
- *Crimes Act 1958 (failure to disclose, failure to protect, grooming)*
- *Child Wellbeing and Safety Act 2005 (Child Safe Standards)*
- *Reportable Conduct Scheme (CCYP oversight)*
- *Working With Children Act 2005*

5.10 **Conflict-free and transparent**

Anyone with a real or perceived conflict of interest must step aside. The Child Safety Committee monitors that internal investigations are conducted properly and without bias.

5.11 **Support for all involved**

BBC must offer appropriate pastoral support to:

- child or young person
- the person making the report
- anyone affected by the incident

5.12 **Support is separate from investigation**

Pastoral care must never be used to pressure, influence or silence a child, family, reporter or respondent. Any person providing pastoral support should not make investigative findings or decisions about outcomes.

5.13 **Reasonable belief**

For the purposes of mandatory reporting and other legal obligations, a “reasonable belief” may be formed when:

- a child states that they have been harmed or abused;
- someone else (adult or child) reports abuse or concerning behaviour;
- you observe physical signs of harm (e.g. injuries) that cannot be adequately explained;

- you observe behavioural indicators (e.g. sexualised behaviour, extreme fear, withdrawal) that cause concern; or
- you see patterns of behaviour in an adult (e.g. grooming, boundary violations) that would cause a reasonable person to suspect risk of harm.

You do not need proof. If you have a reasonable belief, you must report.

5.14 **Clear documentation and auditable records**

Every concern, report, disclosure, action, and decision must be documented promptly and stored securely in accordance with the Child Safety Procedures Manual.

6. What To Do When a Concern Arises (Step-by-Step Guide)

6.1 **Overview – The 9 Essential Steps**

When there is any concern about a child's safety or wellbeing, the process at BBC is:

1. **Respond** – Ensure immediate safety.
2. **Receive** – Listen, believe, reassure; *do not investigate*.
3. **Report Internally** – Contact a Safe Church Person and the Child Safety Deacon.
4. **Report Externally** – Police / Child Protection / CCYP as required by law.
5. **Record** – Complete written documentation within 24 hours.
6. **Risk Manage** – Put safeguards in place; stand people down if needed.
7. **Notify Leadership Team** – Limited information, for governance and risk oversight.
8. **Investigate Internally** – If appropriate and once external authorities allow.
9. **Support** – Provide appropriate pastoral care to all affected.

Sections 5.2–5.10 explain each step in more detail.

6.2 **STEP 1 — When a Concern Arises (Respond)**

A concern may arise from:

- Unsafe or inappropriate behaviour
- Indicators of harm or neglect
- Grooming or boundary violations
- Concerning online interactions
- A direct disclosure by a child or young person
- An allegation against a staff member, volunteer, contractor, or attendee

You must act immediately:

- If the child is in **immediate danger** → **call 000** and secure the child's safety.
- If there is no immediate danger:
 - Move to a safe space.
 - Stay calm and focused on the child or young person.
 - Proceed to listen and receive (Step 2).
 - Contact a **Safe Church Person** as soon as possible.

6.3 STEP 2 — If a Child Discloses Harm (Receive)

Your role is to **receive**, not to investigate.

Key phrases to use:

- *"You're safe now."*
- *"Thank you for telling me."*
- *"You're not in trouble."*
- *"I'm glad you told me. You've done the right thing. I'm going to get help to keep you safe."*

Do:

- Stay calm and present.
- Let the child talk in their own words.
- Listen without judgment or shock.
- Acknowledge and validate their feelings.
- Ask only open, necessary questions, if clarification is needed, e.g.
 - *"Can you tell me more about that?"*
 - *"What happened next?"*

Do NOT:

- Ask detailed, probing, or leading questions.
- Make assumptions or draw conclusions.
- Confront the alleged offender.
- Promise secrecy or confidentiality.
- Offer explanations or minimise what they say.

