SAID Incident Categorisation Table

The table below is for incidents that are related to The Salvation Army **clients**. Example of clients include participants, community members, residents, partners, beneficiaries, and supporters.

For definition of common terms: Glossary of Terms and Definitions available in TSA Policy Hub.

Incident Group	Incident Types and Categories		
	Category 1	**Category 2**	**Category 3**
Client/participant behaviour	**Hospital admission** *(e.g. a serious illness or injury that requires immediate treatment in hospital as an inpatient in a hospital)* ▪ Assault-Physical (Hospital admission) ▪ Assault-Sexual ▪ Misuse of drugs, alcohol and other substances (Hospital admission) ▪ Self-harming behaviour (Hospital admission) ▪ Suicide ideation/thought/actions (Hospital admission) **Note:** Provision of treatment provided and may or may not be accepted. **Note:** May require mandatory statutory and/or regulatory reporting	**Medical attention** *(e.g. Treatment provided in/by Hospital Emergency Department, ambulance, unplanned GP/health centre visit, crisis assessment team)* ▪ Assault-Physical (Medical Attention) ▪ Misuse of drugs, alcohol and other substances (Medical attention) ▪ Self-harming behaviour (Medical attention) ▪ Suicide ideation/thought/actions (Medical attention) **Note:** Provision of treatment provided and may or may not be accepted **Non-medical related** ▪ Aggression including serious threats of physical violence or harm ▪ Alleged trafficking or provision of illicit substances ▪ Inappropriate sexual conduct (Major impact) ▪ Inappropriate use of funds ▪ Possession of weapons ▪ Stalking ▪ Trespass with intent to harm	▪ Aggression-verbal abuse, offensive behaviour ▪ Breach of cultural safety ▪ Inappropriate sexual conduct (Minor impact) ▪ High risk activities e.g. train surfing, sexualised behaviour ▪ Self-harm (Minor Intervention) ▪ Suicide ideation/thought/actions (No medical intervention) ▪ Misuse of drugs, alcohol and other substances (Minor intervention)
TSA Personnel Conduct **Note:** Including personnel in partner organisations.	▪ Abuse-Sexual ▪ Inappropriate professional conduct (sexual misconduct) ▪ Abuse-Emotional/Psychological ▪ Abuse-Forced marriage ▪ Abuse-Neglect ▪ Abuse-Physical ▪ Abuse-Reproductive ▪ Abuse-Social ▪ Abuse-Systems abuse ▪ Abuse-Technology ▪ Abuse-Unborn child ▪ Inappropriate or unauthorised use of restrictive practices	▪ Discrimination ▪ ACFID conduct breach Inappropriate use of funds ▪ Inappropriate professional conduct ▪ Abuse-Financial ▪ Abuse - Spiritual	
Death	▪ Unexpected death (within service/care)		

*** This document is not controlled once it has been printed ***

Incident Group	Incident Types and Categories		
	Category 1	Category 2	Category 3
External and environmental	▪ Geopolitical issues ▪ Social tensions ▪ Disaster or emergency		
Illness	**Hospital admission** *(e.g. a serious illness or injury that requires immediate treatment in hospital as an inpatient in a hospital)* ▪ Notifiable infectious or communicable disease/illness (With or without hospital admission) ▪ Outbreak (Multiple people with similar illness)		
Injury	**Hospital admission** *(e.g. a serious illness or injury that requires immediate treatment in hospital as an inpatient in a hospital)* ▪ Injury (Hospital admission)	**Medical attention** *(e.g. Treatment provided in/by Hospital Emergency Department, ambulance, unplanned GP/health centre visit, crisis assessment team)* ▪ Injury (Medical attention)	
Missing Person	*Unexplained/unplanned or unexpected absence, requiring emergency service and/or other statutory service intervention and/or reporting* ▪ Child/ young person missing from service/activity, location unknown, fear for safety and wellbeing (<18)	*Unexplained/unplanned or unexpected absence, requiring statutory service intervention and/or reporting **and may** require emergency service intervention* ▪ Unexplained or absconding-more than 24 hours (>18years)	
Personal information	▪ Loss or theft ▪ Unauthorised access to or modification ▪ Unauthorised use and disclosure **Note:** May require mandatory statutory and/or regulatory reporting	▪ Non-compliant collection or storage ▪ Unauthorised/inappropriate use of images **Note:** May require mandatory statutory and/or regulatory reporting	
Transnational Crime	▪ Human trafficking ▪ Terrorist activity ▪ Terrorism/exploitation financing		
External and environmental	▪ Geopolitical issues ▪ Social tensions ▪ Disaster or emergency		
Family and Domestic Violence; Child abuse			**Family & domestic violence; Child abuse** ▪ Impact of family violence ▪ Child abuse or abuse of unborn child **Duty of care intervention** *Where the impacted person is not engaged with TSA but statutory/regulatory reporting and/or intervention is required* ▪ Impact of family violence (Non-TSA)

