

Child Abuse Squad

— MR 2 —

POLICE HANDBOOK - Procedures for Reports of Child Sexual Abuse and JIRT Referrals

Commander's Welcome

The Joint Investigation Response Teams (JIRT) investigate the sexual abuse of children as well as serious physical abuse and neglect. Serious physical abuse is defined as the serious and non-accidental injuries to the head and/or body of children and young people including:

Intentional burns
 Non-accidental fractures, serious lacerations, internal injuries
 Symptoms consistent with 'Shaken baby-syndrome'
 Serious bruises of varying ages of a non-accidental origin, and
 Attempted strangulation or suffocation.

JIRT's investigate all sexual assaults of children under the age of 16. LAC police are responsible for the investigation of young people sexually assaulted between the ages of 16 and 18 years old where the offender is a stranger or acquaintance and there is no ongoing risk of harm.

All matters of child sexual abuse and physical abuse **MUST IMMEDIATELY** be reported to the Community Services Helpline on 133627. The Helpline will then notify the JIRT Referral Unit (JRU) during business hours, or the oncall Police JIRT Officer if required. Responsibility for these investigations lies with the responding LAC until such time as JIRT Referral Unit has accepted the matter and referred it to a local JIRT office. Do not assume that an investigation will be accepted by the JRU.

Victim Care: It is imperative that all members of the NSWPF adhere to the charter of victims rights.

Child Abuse Squad Teams

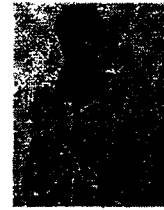
In 1996 the findings of the Royal Commission into the NSW Police Service highlighted the need for greater collaboration, coordination and training when investigating child protection in NSW. The NSW government made a commitment to coordinate the key government agencies to implement the joint investigation model.

In 1997, the Commissioner of Police, the Director-General of Community Services (CS) and the Director-General of Health signed a memorandum of understanding about joint investigation. This memorandum recorded the responsibilities of the three agencies most directly involved in child abuse investigations that constitute a criminal offence. NSW Health assists the investigation of child abuse through provision of medical examinations, counselling and other health services.

The joint investigation model has expanded to include 22 statewide locations from which joint investigations are conducted. Police and CS have an equal partnership and share responsibility for the operation of Joint Investigation. Specialist training is conducted for Police and CS staff responsible for investigating reports of child abuse. Joint investigation relies on the expertise and services of non-government and government departments, particularly Health, to maximise the support for children, young people and families.

The key principles of joint investigation are:

- *The child or young person's safety, welfare and wellbeing are of paramount*



Detective Superintendent
 Maria Rustja



Contacts



Forms



Guidelines and SOPS



Intelligence

- *Promotion of the interests and participation of the child and family*
- *Response conducted within an interagency framework result in better outcomes for children, young people and their families, and*
- *Least intrusive intervention must be considered when deciding what action should be taken.*

Child Abuse Squad Referral Criteria

Physical Abuse

Serious and non-accidental injuries to the head and/ or body of children and young people including:

- *Intentional burns*
- *Non-accidental fractures, serious lacerations, internal injuries*
- *Symptoms consistent with 'shaken baby syndrome'*
- *Serious bruises of varying ages of a non-accidental origin; and*
- *Attempted strangulation or suffocation.*

Sexual Abuse

- *Disclosure and/or evidence of sexual assault*
- *Any reports of sexual abuse of a child under the age of 16 years where the alleged offender is over the age of criminal responsibility, i.e. 10 years*
- *Presentation of physical indicators consistent with sexual abuse, e.g. venereal diseases, pregnancy, unexplained bruising on or bleeding from genitals, presence of semen on child, unexplained bruises to breasts; and*
- *The CSC will assess reports of sexualised behaviour and allegations where offenders are 10 years and under.*
- *Reports where child is over 16 but under 18, and the alleged offenders is a relative, carer or person in authority, and there is an ongoing risk of harm. (otherwise LAC will undertake investigations of 16-18yo as per policy).*

Neglect

- *Extreme neglect resulting in physical harm e.g. burns from nappy rash; and*
- *Malnutrition and/ or dehydration from withholding of food and fluids.*

Child Abuse Squad Referral Process

INITIAL RESPONSE

If you respond to an incident that meets the JIRT Criteria (detailed above), you will need to complete a COPS Event which includes both the reported incident (eg Sexual Assault, Grievous Bodily Harm etc) AND a 'Child at Risk' incident.

