

Our Most Precious Treasure

Policies for the Protection and Safety of Children and Young People

Children are the most precious treasure a community can possess, for in them are the promise and guarantee of the future. They bear the seeds of the character of future society which is largely shaped by what the adults constituting the community do or fail to do with respect to children. They are a trust no community can neglect with impunity.¹

... the principle of the oneness of mankind is described in the Bahá'í Writings as the pivot round which all the Teachings of Baha'u'llah revolve. It has widespread implications which affect and remould all dimensions of human activity. It calls for a fundamental change in the manner in which people relate to each other, and the eradication of those age-old practices which deny the intrinsic human right of every individual to be treated with consideration and respect.

...the Bahá'í institutions must be uncompromising and vigilant in their commitment to the protection of the children entrusted to their care, and must not allow either threats or appeals to expediency to divert them from their duty.²

If a Bahá'í has intimate knowledge of the abuse of a child, either within or outside the Bahá'í community, she has a moral and possibly a legal obligation to report the matter to civil authorities.³

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¹ Letter from the international governing body, the Universal House of Justice, to the Bahá'ís of the World, Ridván 2000

² Letter written on behalf of the Universal House of Justice to an individual, 24 January 1993

³ Letter on behalf of the Universal House of Justice to an individual believer, dated 5 October 1992

INTRODUCTION

The Australian Bahá'í community is committed to creating child safe and child friendly environments, where all children are respected, valued and encouraged to reach their full potential. The following two policies, the Child Protection Policy and the Child Safe Environment Policy, articulate the strong commitment of the Australian Bahá'í community to create safe environments for children and young people, and aim to reduce the risk of abuse occurring. They apply to all activities and events, under the aegis of the Bahá'í institutions, involving children.

PART A- CHILD PROTECTION POLICY

Definitions

A *child* or *young person* is a person under 18 years of age.

Abuse: Includes but is not limited to:

- Sexual abuse:** when someone involves a child in or exposes a child to any sort of sexual activity by using their power over them or taking advantage of their trust.
- Physical abuse:** is the non-accidental use of physical force against a child that results in harm to the child
- Emotional abuse:** behaviour by a person towards a child which causes intentional and inappropriate mental anguish damaging the child's emotional and psychological development. This includes exposure to family violence
- **Neglect:** when a person does not meet their obligations and responsibilities to keep a child safe or meet a child's basic necessities of life, and the child's health and development are significantly affected.

Bahá'í institutions and agencies: The national and local Bahá'í governing bodies, i.e. the *National Spiritual Assembly* and the *Local Spiritual Assemblies*, and the *Regional Bahá'í Councils* are Bahá'í institutions referred to in this policy. These institutions are elected annually and often have a number of appointed agencies. For example, agencies of the Regional Bahá'í Council include Regional Institute Boards and institute coordinators, responsible for the training of teachers of children's classes and animators of junior youth groups. All elected Bahá'í institutions function as a body and make decisions through consultation. There is no clergy or priesthood in the Bahá'í Faith.

Work with children and young people: includes all situations in which an individual is engaged by a Bahá'í institution or designated agency to teach, care for, or supervise children and young people. Examples include but are not limited to:

- Serving as a teacher or assistant of Bahá'í Children's Classes
- Serving as an animator or co-animator of Junior Youth Groups
- Serving as a tutor or co-tutor of Study Circles with unaccompanied participants under 18
- Supervising children and young people at overnight camps, excursions or summer schools
- Accompanying and supporting youth under 18 to serve
- Facilitating youth groups or gatherings with under 18s
- Formally caring for children at Nineteen Day Feasts or other events
- Serving in some supportive roles (refer to Annex B)

Basic Screening and Training Requirements for Working with Children and Young People

The Australian Bahá'í community is committed to reducing the potential risk of abuse of children and young people at activities and events.

Any person from 15 years of age engaged or sponsored to *work with children and young people* at any activity or event under the aegis of any Bahá'í institution or agency must (subject to exceptions specified in Annexure B) :

1. fulfil ALL legal requirements for working with children, including as required a working with children related check or registration and submit the relevant documentation to the State Child Protection Administrator appointed under this Policy (These requirements vary from State to State and may differ for volunteers and paid employees). Where a working with children check or registration is not a civil requirement, the Bahá'í institutions would undertake screening in other forms, such as requesting a police check from the individual and/or seeking a declaration; and
2. undertake training and regular refresher trainings in recognising the signs of abuse and the reporting procedures of this Policy; and
3. be verified by the National Spiritual Assembly and receive notification of their accreditation under this Policy.