Very important:

- Do not say, “I won’t tell anyone.” Instead say something like: “*I may need to tell someone so we can help keep you safe.*”

As soon as reasonably possible after the conversation, you must document what was said (see Step 5)

6.4 STEP 3 — Internal Reporting at BBC (Report Internally)

After ensuring immediate safety and listening to the child:

1. Report immediately to a Safe Church Person.

- Any BBC worker (staff or volunteer) who receives a disclosure or becomes aware of a serious concern must do this *without delay*.

2. Safe Church Person notifies the Child Safety Deacon immediately.

3. If the allegation concerns:

- the **Child Safety Deacon**, or
- the **Senior Pastor**, or
- any member of the **Leadership Team**

→ the Safe Church Person must escalate directly to the **Chair of the Leadership Team** and, where required, to relevant statutory authorities.

4. No one should attempt their own investigation.

- Only the **Child Safety Deacon** and a **Safe Church Person**, or an approved external investigator, will conduct inquiries - and only *after* external reporting obligations have been fulfilled.

6.5 STEP 4 — External Reporting (Legal Requirements)

The Safe Church Person and Child Safety Deacon together are responsible for determining and making required external reports (unless a conflict of interest exists, in which case the Safe Church Person and Chair of the Leadership Team act).

6.5.1 When to report to Police (000 or local station)

You must report to Police if:

- A child is in immediate danger
- Sexual abuse is alleged or disclosed
- Grooming is suspected
- Physical assault or criminal behaviour is alleged
- There is any serious threat to a child’s safety

6.5.2 When to report to Child Protection (DFFH)

Report to DFFH / Child Protection when there is a reasonable belief that:

- A child is in need of protection
- There is significant concern about a child's safety, stability, or development
- The parent or caregiver is unable or unwilling to protect the child
- There is ongoing risk of neglect, abuse, or serious harm

Mandatory reporters (including ministers of religion and certain professionals) have personal legal obligations to report in these situations.

6.5.3 When to notify CCYP (Reportable Conduct Scheme)

BBC must notify the **Commission for Children and Young People** (CCYP) if an allegation involves any **BBC worker** (paid staff, pastor, elder, deacon, volunteer, or contractor) and relates to:

- Sexual offences
- Sexual misconduct
- Grooming
- Physical violence
- Significant neglect
- Behaviour that causes significant emotional or psychological harm

The Chair of the Leadership Team or the Senior Pastor is responsible for Reportable Conduct notifications, supported by the Child Safety Deacon and Safe Church Person.

Under the Reportable Conduct Scheme, **BBC must:**

- make an initial notification to CCYP **within 3 business days** of becoming aware of an allegation of reportable conduct, and
- provide further information, including an update on the investigation and outcomes, **within 30 calendar days** (or as otherwise required by CCYP).

6.5.4 Crimes Act and other legal obligations

All responses must comply with:

- *Crimes Act 1958 (Vic)* – including failure to disclose, failure to protect, and grooming offences
- *Children, Youth and Families Act 2005 (Vic)* – mandatory reporting
- *Child Wellbeing and Safety Act 2005 (Vic)* – Child Safe Standards and Reportable Conduct Scheme
- *Working with Children Act 2005 (Vic)* – WWCC requirements

6.6 STEP 5 — Documentation and Record Keeping (Record)

The person who first receives the disclosure or concern must ensure that a written record is made using BBC's **Child Safety Incident & Report Form** (Refer Annexure 1).

- A report should be completed **within 24 hours** of the concern arising.
- The record must be:

- Factual, clear, and chronological
- Inclusive of direct quotes where possible
- Focused on what was seen, heard, or disclosed, not opinion
- Inclusive of:
 - who was involved
 - what occurred
 - when and where it occurred
 - how you responded
 - who you informed and at what time

All documentation must be stored securely, in line with privacy law and BBC's Privacy Policy, and accessible only to authorised persons.

6.7 **STEP 6 — Immediate Risk Management (Safety)**

Within hours (not days) of a concern being raised, the Child Safety Deacon and Safe Church Person must consider:

- Is the child currently safe?
- Does the alleged person still have access to children at BBC?
- Should the person be stood down immediately (temporary removal from duties) while investigations and reporting processes occur?
- Do any programs or activities need to be paused or modified?
- Do parents or caregivers need to be informed at this stage (taking care not to compromise Police/Child Protection action)?
- Are other children potentially at risk?

