



# Guidelines – Responding to Safeguarding Concerns: External Reporting Requirements

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Once you have managed any immediate risks or concerns, consider if you or someone in authority in your program needs to report to any of the following. If you are not sure, contact your Safeguarding Consultant.

## Within Australia:

- Notify the **Child Protection Authority** in the state/ territory where the child lives. This can be done using the methods detailed on the Child Protection Authority's website below:

[WA](#) | [QLD](#) | [SA](#) | [NT](#) | [VIC](#) | [NSW](#) | [TAS](#) | [ACT](#)

It is mandatory to report to these authorities whenever a child has been or is at risk or abuse, has been or is being abused.

- The **Regulatory Authority for Teachers** if the Subject of Allegation is a registered teacher. This is done by using the methods detailed on their websites below:

[WA](#) | [NT](#) | [SA](#) | [QLD](#) | [NSW](#) | [ACT](#) | [VIC](#) | [TAS](#)

Report to this body when the alleged person is a teacher and is subject to allegations of serious misconduct involving children and/or adults.

- It is mandatory to report to the **Aged Care Quality and Safety Commission** if the incident meets the threshold of a [reportable incident](#), it must be reported via the Federal Department of Health [Portal](#).

This is for Aged Care only. Click on [reportable incident](#) to see when you need to report.

- Reporting to the **National Disability Insurance Scheme (NDIS) Regulatory Authority** is done via the [Online Portal](#) if the incident meets the threshold of a [reportable incident](#) and involves a The Salvation Army (TSA) service user living with a disability.

Must be reported for certain types of notifiable incident in relation to adults and children, where the program receives any NDIS funding. See [NDIS guidelines](#).

- Reporting to the **Regulatory Authority for Early Childhood** education and care services is done via the National Quality Agenda IT System ([NQAITS](#)) online system where it meets the threshold. See the Australian Children's Education and Care Quality Authority ([ACECQA](#)) [guidelines](#) (Legally approved Early Childhood Education and Care Services only).

- The [Australian Centre to Counter Child Exploitation](#) should be contacted in addition to Police if a concern is formed in relation to online behaviour towards a child, including someone having any dealings in child abuse material, online grooming or behaviour which is coercive such as trying to force a child send intimate images.

- Contact the [eSafety Commissioner](#) if the concern relates to other forms of image-based abuse. The eSafety Commissioner can be reported to if any alleged victim/survivor (adult or child) of image-based abuse wants the eSafety Commissioner to remove the content.

- Contract partners with whom TSA has a contractual obligation to report. This is for funded TSA services only.

**Salvation Army International Development (SAID) only:**

- Contact the [Department of Foreign Affairs and Trade \(DFAT\)](#) immediately to report any suspected or alleged instances of child abuse, exploitation, harm or relevant policy non-compliance in DFAT funded projects to the Conduct and Ethics Unit via [childwelfare@dfat.gov.au](mailto:childwelfare@dfat.gov.au)
- Contact the [Department of Foreign Affairs and Trade \(DFAT\)](#) Reports of sexual exploitation, abuse and harassment or concerns about the welfare of an adult in DFAT funded projects should be notified to [seah.reports@dfat.gov.au](mailto:seah.reports@dfat.gov.au)