*** This document is not controlled once it has been printed ***

Incident Group	Incident Types and Categories		
	Category 1	Category 2	Category 3
			▪ Child abuse or abuse of unborn child (Non-TSA)
Failure to report/remove risk	**Reporting and compliance** ▪ External reporting failure ▪ Failure to reduce/remove risk		

*** This document is not controlled once it has been printed ***

Notification Key		
I Immediately after incident or awareness of incident	**AC** Assistant Chief	**PRS** Public Relations Secretary
8H Within 8 hours after incident or awareness of incident	**ATC** Assistant to the Chief	**PC** Project Coordinator
24H Within 24 hours of awareness of incident	**CS** Chief Secretary	**MR** Media Relations
48H Within 48 hours of awareness of incident	**GC** General Counsel	**Q&S** Quality and Safeguarding
D At the discretion of the last person notified in the management structure	**HoD** Head of Department	**SGM** Manager Safeguarding Policy and Practice
✚ Additional notification not within direct line management structure	**HR** Human Resource	**SPT** Secretary to the Property Trusts (Governance and Risk)
Where a service does not operate 24/7, initial notification needs to be completed within that shift, typically within the hours of 8am or 6pm	**PL** Portfolio Leader	**WHS** Work Health & Safety
	PO Privacy Officer	

Mandatory Notification Rules	
SGM	**Additional notification to Manager Safeguarding Policy and Practice on child related incidents.**
WHS	**Notification to WHS if there's injury/ hospitalisation/ death of TSA personnel and/or client/participant/ community member.**
HR/OP/VR	**Notification to HR/ Officer Personnel/ Volunteer is required if there's breaches of code of conduct by TSA personnel.**
MR	**Notification to Media Relations is require if the incident has the potential to attract external media attention.**

Explanation of Notification Rule	
Example: (I) PC → (I) HoD ✚ PC → (8) SGM ✚ HoD → (D) MR	1. Notify Project Coordinator immediately. 2. Project Coordinator to notify Head SAID immediately. 3. Project Coordinator to notify Manager Safeguarding Policy and Practice in 8 hours (child related incident). 4. At the discretion of Head SAID, to notify Head of Department.