When completing a 'Child at Risk' incident, a mandatory checklist will appear. This checklist determines the level of risk to the child and the child is classified into 1 of 3 groups:

1. AT IMMEDIATE RISK OF SIGNIFICANT HARM (TROSH)
2. AT RISK OF SIGNIFICANT HARM (ROSH)
3. NON RISK OF SIGNIFICANT HARM

Changes to COPS and supporting systems have been implemented to automate the exchange of Non ROSH 'Child at Risk' events to the Child Wellbeing Unit (CWU). A WellNet Event number will populate the COPS Event. No further action required.

All VERIFIED 'Child at Risk' incidents that are classified 'Risk of Significant Harm' (ROSH) will automatically transmit to the Child Protection (CP) Helpline (previously referred to as the DoCS

Police DO NOT need to contact the CP Helpline if the matter is ROSH. The Helpline will electronically send the CRN number back to the COPS Event.

HOWEVER Police must telephone the CP HELPLINE on 133-627 (POLICE ONLY) for ALL 'Imminent Risk of Significant Harm' (IROSH) incidents.

WHAT HAPPENS NEXT?

If the IROSH or ROSH report meets the JIRT criteria, the CP Helpline will notify the **JIRT Referral Unit (JRU)**.

The JRU operates Monday to Friday from 8am to 5pm and is closed on Public Holidays.

The JRU is responsible for assessing ALL CHILD AT RISK REPORTS (AND RELATED COPS EVENTS) FOR THE ENTIRE STATE to determine the appropriate response.

The CP Helpline Report and or COPS Event may be:

1. Referred to the local Community Services Centre (DoCS office) for further enquiries and follow-up
2. Sent to the Local Area Command where the incident occurred for further investigation
3. Sent to a Joint Investigation Response Team (JIRT) where the child lives for further investigation
4. Closed at the JRU as no further action is required with the Event

CAN I CONTACT THE JRU ABOUT MY EVENT?

Do **NOT** contact the JRU to determine the status of your Event. If you need to know what happened to your report, contact the CP Helpline.

I NEED ADVICE ABOUT AN EVENT OR MATTER I AM INVESTIGATING?

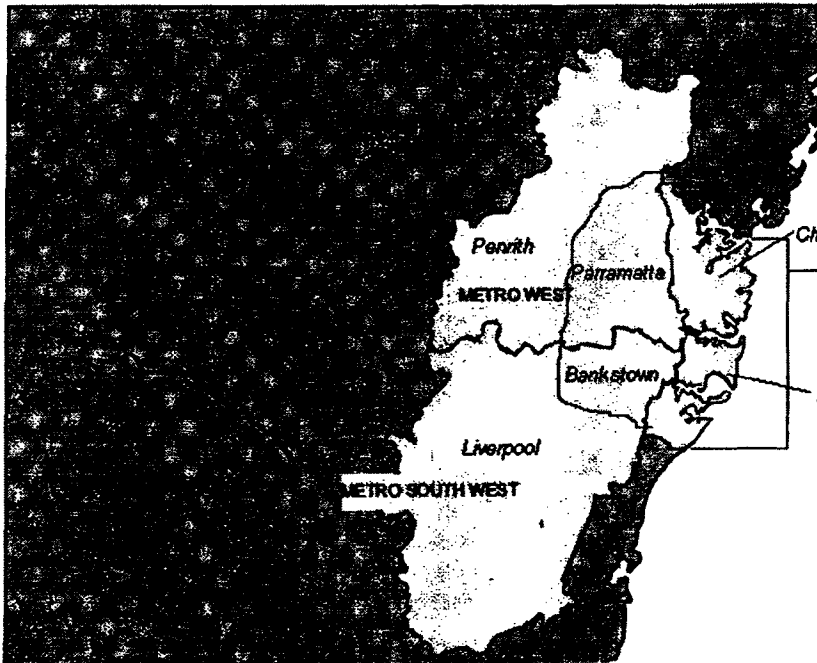
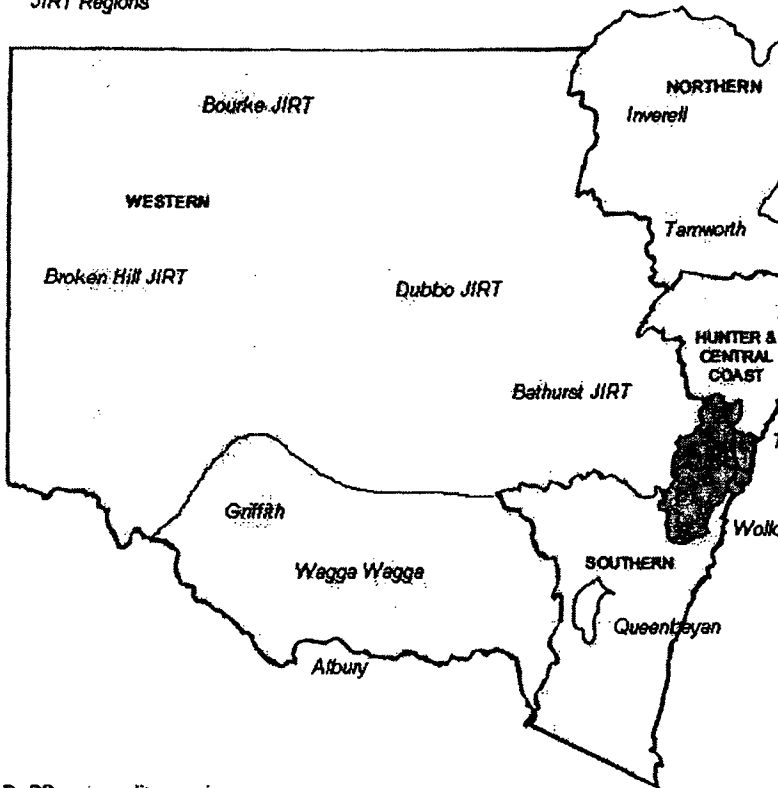
The general business hours for ALL Joint Investigation Response Teams are **Monday to Friday 7am to 5pm**. You can contact your local JIRT Office (or the JIRT Office where the child resides) for advice. Refer to the Contact list on this site or the Police Phone Book on the intranet home page for JIRT phone numbers.