The Leadership Team may implement interim protective measures (e.g. temporary suspension from ministry, increased supervision, changes to program structure).

Parents or caregivers should normally be informed as soon as reasonably practicable, unless:

- Police, Child Protection or CCYP advise that parental notification should be delayed or avoided;
- the allegation involves a parent or caregiver; or
- there is a reasonable belief that informing the parent or caregiver would place the child or another person at further risk.

Any decision to delay or withhold parental notification must be documented, including the reasons and any advice received from statutory authorities.

6.8 **STEP 7 — Leadership Team Notification**

The Leadership Team must be notified of:

- The existence of a concern or allegation (in general terms)
- Any immediate risk management measures taken

- Any reports made to Police, DFFH, CCYP, or other authorities

Information provided is to be minimal and de-identified where possible, to:

- Protect privacy and ensure confidentiality
- Allow the Leadership Team to:
 - monitor risk
 - ensure legal obligations are being met
 - approve or endorse protective measures
 - consider insurance notification where relevant

The Leadership Team retains ultimate accountability for child safety and must ensure continuous improvement.

6.9 **STEP 8 — Internal Investigation (If Required)**

An internal investigation is only undertaken when:

- Police and/or Child Protection have given clear indication that an internal process will not interfere with their investigation; and
- The matter involves:
 - Alleged **reportable conduct**, or
 - Alleged breaches of the **Child Safety Code of Conduct** or BBC policies.

Who investigates:

- **Child Safety Deacon, together with a Safe Church Person.**
- If a conflict of interest exists (e.g. the allegation concerns the Deacon, Senior Pastor, or someone closely connected to them) → an independent external investigator must be engaged and the Chair of the Leadership Team informed.

Internal investigation must:

- Follow BBC's Child Safety Complaints Handling & Reporting Procedures
- Be fair, impartial, and well-documented
- Focus on facts and evidence
- Lead to appropriate outcomes, which may include:
 - disciplinary action
 - changes to practice or policy
 - additional training
 - pastoral responses

6.10 **STEP 9 — Support for Everyone Involved**

BBC will offer appropriate pastoral care and support to:

- The child or young person

- Their parents or caregivers (where appropriate and safe)
- The person who made or supported the report
- Other affected volunteers, staff, or members of the congregation
- The person who is the subject of the allegation (without compromising safety or minimising harm)

Key principles:

- Support is never contingent on church attendance or ongoing involvement.
- Support for the person alleged to have caused harm must never compromise the safety or wellbeing of the child.
- Where appropriate, BBC may refer individuals to:
 - professional counselling
 - external support agencies
 - denominational or independent support services

All support provided must be documented in line with privacy and record-keeping requirements.

Support and investigation must remain functionally distinct. Those providing pastoral care should not conduct the investigation or make determinations about the outcome of allegations.

7. Internal Investigation Process

This section is primarily for the Child Safety Deacon, Safe Church Persons, and the Leadership Team.

7.1 When an Internal Investigation Occurs

An internal investigation only occurs when:

- External authorities (Police and/or Child Protection) have been notified and have confirmed that an internal process will not interfere with their investigation; and
- The matter falls within:
 - the Reportable Conduct Scheme, and/or
 - an alleged breach of the Child Safety Code of Conduct or other BBC child safety policies.

Internal investigations must never delay or obstruct reporting to Police, Child Protection, or CCYP.

7.2 Who Conducts the Investigation?

BBC uses a **two-person investigation model**:

- **Child Safety Deacon** – lead investigator
- **Safe Church Person** – independent oversight and co-investigator

Investigations must **never** be conducted by a single individual.

A **conflict of interest** (real or perceived) requires escalation to an external independent investigator or to the **Chair of the Leadership Team**, for example when:

- the allegation involves a pastor, elder, deacon or paid staff member
- the allegation is serious, complex, or sensitive
- CCYP requests or recommends independent investigation
- the reporter requests independence, or

- the Child Safety Committee or Leadership Team deem an external investigator necessary.