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
	Client/participant behavior	Incidents related to participants, community members, residence, tenants, job seekers, customers, beneficiaries and supporters behaviours.	
Category 1	Assault-Physical (Hospital admission)	Actions or attempted actions, that involve the use of physical force against a person that result in or have the potential to cause severe harm that results in hospital admission for treatment (e.g. a serious illness, injury or condition that requires immediate treatment within hospital as an inpatient in that hospital) For example: Hospital admission **includes** inpatient admission to a ward/unit; admissions for treatment or surgery. This would **exclude** an Emergency Department attendance for treatment; an assessment within hospital; assessment/treatment by ambulance service with or without transport to Emergency Department	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 1	Misuse of drugs, alcohol and other substances (Hospital admission)	Possible/actual overdose that results in loss of consciousness or that is life-threatening that results is hospital admission for treatment (e.g. a serious illness, injury or condition that requires immediate treatment within hospital as an inpatient in that hospital) For example: Hospital admission **includes** inpatient admission to a ward/unit; admissions for treatment or surgery. This would **exclude** an Emergency Department attendance for treatment; an assessment within hospital or assessment/treatment by ambulance service with or without transport to Emergency Department	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 1	Assault-Sexual	Any sexual contact that is an offence under the criminal statutes of a state, territory or the Commonwealth that involves actions or attempted actions of a sexual nature of or by a client that are unlawful and have caused or have the realistic potential to cause serious harm. It includes but is not restricted to child sexual abuse, rape, aggravated sexual assault, indecent sexual assault, engaging in conduct with the intention of making it easier to procure the client to engage in sexual contact or conduct (i.e. grooming), sexual exploitation. **Child sexual abuse** Child sexual abuse is the exposure to or involvement of a child in any sexual activity by an adult. Sexual abuse can also include the engagement of a child in sexual activity by another child, who by the nature or their age of development has greater power. Child sexual abuse includes but is not limited to fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism and exposing a child to pornography or child-abuse material. **Image-based abuse** occurs when someone creates, possesses or shares intimate imagery of a child. It amounts to a crime which must be reported because it is considered child abuse material if the image shows a child: ▪ With their genital, anal or breast areas being focused on in the image, or which are uncovered; ▪ Doing something personal such as sexual activity, showering or using a toilet etc.; ▪ In a digitally altered/ ‘deep-fake’ type format which would be considered intimate.	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
		Note: Safeguarding Consultants should be advised of alleged or actual incidents of child abuse, including child sexual abuse. Safeguarding Consultants are based at each divisional office and are available to all mission expressions for consultation and advice on child safeguarding matters.	
Category 1	Self-harming behaviour (Hospital admission)	Actions that intentionally cause severe harm or injury to self without wanting to die (e.g. significant cutting of self, intentional overdose) that results in hospital admission for treatment (e.g. a serious illness, injury or condition that requires immediate treatment within hospital as an inpatient in that hospital) For example: Hospital admission **includes** inpatient admission to a ward/unit; admissions for treatment or surgery. This would **exclude** an Emergency Department attendance for treatment; an assessment within hospital or assessment/treatment by ambulance service with or without transport to Emergency Department	(I) PC → (24H) HoD
Category 1	Suicide ideation/thought/actions (Hospital admission)	Planning, direct threats or thoughts of serving as an agent of one's own death or engaging in suicide-related behavior that results in hospital admission for treatment (e.g. a serious illness, injury or condition that requires immediate treatment within hospital as an inpatient in that hospital) For example: Hospital admission **includes** inpatient admission to a ward/unit; admissions for treatment or surgery. This would **exclude** an Emergency Department attendance for treatment; an assessment within hospital or assessment/treatment by ambulance service with or without transport to Emergency Department	(I) PC → (24H) HoD