WHAT HAPPENS IF I NEED A JIRT RESPONSE OUTSIDE OF JRU BUSINESS HOURS?

- Complete your COPS Event and contact the CP Helpline
- Each JIRT Office provides an ON-CALL response for matters reported after hours. **The CP Helpline will contact the ON-CALL JIRT Officer direct if a matter requires URGENT attention.**
- If you need IMMEDIATE assistance with a matter, you can also contact the DOI and request assistance from the **ON-CALL JIRT CO-ORDINATOR**






JIRT ORGANISATIONAL UNITS

JIRT Regions







JIRS Forms





- 📄 Notice to Defence of Intention of Prosecution to adduce Audio Visual Eviden.
- 📄 JIRT AV Receipt & Undertaking DPP Form
- 📄 JIRT On Call Notification Form - to be emailed to -M-MDL-JIRSJRU
- 📄 JIRT On Call Form - to be Faxed to JIRS Command - 02 8835 8699

-  [JIRT Interview Prompt Sheet - ver. July 2010](#)
-  [Generic JIRT Letterhead](#)
-  [JIRT File Coversheet \(for yellow brief envelopes\)](#)
-  [SCC Situation Report must be sent via email to -M-MDL-JIRTSR](#)
-  [SCC Operational Orders - must be completed for ALL Search Warrants](#)





CMF & OHS Return Forms

-  [Monthly JIRT Team Leader Health & Safety Inspection Checklist](#)
-  [OHS JIRT Quarterly Workplace Assessment to be retained by T/Leader](#)
-  [CMF Coversheet for Search / Crime Scene Warrant Compliance](#)
-  [OHS JIRT Monthly Return Template OHS Committee Only](#)






JIRT Forms - LPR Briefing / Debriefing forms

-  [Briefing Form 2 - vOct2011](#)
-  [De-briefing Form 4 - vOct2011](#)
-  [JIRT Form 1 - Additional Information \(Police\)](#)
-  [JIRT Aboriginal Consultation Protocol](#)




Facebook / Internet Investigation Forms

-  [Consent to Access online internet identity and Preservation Request](#)
NB contact CIEU for advice
- WMV [Using Adobe Acrobat to download Facebook & online chats etc](#)
-  [Guide to downloading Facebook Chat Logs with Adobe Acrobat PDF 7.0](#)
-  [Generic Court Statement producing Facebook Downloads](#)
-  [Facebook Law Enforcement Guidelines](#)

Child Protection Register Forms

-  [Notification Form \(Form 3\)](#)
-  [Registration Form \(Form 4\)](#)
-  [Post Registration Form](#)
-  [S.16 form \(Information Request from NSW Police\)](#)
-  [Child Protection Registration Orders - Court Procedures](#)

Forms relating to Sensitive Evidence and Recorded Interview Notices

-  [Word](#)  [PDF](#) [P.424 Notice to defendants as to rights regarding statements, inspection of exhibits and/or sensitive evidence](#)
-  [Word](#) [Notice for Return of Sensitive Documentary Evidence \(Optional for use only after all proceedings are finalised\)](#)
[Sensitive Evidence Served in Error Notice Requesting Return](#)