External investigators may be engaged through the BUJ or another suitably qualified professional body as determined by the Leadership Team.

7.3 Purpose of the Internal Investigation

The purpose of an internal investigation is to:

- a) Gather relevant facts and evidence in a fair and impartial manner.
- b) Ensure **procedural fairness** to all parties.
- c) Determine, on the balance of probabilities, whether:
 - the allegation is substantiated, partially substantiated, unsubstantiated, unfounded/false, or not yet determined.
- d) Make recommendations to the Leadership Team regarding:
 - disciplinary or pastoral action
 - changes to ministry practice or policy
 - further reporting or escalation
 - additional training or risk controls.

The investigation is **not** about protecting BBC's reputation, but about upholding child safety, fairness, and truth.

7.4 Investigation Steps

Internal investigations should generally follow these steps (after external reports have been made):

1. Confirm external reporting status

- Ensure Police / Child Protection / CCYP have been notified (where required).
- Confirm with authorities that internal inquiries may proceed.

2. Plan the investigation

- Identify relevant witnesses and evidence.
- Clarify the specific allegation(s) to be tested.
- Develop an interview schedule and sequence.

3. Conduct interviews

- Two investigators present (Child Safety Deacon + Safe Church Person).
- Use a trauma-informed, child-safe approach.
- Avoid repeated interviewing of children where possible; rely on statutory interviews where available.

4. Gather documentation and other evidence

- Emails, messages, rosters, CCTV, program records, previous complaints, etc.

5. Assess and make findings

- Substantiated
- Partially substantiated
- Unsubstantiated
- Unfounded / false
- Not yet determined

6. Report to the Leadership Team

- Provide a written investigation report with findings, reasons, and recommended actions.

7. Leadership Team determines actions

- Possible outcomes include:
 - disciplinary action (including removal from ministry)
 - further reporting to external authorities or insurers
 - support plans for affected children and families
 - changes to systems, policies, or training.

7.5 What Internal Investigations Do *Not* Do

Internal investigations:

- **Do not** re-interview children unnecessarily if Police/Child Protection have already done so.
- **Do not** question the credibility of a child in a way that minimises or dismisses concerns.
- **Do not** override or interfere with Police or Child Protection investigations.
- **Do not** make final disciplinary decisions – those rest with the Leadership Team, based on the investigation findings and legal advice where appropriate.

8. Confidentiality and Information Sharing

8.1 Confidentiality and “Need-to-Know”

- Information about child safety concerns is shared strictly on a need-to-know basis.
- Only those directly responsible for responding, reporting, investigating, or providing support should have access to detailed information.
- Gossip, speculation, or unauthorised disclosure is strictly prohibited.

8.2 Secure Records

- All records (Incident & Report Forms, investigation notes, correspondence, risk assessments) are stored securely and separately from general personnel files.

- Access is restricted to authorised persons in accordance with BBC's Privacy Policy and relevant privacy laws.

8.3 **Communicating with Children and Families**

- Children and families will be informed about concerns, processes, and outcomes as appropriate, taking into account:
 - safety and wellbeing of the child
 - directions from Police, Child Protection, or CCYP
 - privacy and natural justice considerations.
- Information is provided in clear, age-appropriate language.
- Parents or caregivers must not be informed if doing so would:
 - place the child or another person at further risk;
 - compromise a Police, Child Protection or CCYP investigation; or
 - involve notifying an alleged perpetrator who is also a parent or caregiver.

In such cases, the timing and content of any communication with parents or caregivers will be guided by statutory authorities.

8.4 **Anonymous Reports**

- BBC will accept and act on anonymous reports or concerns.
- Anonymity may limit the ability to investigate fully, but all reasonable steps will still be taken to assess and respond to the risk.