Category 2	Assault-Physical (Medical Attention)	Actions that involve the use of physical force against a person that result in major impact or harm that requires medical attention that may be provided by hospital emergency department, ambulance, an unplanned GP/health centre visit, crisis assessment team.	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 2	Aggression including serious threats of physical violence or harm	Any unacceptable hostile and violent behaviour (physical and/or verbal) that creates an intimidating, frightening or offensive situation resulting in lockdowns and/or intervention by the police. Serious threats can be made by words (including communications via text, email or online messaging), conduct or both and can include a death threat, threat to kill.	(I) PC → (24H) HoD
Category 2	Alleged trafficking or provision of illicit substances	Trafficking is the supply of drugs as part of an illegal commercial operation. Provision includes giving, distributing, selling, administering, offering to give, preparing to give or transport drugs.	(I) PC → (24H) HoD
Category 2	Inappropriate sexual conduct (Major impact)	Inappropriate sexual conduct includes any unwanted or unwelcome sexual behavior, including conduct towards children, that may include sexual harassment, acts of indecency or sharing of intimate images that has a **major impact** on the person subjected to this behaviour causing them to feel intimated, threatened or fearful. Examples include: ▪ staring, leering or unwelcome touching ▪ suggestive comments or jokes ▪ unwanted invitations to go out on dates or requests for sex ▪ intrusive questions about a person's private life or body ▪ deliberately brushing up against a person ▪ emailing pornography or rude jokes, displaying images of a sexual nature, communicating content of a sexual nature through social media or text messages	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
Category 2	Inappropriate use of funds	Misuse of funds, issues with spending and/or claiming includes: ▪ using given funds for unapproved activities ▪ falsification of documents to support claims ▪ accessing funds for personal use ▪ accessing participant funding when not an authorised nominee ▪ multiple claims for the same support or service ▪ claiming for supports provided before any plan or service was approved.	(I) PC → (24H) HoD
Category 2	Possession of weapons	Possession of weapons/illegal items posing a risk of harm such as weapons, explosives, dangerous goods. A weapon may include (but is not limited to): ▪ a firearm, a gun or a knife ▪ any object that is made or adapted for attacking someone ▪ any object that, in all circumstances, is used, intended for use, or threatened to be used for offensive purposes, whether or not it is ordinarily used for offensive purposed or is capable of causing harm or inflicting bodily harm.	(I) PC → (I) HoD
Category 2	Stalking	The following of a person (physically, online or via other communication devices) or the watching or frequenting of the vicinity of, or an approach to a person's place of residence, business or work or any place that a person frequents. Happens physically as well as through technology (e.g. cyber stalking, utilising tracking devices on mobile phones).	(I) PC → (I) HoD
Category 2	Trespass with intent to harm	Any unauthorised access to a TSA property by a member of community or client with the intent to cause harm or injury and/or that poses a risk or imminent risk to a TSA client and/or member of personnel	(I) PC → (24) HoD
Category 2	Misuse of drugs, alcohol and other substances (Medical attention)	Possible/actual overdose that results in major impact or harm requiring medical attention that may be provided by hospital emergency department, ambulance, an unplanned GP/health centre visit, crisis assessment team.	(I) PC → (I) HoD
Category 2	Self-harming behaviour (Medical attention)	Actions that cause major harm or injury to self without wanting to die (e.g. significant cutting of self, intentional overdose) requiring medical attention that may be provided by hospital emergency department, ambulance, an unplanned GP/health centre visit, crisis assessment team.	(I) PC → (I) HoD
Category 2	Suicide ideation/thought/actions (Medical attention)	Planning, direct threats or thoughts of serving as an agent of one's own death or engaging in suicide-related behavior requiring medical attention that may be provided by hospital emergency department, ambulance, an unplanned GP/health centre visit, crisis assessment team	(I) PC → (I) HoD
Category 3	Aggression-verbal abuse, offensive behaviour	Any unacceptable hostile behaviour that creates an intimidating, frightening or offensive situation and/or adversely affects workplace performance. It may involve threats, hostile or threatening gestures or verbal abuse of either a personal or general nature by means of innuendo, raised voice or obscenities, including racist and sexist comments.	(I) PC → (24H) HoD
Category 3	Breach of cultural safety	Cultural safety is an environment that is safe for all people; where there is no assault, challenge or denial of identity or who they are and what they need. There is shared respect, power, knowledge and understanding of the diversity of all communities including Aboriginal and Torres Strait Islanders, LGBTIQA+, CALD, people with disability, older people, people from other religious beliefs, etc A breach of cultural safety is an environment or form of interaction where a client does not feel safe and/or respected, is not treated with dignity and/or is subject to assault, challenge or denial of their	(I) PC → (24H) HoD