Accreditation under this Policy is recorded on the national database, 'Encompass', by the State/Territory Child Protection Administrator. Both the validity and currency of the individual's accreditation on Encompass and the State/Territory working with children related check or registration must be checked by the endorsing Bahá'í institution or agency.

Note: For overseas Bahá'ís in Australia, on temporary visas, for less than six months, in addition to the above, clearance should be sought from their overseas National Spiritual Assembly to work with children, and a temporary accreditation letter will be issued by the Child Protection Administrator for the maximum period of six months.

A Bahá'í institution and members of the Auxiliary Board may in exceptional circumstances and on a case by case basis, engage an individual to temporarily work with children where all the State/Territory legal requirements have been fulfilled but the individual is awaiting to undertake training or to be notified of their accreditation.

Working with children and young people is a privilege. It is within the discretion of the endorsing institution to withhold the privilege of serving children and young people at Bahá'í-endorsed activities and it is within the absolute discretion of the National Spiritual Assembly to revoke accreditation under this Policy.

Annex B provides a flowchart which clarifies the responsibilities regarding supervision, articulates who needs accreditation at Bahá'í activities and events, and lists some exceptions with regard to the latter.

Service on Bahá'í Institutions and Agencies

Service on the institutions and agencies of the Bahá'í Faith is a tremendous privilege, but not one that is sought by the individual. It is a duty and responsibility to which a person may be called at any given time. Those serving on a Bahá'í institution or agency are strongly encouraged to be accredited under this Policy during their period of service and are not exempt from the basic requirements listed above.

Those serving on Bahá'í institutions or agencies are additionally required to be accredited when delegated the specific duty on behalf of the institution or agency of:

- visiting or directly contacting (including by phone, or electronic means) a child or young person. (It is understood that this may not always be practicable in a once-off unplanned situation, for example in an emergency.)

- attending an activity directed to children and/or young people or mainly attended by children and/or young people.
- directly accompanying and supporting those working with children and young people, such as animators, teachers and tutors.

Reporting Procedures

Child protection is everyone's responsibility. The reporting procedures below are a guide for all members of the Bahá'í community and apply specifically to any person accredited under this Policy to work with children.

A report should be made where a person or a Bahá'í institution has reasonable grounds to suspect or believe that a child, who is a member of the Bahá'í community or participating in its activities, has been abused or is at risk of abuse.

The suspicion or belief of abuse may be based on a number of child protection concerns that form 'reasonable grounds'. For example: observation of a child's behaviour or injuries, disclosure by a child or allegations reported by a third party.

Reporting by an individual involves a 2-step process:

- (a) immediately make a report by telephone or in person to the appropriate government agency (or police if the child is in immediate danger or has been significantly harmed); and
- (b) immediately, within a 12 hour period, report the matter to the Local Spiritual Assembly or Auxiliary Board member for Protection or directly to the National Spiritual Assembly.

The appropriate government agency should be contacted for advice if there is any doubt about whether a report should be made.

Guidelines provided in the training of this policy should be followed on how to respond to a disclosure of child abuse.

Bahá'í institutions should accord high priority, confidentiality and sensitivity to any allegation of abuse reported to them.

Where the Bahá'í institution determines reasonable grounds exist, and the individual has not reported the abuse to the appropriate government authority, the Bahá'í institution should ensure:

- (a) the allegation is reported to the appropriate government authority; and
- (b) appropriate interim actions (including temporary revocation of the alleged offender's accreditation and requiring that he/she stands aside from 'working with children' roles during investigations) are taken to ensure the safety of the victim and of other children and young people; and
- (c) the matter is reported to the National Spiritual Assembly.

Bahá'í institutions should follow the principles and processes outlined in the *Procedures for Responding to Allegations of Abuse* (Annex A).

PART B - CHILD SAFE ENVIRONMENT POLICY

The Australian Bahá'í community is committed to the safety and wellbeing of children and young people as described in the introduction of this document.

Bahá'ís and their friends are learning to initiate community building activities in cities, suburbs and regional towns across Australia. Our community educational programs directed at children and young people aim to provide them with the guidance and skills necessary to live fruitful and productive lives. It is important therefore that environments created are conducive to the safety, wellbeing and flourishing of young people.

