

**ANNEX F TO
VCDF DIRECTIVE 03/14
DATED MAY 14**

REPORTING PROTOCOLS FOR CHILD ABUSE

1. All OOC, IOC or Defence personnel who suspect on reasonable grounds that there has been or may have been an incident of child abuse or child pornography, or to whom such an incident is reported, must report the matter:
 - a. First, to the relevant State or Territory child protection authority, by the quickest means available and appropriate in the circumstances.¹ The table in Appendix 1 lists the contact details for the appropriate civilian authorities in each State and Territory in Australia;
 - b. Next, to their chain of command or line of management as the case may be;² who must report the matter to ADFIS.³ ADFIS will liaise with the relevant civilian authorities and police on behalf of Defence during the investigation.
2. OOC, IOC and Defence personnel must take all reasonably practicable steps to safeguard any children in immediate danger.
3. Parents and guardians may be advised of incidents involving cadets after due consideration to the nature of the incident and in conjunction with advice from the relevant State or Territory civilian authority or police.

Information Required When Reporting

4. When making a report, the following information, if known, should be provided to child protection authorities or the police:
 - a. The name, age and address of the child concerned;
 - b. The current location of the child (address if known);
 - c. The date and time when the incident/s occurred; and
 - d. The nature and type of abuse suspected to have occurred.
5. All other information will be gathered by the child protection authorities or the police.
6. The privacy of all persons involved in an allegation or report of child abuse must be respected.
7. An allegation or report of child abuse should not be discussed with anyone other than the child protection authorities, police, the reporter's commander or manager, and ADFIS. Unauthorised discussions with other people may contravene State or

¹ In some jurisdictions, OOC, IOC Defence personnel and ADF Cadets approved volunteers may fall within the class of mandatory reporters, in which case they are also bound by legislation to report incidents of suspected child abuse and child pornography as soon as possible to the appropriate jurisdictional authorities. Regardless, under this policy reporting of incidents of suspected child abuse and child pornography is mandatory.

² Incidents of suspected child abuse or child pornography involving OOC, IOC or Defence personnel, and reports of such incidents to them, are notifiable incidents, and are to be reported as such in accordance with Defence Instruction General (DI(G)) ADMIN 45-2 *The management and reporting of notifiable incidents*.

³ The Headquarters Australian Defence Force Investigative Services contact number is 1300 233 471.

**ANNEX F TO
VCDF DIRECTIVE 03/14
DATED MAY 14**

Territory laws, jeopardise police investigations and/or endanger the child making the allegation.

8. The reporting of child abuse and child pornography incidents within Defence is to be managed in accordance with DI(G) ADMIN 45-2 *The management and reporting of notifiable incidents*. The procedure is summarised in the following flowchart:

Process Chart -
Reporting incidents
involving Child
Abuse and Child
Pornography