**Word***Undertaking by Accused's Solicitor or Counsel Access to and Return of Sensitive Documentary Evidence***Word***Undertaking by Expert Witness Access to and Return of Sensitive Documentary Evidence***Word***Notice to Defence of Intention of Prosecution to adduce Audio Visual Evidence*

JIRT REFERRAL UNIT

ATTENTION ALL POLICE: Community Services Helpline notifications

The JIRT Referral Unit (JRU) is the single point for accepting work into the JIRT program and is staffed by NSW, Community Services (CS) and Health. This means that local JIRTs will no longer be required to utilise valuable resources on reviewing and subsequently rejecting inappropriate referrals. Individual JIRT Teams will only respond to accepted matters that are referred to them by the JRU.

Recently there have been a number of incidents where LAC's create a case on COPS and forward it to the JRU workstation without making the mandatory notification to the CS Helpline. This practise is to **CEASE IMMEDIATELY**. All notifications must continue to be made via the CS helpline. If cases are forwarded to the JRU workstation on COPS, they will be sent back to the submitting station

If LACs want to enquire about the status of a referral you are to contact the CS Helpline and not the JRU or JIRT

COMMANDER
Child Abuse Squad

Child Abuse Response Team (CART)

Child Abuse Response Team Investigation Criteria

1. Investigations referred to CART must relate to current and open reports that have been accepted by the JIRT Referral Unit (JRU) under existing acceptance criteria.
2. CART assistance may be requested where investigations concern serious complex matters, reports concerning multiple offenders and or victims, serious injury, covert investigations, or matters otherwise determined as appropriate by the Manager and or Commander, Child Abuse Squad.
3. CART involvement in any investigation will be requested in writing through the existing chain of command to the manager in charge of CART. A formal assessment of the request for assistance will then be conducted by the manager to determine the level of response by CART. In the case of urgent or immediate requests for assistance, these criteria may be met by telephone to the on-call Inspector, Child Abuse Squad.
4. Investigations that are accepted by the CART unit will involve initial negotiation between the Child Abuse Squad Unit or Local Area Command involved, relating to staff and resources to be supplied, as per State Crime Command guidelines. Unless otherwise negotiated, CART will be the lead investigators and all matters will be recorded on e@qle.i.

USEFUL LINKS AND INFORMATION

- 12 [Uploading Photos to VIEWIMS & e@gle.i using Adobe Acrobat](#)
- 12 [Legal Advice - Providing JIRT A/V Recordings under Subpoena to Family Court](#)
- 12 [FORM - Undertaking by Family Court re: Subpoena for JIRT AV DVD's](#)
- 12 [Legal Advice - Recording of Admissions of Suspects using Handheld Voice Recorders](#)
- 12 [JIRT Referral Criteria](#)
- 12 [Legal Advice - Providing JIRT A/V Recordings under Subpoena to Section 60 Care Proceedings at Childrens Court](#)
- 12 [Exchange of Information - 16A - Direction from JIRT SMG](#)
- 12 [Procedures for providing Police COPS info to CS](#)
- 12 [JIRT AV Transcript Requests for CS Care Application Proceedings](#)

REQUEST FOR ASSISTANCE

Requests for Assistance Application Form to be scanned & emailed to #SCCOPSCO or faxed to E/N 28355

For help in completing form contact either SCC Operations Support Unit Coordinators (Serious Crime Directorate or Organised Crime Directorate) on 02 8835 8348 or 50 /28348 or 28350

A detailed report MUST accompany this document to enable a proper assessment to be completed and must be signed by the Local Area Commander and include that there are no trained officers within the Command who have completed the "One Day Interviewing With Children Course" or "JIRT AV Course".

If you require assistance in interviewing a child, please be mindful, that due to the high volume of Child Protection referrals to JIRT's at the present time, assistance for minor matters may not be available, preference will be given to Serious Indictable matters, such as Homicides, Kidnapping and Serious Robberies.

Please be advised, that all Designated Detectives who have completed the Detectives Education Program since 2003 have completed the One Day Interviewing Children Workshop, and for minor matters where the child is a witness or victim, they should be approached in the first instance.

All children under 16 years of age can be interviewed by way of Audio Visual Recording - such as the DVEK Kits provided to First Response Police - this is particularly relevant to Domestic Violence incidents where the child is a witness. The following guide may assist in conducting your own child interviews.

- 12 [Interviewing Child Witnesses and Victims](#)

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