Participation of Children and Young People

The Australian Bahá'í community is committed to support the active participation of children and young people in the community. That is to listen to and value their views and to give them an opportunity to participate in consultation about issues and decisions that will directly affect them.

We value diversity, and are welcoming to people from all backgrounds.

Engagement and Support of Individuals Working with Children and Young People

The Australian Bahá'í community welcomes individuals from all backgrounds to take part in an ongoing educational process that develops the individual's capacity to serve the neighbourhood and community. The process involves study, discussion and practice and includes ongoing training and support. One of the first acts of service developed is teaching a simple class of spiritual and moral education, open to all, to a small group of children, with the support of their parents. As part of this educational process, individuals are required to apply for accreditation under the Child Protection Policy. The accreditation requirements include an application, training and screening process. The screening process includes fulfilling any legal requirements such as a working with children check. Any individual who is not accredited under the Policy is encouraged to serve their community only in areas not involving work with children and young people.

Beyond the educational process described above, prior to appointing or supporting an individual to work with children and young people on behalf of the Bahá'í community, their accreditation, their suitability for the role and their training and support needs should be assessed and monitored by the endorsing Bahá'í institution or their designated agency.

A Code of Conduct has been developed to provide clear standards of behaviour to those working with children and young people, all of whom are made aware of the Code and the need to abide by it. These 'Standards of Conduct for Working with Children and Young People' are complemented by 'Guidelines for Working with Children and Young People', a document that is regularly reviewed.

Reporting child abuse and neglect

Procedures to respond to and report any suspicions of child abuse and neglect are outlined in the Child Protection Policy.

Risk management

In addition to general health and safety risks, organisers of activities and events under the aegis of any Bahá'í institution or agency, are encouraged to identify, assess and take steps to minimise the potential risk of harm to children. The formality of the risk assessment undertaken increases as the risks and scope of the activity or event increases.

Bullying, Discrimination and Harassment

Bullying, discrimination and harassment are entirely contrary to the Bahá'í teachings. It is the intrinsic human right of every individual to be treated with consideration and respect. The spiritual qualities of justice and compassion and an appreciation of the diversity of the human family are integral to any program directed to children.

If anyone believes that they or another person has been, or is being, harassed, discriminated against or bullied, they are encouraged to raise their concerns with the responsible persons or organisers of the activity/event or the Local Spiritual Assembly. Such concerns will be taken seriously.

Communication of Policy

A Child Safety Officer is appointed at the national level and in each State or Territory to promote awareness of this Policy, Guidelines for Working with Children and Young People and other strategies to minimise the risk of harm to children. The Officer also gathers feedback from the community.

REVIEW OF POLICIES

These Policies will be reviewed at least every three years. The review will incorporate where possible comments and suggestions from children and young people, parents, staff, volunteers, diverse local cultural communities, regional and local Bahá'í institutions and agencies.

Any failure to adhere to these Policies should be reported to the National Spiritual Assembly at secretariat@bnc.bahai.org.au.

Related Policies and Documents

- Procedures for Responding to Allegations of Abuse (Annex A)
- Supervision of children and young people and accreditation of facilitators and organisers (Annex B)
- Flowchart: Child Safety Reporting Process
- Risk of Harm/Incident/Disclosure Reporting Form
- Child Protection Accreditation Procedures
- Guidelines for Working with Children and Young People
- Queensland Risk Child and Youth Management Strategy

Version History

Description of Change	Effective from
First release.	Nov 2003
Revised	Dec 2005
Revised	Apr 2006
Revised	Jul 2010
Revised	Jan 2012
Revised	Jul 2012
Revised	Jul 2015
Revised	Sep 2016
Latest version	May 2018

Relevant Legislation

ACT: Working with Vulnerable People (Background Checking) Act 2011

NSW: Child Protection (Working with Children) Act 2012

NT: Care and Protection of Children Act 2007

QLD: Working with Children (Risk Management and Screening) Act 2000

SA: Children's Protection Act 1993

TAS: Registration to Work with Vulnerable People Act 2013

VIC: Working With Children Act 2005 (Vic.); Child Wellbeing and Safety Act 2005

WA: Working with Children (Criminal Record Checking) Act 2004

Annex A: Responsibilities of Bahá'í Institutions and Agencies

Procedures for Responding to Allegations of Abuse

Principles

Every individual has a right to consult with the institutions of the Faith regarding abuse issues. Such issues should be accorded high priority by the institutions.