8.5 **Whistleblower Protection**

- No person will be victimised, disadvantaged, or retaliated against for making a complaint or report in good faith.
- Any retaliation or intimidation against reporters, children, or witnesses is itself a serious breach of this Procedure and the Code of Conduct and may result in disciplinary action.
- BBC recognises that a very small number of complaints may be malicious or vexatious. Where an investigation finds that a complaint was made in bad faith and without any reasonable basis, the Leadership Team may take appropriate disciplinary or pastoral action. This does not reduce BBC's commitment to taking every initial report seriously and assessing risk.

8.6 **Media and Public Communications**

- No staff member, leader or volunteer may make public comment (including on social media) about any child safety incident, allegation, complaint or investigation.
- Any media or public enquiries must be directed to the Chair of the Leadership Team (or their delegate), who will coordinate any response in consultation with legal and denominational advisors.
- Protecting the privacy and safety of children, families and reporters is paramount and overrides any perceived need to "explain" matters publicly.

9. Pastoral Care and Support

9.1 BBC will provide ongoing support to:

- the child
- siblings and family
- reporters and witnesses
- leaders and volunteers impacted
- the person subject of the allegation (ensuring fairness)

9.2 Support may include pastoral care, counselling referrals, or safety planning.

9.3 Pastoral care must never be used to discourage reporting, minimise concerns, or influence the content of a complaint or disclosure. Where possible, those providing pastoral care should be different from those conducting investigations or making decisions about outcomes.

10. Record Keeping

10.1 All reports, complaints, disclosures and investigation documentation must be recorded on the approved Child Safety Incident/Concern Report Form.

10.2 Documents must include:

- Date, time, place
- Who received the report
- Exact words used (as much as possible)
- Observations
- Actions taken
- External authorities notified
- Investigation notes
- Findings
- Leadership Team decisions
- Follow-up actions

10.3 Records must be stored for the required legal period under:

- Child Wellbeing and Safety Act
- Reportable Conduct Scheme
- Privacy and Data Protection Act
- BBC Privacy Policy

10.4 Only authorised persons may access these records:

- Leadership Team
- Child Safety Deacon
- Safe Church Persons
- External investigators
- Statutory authorities

11. Review and Continuous Improvement

11.1 This Procedure will be reviewed:

- every 24 months
- after any significant child safety incident
- after changes in legislation
- after external audit or CCYP review

11.2 Feedback from children, families, Safe Church Persons, and volunteers must be considered.

11.3 Changes must be approved by the Leadership Team.

Annexure 1 – Child Safety Incident Report Form

Beaconsfield Baptist Church

Child Safety Incident Report Form

*Complete this form within 24 hours. Record facts only (who, what, when, where). Avoid opinions.
Use direct quotes where possible.*

1. Report Details

Date of Report: _____

Time of Report: _____

Report Completed By (Name & Role): _____

Contact Details: _____

Completed within 24 hours

If not completed within 24 hours, explain delay in Additional Notes.

2. Person(s) Involved

Child / Young Person

Name: _____

Age / DOB: _____

Gender: _____

Parent/Carer Name(s): _____

Contact Details: _____

Person Reporting (if different)

Name: _____

Role: _____

Contact Details: _____

Person Subject of Concern

Name: _____

Role / Relationship to child: _____

4. Immediate Response

Child in immediate danger

Actions taken to ensure safety: _____

What the child said (use their words):

5. Internal Reporting

Safe Church Person notified (Name & Time): _____

Child Safety Deacon notified (Name & Time): _____

6. External Reporting

Police

Police details (date/time/reference): _____

Child Protection (DFFH)

Child Protection (DFFH) details (date/time/reference): _____

CCYP

CCYP details (date/time/reference): _____

Other

Other details (date/time/reference): _____

7. Declaration

Name: _____

Signature: _____

Date: _____

Acceptance, Amendments & Review Register

Policy Administration Schedule

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Approved By	BBC Leadership Team
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Version Control

Version	Date	Written By	Reviewed By	Summary of Action or Document Amendments
1.0	May 2026	Glen Slimmon (Elder)	BBC Leadership Team	Initial version – approved by the BBC Leadership Team. Incorporation of the eleven new Child Safe Standards that took effect on 1 July 2022. Replacement of all previous BBC child safety policies and procedures.