Responses to allegations of child abuse should be compassionate, even at a time when it is not yet certain that the allegations are accurate. At the outset, alleged victims should be assured that abuse is abhorrent to the Teachings of the Faith. Careful consideration, in consultation with the alleged victim, needs to be given to what can be done to ensure their immediate safety and wellbeing, including support in accessing medical or counselling services. When the allegation of abuse concerns an Aboriginal child, culturally and/or linguistically diverse child or child with a disability, consideration needs to be given to whether particular support measures are needed; such as a support person from the same cultural community, the need for an accredited interpreter or specialised support services. These responses do not pass judgement on or prejudice the rights of the alleged perpetrator, but convey an appropriate response to the alleged victim.

Measures taken as an interim step while allegations are being assessed are a protective measure that should not be taken to be a presumption of guilt. The institutions of the Faith should handle such cases with a high regard for confidentiality and with due consideration for the reputation of the alleged perpetrator, while also balancing the safety of the community.

Media attention: A disclosure or suspicion of abuse may attract media notice. Any media contact should be directed to the National Secretariat.

What steps should a Local Spiritual Assembly receiving an allegation of child abuse take?

Report allegations

1. Where the Assembly determines reasonable grounds exist, in accordance with the Reporting Procedures in the Child Protection Policy (the Policy) and the individual has not reported the allegation to the appropriate government agency the Assembly should as soon as possible report the allegations to the appropriate government agency.
2. The Local Assembly should report the matter to the National Assembly as soon as possible after receiving the report, and no later than 24 hours. The National Assembly should also be informed as to whether the matter has been reported to the appropriate government agency.

It should be noted that in Victoria, the National Secretary may be required in certain cases to notify the Victorian Commission for Children and Young People of the alleged abuse, under the Victorian Reportable Conduct Scheme, within 3 business days of the initial notification.

Protect the child

3. The Assembly should assess the risks and take interim action to ensure the safety of the reported victim and of other children and young people. Where the Local Assembly determines that reasonable grounds exist to suspect that a child has been abused or is at risk of abuse, the following interim actions can be consulted upon depending on the case:

- where the alleged offender is accredited under the Policy to work with children, ensuring temporary revocation of the individual's accreditation under the Policy and that he/she stand aside from 'working with children' roles until the matter is resolved;
- monitoring the alleged offender's activities within the Bahá'í Community;
- in cases of domestic violence within the Bahá'í community, carefully following the guidance of local support services and within the Local Spiritual Assembly Handbook;
- where the alleged offender is a current member of a Bahá'í institution, restricting their contact with children or young people (including not making presentations to the community at events attended by children or young people on behalf of the Institution); and/or
- in extreme cases, consideration of recommending immediate administrative sanctions.

Where the allegations have been reported to the appropriate government agency and criminal investigations are ongoing, the Assembly should consult with the relevant government agency before taking any action that could be seen as interfering with the criminal investigations.

4. The Assembly should consult with the appropriate government agency on whether the parent(s)/guardian(s) of the child are to be informed, of the report of child abuse. If the agency leaves the decision to the institution, the institution would inform the parents unless there is a strong reason not to. It should take into account the following factors in making its determination (and should minute the reasoning):
 - The safety of the child;
 - The safety of other members of the community;
 - The issue of privacy (the general guidance given by the Office of the Australian Information Commissioner is that children 16 years and over generally have the capacity and understanding to give or deny consent to disclosure of their personal information to parents).
5. The Assembly should consider what steps need to be taken to provide ongoing support for the reported victim, and other persons affected, including family, friends and the community. These steps may well include referring the individuals to appropriate medical, legal or other professionals who can assist them.
6. The Assembly should also address the support needs of the alleged offender. Monitoring of the person's activities should ideally occur with the knowledge of the person. If asked to stand aside from 'working with children' roles, it should be made clear to all parties that are aware of the incident that this does not mean the person is guilty, as a proper investigation still needs to be undertaken. The National Assembly will in time determine whether the individual is to be permanently excluded from 'working with children' roles.

Take internal action

Bahá'í institutions should encourage wholehearted cooperation with any criminal investigation. Bahá'í institutions need to ensure their actions in no way interfere with any ongoing criminal law processes, and keep themselves informed of these processes.

Where the appropriate government agency has decided not to take any action in connection with the allegation of child abuse, or clearance from the Police has been gained for an investigation, or where criminal processes have concluded, the Assembly may need to investigate the allegation of child abuse in order to ascertain actions needed to protect children within its responsibility and the community.

The process of investigation calls for a diligent and persistent effort by the Assembly or its appointed investigation taskforce, to ascertain the facts and for wholehearted cooperation of all concerned in the search for truth and justice. As the subject matter is highly sensitive, guidance should be sought from the National Spiritual Assembly on conducting and documenting an investigation of alleged child abuse. The wellbeing and safety of the child should be considered a priority in any investigation undertaken.

Strict confidentiality, impartiality and fairness should be maintained at all times.

Record and Report all information to the National Spiritual Assembly

The responsible institution should make sure that actions and decisions taken are carefully documented and that the National Assembly is kept updated of all developments in the matter. The National Assembly will treat any report and any advice sought by the Local Assembly in relation to cases of abuse of children as a matter of high priority.

It should be noted that in Victoria, the National Secretary may be required in certain cases to notify the Victorian Commission for Children and Young People of the actions that have been taken by the Bahá'í institutions in connection with the alleged abuse, under the Victorian Reportable Conduct Scheme, within 30 calendar days of the initial notification, as well as further reporting on outcomes of any investigation that takes place.

Consideration of possible administrative sanctions

If the information available to the Local Assembly indicates the possible breach of Bahá'í law by a member of the Bahá'í community, the responsible institution should take appropriate steps in assessing the need for administrative sanctions in accordance with the principles set forth in the chapter titled “Administration of Bahá'í Law” in the Local Spiritual Assembly Handbook.

What should a Regional Bahá'í Council or a Bahá'í agency receiving an allegation of child abuse do?

It is the responsibility of a Regional Bahá'í Council and a Bahá'í agency (e.g. Regional Institute Board, Area Teaching Committee, institute coordinators, other committees, etc.) to report the matter immediately to the appropriate Bahá'í institutions, namely the National Spiritual Assembly, the Local Spiritual Assembly or a member of the Auxiliary Board for Protection.

What should an Auxiliary Board member for Protection receiving an allegation of child abuse do?

It is the responsibility of the Auxiliary Board member to report the matter immediately to the relevant member of the Bahá'í Continental Board of Counsellors and follow the Counsellor's advice with respect to proper handling of the matter. Where the person reporting the child abuse is not willing to immediately notify the appropriate government agency, the Auxiliary Board member should report the allegation to the appropriate government agency. In their handling of cases of child abuse, members of the Continental Board of Counsellors and Auxiliary Board members should bear in mind the guidance contained in the Policy and these Procedures. The National Assembly should be notified as soon as possible of the allegations and informed as to whether the matter has been reported to the appropriate government agency.

Note: The *Bahá'í Continental Board of Counsellors* is a unique Bahá'í institution appointed every five years. Counsellors, together with their appointed *Auxiliary Board members*, work to stimulate the growth and vibrancy of the Bahá'í community, promoting the development of its spiritual, intellectual, and social life. Members of this institution have no legislative, executive, or judicial authority. They encourage action, foster individual initiative, and promote learning within the Bahá'í community as a whole, in addition to offering advice to Spiritual Assemblies.

Annex B: Supervision of children and young people and accreditation of facilitators and organisers at activities and events under the aegis of a Bahá'í institution or agency

Note: All activities organised in the context of the Bahá'í community must come under the jurisdiction of a Bahá'í institution which is responsible for ensuring that the provisions of the Child Protection are adhered to. Whilst there are a wide range of situations in which the National Spiritual Assembly has mandated that the requirements of this Policy are to be enforced, parents should not assume that, just because the function - be it a Feast, meeting, or social occasion - is organised by the Bahá'ís, that the parents' responsibility for their child's behaviour and safety has been relinquished. Parents have responsibility for their children at all times, and even more so when there is no formal supervised program in place.

...with participants of mixed ages, under and over 18

e.g. community events, youth conference, summer school, Feast, deepening, study circle

- Each child or young person (“child”) would need to be supervised by an accredited person or by the parent(s) or guardian(s) of the child.
- Parent(s)/guardian(s) should be aware of their duty to supervise and care for their child at all times.
- Non-accredited persons may undertake supportive roles such as hosting, cooking, cleaning and activity preparation that are not for the exclusive benefit of children and can attend the event as participants.
- All those residing in a home, offering billeting to youth under 18, should verify whether they need a working with children check, under current legislation.
- Those directly involved in teaching, caring for, or supervising children at a sub-event at which the parent(s)/ guardian(s) would not be expected to attend, need child protection accreditation, for example, those caring for children at Feast. This includes any assistants or parents acting as assistants. See exceptions below.

Note: For *youth conferences*, all members of the organising committee should ideally have child protection accreditation, but as a minimum at least one member of the committee will be the responsible accredited person. Indemnity forms signed by parents/carers have been used for youth conferences with youth aged 15-17 attending without their parents/carers

Note: For overnight events, State/Territory laws would also need to be checked and complied with.

...with participants who are all under 18

e.g. children's classes, junior youth group, youth 15 to 17 exclusive activity

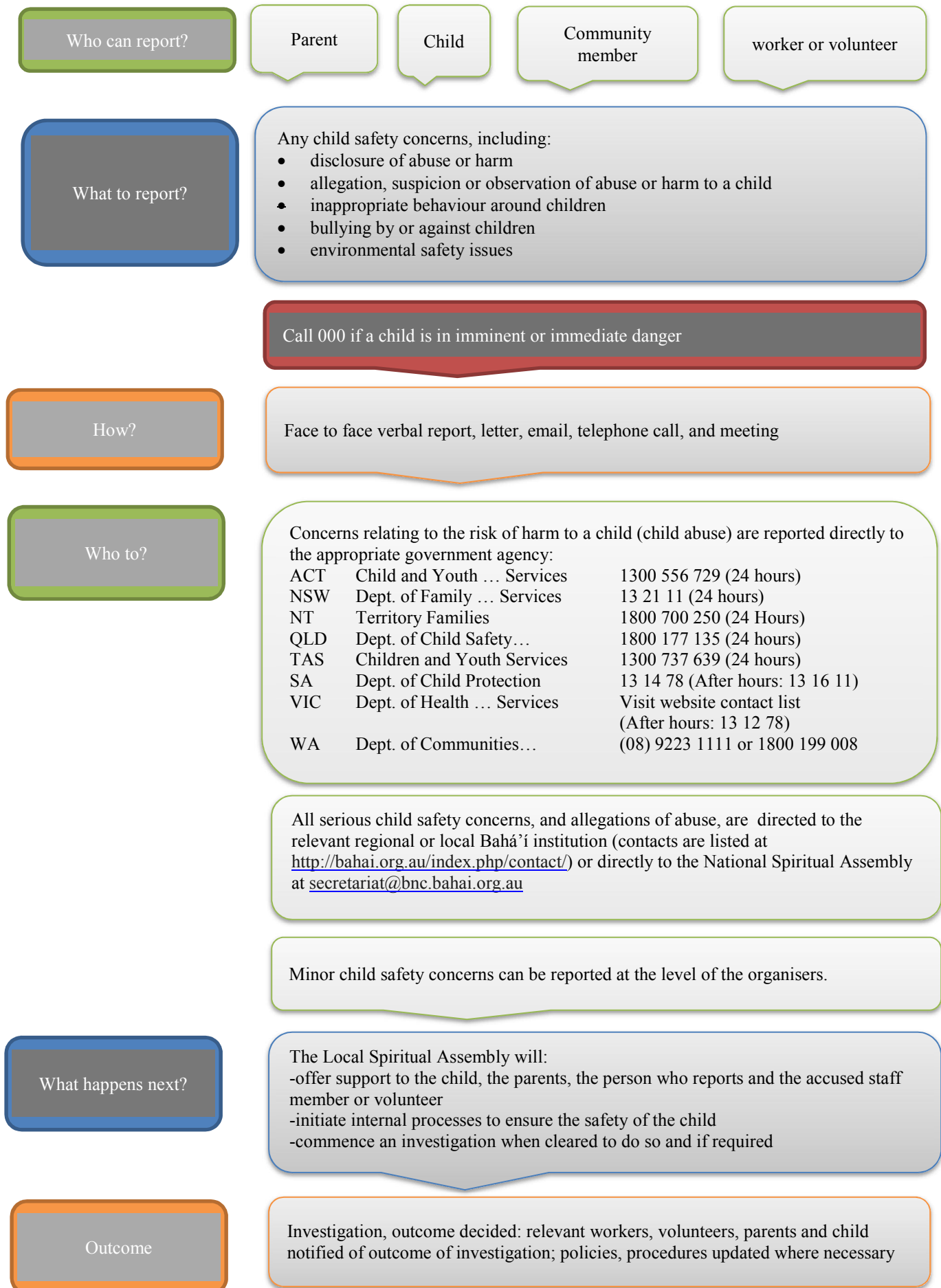
- Those directly involved in teaching, caring for, or supervising children need child protection accreditation. This includes any assistants or parents acting as assistants. See exceptions below.
- Non-accredited persons may undertake supportive roles not requiring direct contact with children, such as hosting, cooking, cleaning and activity preparation; but should ensure any direct contact with children is in the presence of a responsible accredited person.
- Formally transporting children and young people without an accredited supervisor present requires a working with children check/clearance.
- Residents at venues (including residential homes) where overnight Bahá'í activities take place and persons offering significant support for overnight activities (e.g. present most of the camp to assist with cooking) should have a working with children clearance OR ensure they do not have direct contact with the children and are not in the immediate vicinity of children. Note: in Tasmania, this may apply to residents of a residential premise where child-related activity is conducted, whether taking place during the day or overnight.

Note: State/Territory laws would also need to be checked and complied with.

Exceptions (subject to State/Territory laws):

1. Playgroups where parent(s)/guardian(s) attend and care for their own child, i.e. no child is present without parent/guardian do not require an accredited person to be present.
2. A parent of a child participating in the activity/event need not be accredited if attending as an observer or temporary volunteer (other than an overnight camp for children) as long as they are always in the presence of an accredited responsible individual. If they take on the role of acting as a regular assistant, however, they need child protection accreditation. This exemption may not be applicable in the ACT, NT (parents are exempt in some circumstances but not in connection with religious organisations) and TAS.
3. A volunteer assisting short-term (no more than 3 days in any 4 week period and 5 days in any calendar year), for example an ad-hoc presenter, need not have accreditation if directly supervised at all times when children are present (other than an overnight camp for children). Note: This exception may not be applicable in the NT, QLD (volunteer 18 years and over may only observe (not assist) for no more than two sessions before requiring a blue card in QLD) and VIC.

Flowchart: Child safety reporting process



Risk of Harm/Incident/Disclosure Reporting Form – *STRICTLY CONFIDENTIAL*

Name of Person Reporting:

Full Name: _____ Contact Number(s): _____

Child or Young Person Details

Full Name: _____ Date of Birth: _____

Address (if known): _____ Contact No: _____

Parent/Carer/Guardian Details

Full Name: _____

Address (if known): _____ Contact No: _____

Is he/she aware of the disclosure? Yes No

Does this disclosure involve a family member? Yes No

Comments: _____

Alleged Perpetrator Details (if known)

Complete as much information that you know

Full Name: _____

Address (if known): _____ Contact No: _____

Is this person involved in Baha'i community activities? Yes No

If yes, in what capacity? _____

Is this person engaged to provide services to children and young people on behalf of the Baha'i community? Yes No

Disclosure Details

Please provide details of the concern or allegation. Include dates and times and location of incident(s) as disclosed (if known).

Child Safe Action Taken

Has a notification been made to the Government Agencies for Child Protection/Safety? Yes No

If yes please provide details of the report: Date of Report: _____ Time of Report: _____

Please include advice or guidance given by the Child protection Authorities and any reference numbers provided.

Name of Local Spiritual Assembly/ Auxiliary Board member responsible: _____

Have they been notified? Yes No Date of Report: _____

Form Completed by:

Full Name: _____ Role (e.g. animator): _____

Contact Number(s): _____ Email Address: _____

Signature: _____ Date: _____

This information should be sent immediately to the National Spiritual Assembly at: Postal: 173 Mona Vale Rd, Mona Vale NSW 2101; Email: secretariat@bnc.bahai.org.au; Fax: 02 9998 9223.

This Policy was reviewed by the National Spiritual Assembly of the Bahá'ís of Australia on 30 May 2018.