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
		identity and/or culture. For example, discriminatory, harassing and/or victimising behaviour towards an individual/s based on their gender or sexual identity, race or religion, etc.	
Category 3	Inappropriate sexual conduct (Minor impact)	Inappropriate sexual conduct includes any unwanted or unwelcome sexual behavior, including conduct towards children, that may include sexual harassment, acts of indecency or sharing of intimate images that has a **minor impact** on the person subjected to this behaviour causing them to feel intimated, threatened or fearful. Examples include: ▪ staring, leering or unwelcome touching ▪ suggestive comments or jokes ▪ unwanted invitations to go out on dates or requests for sex ▪ intrusive questions about a person's private life or body ▪ deliberately brushing up against a person ▪ emailing pornography or rude jokes, displaying images of a sexual nature, communicating content of a sexual nature through social media or text messages	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 3	High risk activities e.g., train surfing, sexualised behaviour	Activities/conduct that cause harm to the client or place the client at risk of harm such as train surfing, sexualised behavior, joy riding, arson, theft with a weapon.	(I) PC → (24H) HoD
Category 3	Suicide ideation/thought/actions (No medical intervention)	As per category 1 description but does **not** results in medical treatment or hospital admission (more than >24 hours).	(I) PC → (24H) HoD
Category 3	Self-harm (Minor Intervention)	Deliberate selfinjury resulting in minor injuries/bruises/minor cuts. Examples include punching walls or objects, scratching or picking the skin resulting in bleeding or welts, pulling out hair, hitting the body with fists or another object, cutting the skin with sharp objects, burning the skin.	(I) PC → (24H) HoD
Category 3	Misuse of drugs, alcohol and other substances (Minor intervention)	Client requires monitoring and/or first aid due to use of substances (e.g. drugs, alcohol) for nonmedical purposes in quantities and/or concentration that causes harm or illness. Substances can be illegal drugs or legal substances such as alcohol, prescription medications, over the counter medications, caffeine, nicotine and volatile substances (e.g. petrol, glue, paint). Illegal substances such as cannabis, ice and amphetamines. History of misuse or addiction increases the risk of overdose.	(I) PC → (I) HoD
	TSA Personnel Conduct	Actual or alleged actions or behaviours of TSA personnel towards a client or a community member that result in harm in the course of service delivery.	
Category 1	Abuse–sexual	Refers to any sexual contact that is an offence under the criminal statutes of a state, territory or the Commonwealth that involves actions or attempted actions of a sexual nature of or by a member of TSA personnel that is unlawful and have caused or have the realistic potential to cause serious harm. The actual or threatened physical act or intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It includes but is not restricted to child sexual abuse, rape, aggravated sexual assault, indecent sexual assault (which includes non-consensual kissing	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
		and touching), engaging in conduct with the intention of making it easier to procure the client to engage in sexual contact or conduct (i.e. grooming), sexual exploitation **Child sexual abuse** All sexual activity between a member of TSA personnel with a child (under the age of 18) is considered to be sexual abuse. Child sexual abuse is the exposure to or involvement of a child in any sexual activity by an adult. Sexual abuse can also include the engagement of a child in sexual activity by another child, who by the nature or their age of development has greater power. Child sexual abuse includes but is not limited to fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism and exposing a child to pornography or child-abuse material. **Image-based abuse** occurs when someone creates, possesses or shares intimate imagery of a child. It amounts to a crime which must be reported because it is considered child abuse material if the image shows a child: ▪ With their genital, anal or breast areas being focused on in the image, or which are uncovered; ▪ Doing something personal such as sexual activity, showering or using a toilet etc.; ▪ In a digitally altered/ 'deep-fake' type format which would be considered intimate. **Note:** Safeguarding Consultants must be advised of **all** alleged or actual incidents of child abuse, including child sexual abuse, **that involve a member of TSA personnel** (i.e. officers, employees, volunteers, contractors). Safeguarding Consultants are based at each divisional office and are available to all mission expressions for consultation and advice on child safeguarding matters.	
Category 1	Inappropriate professional conduct (sexual misconduct)	Inappropriate professional conduct of sexual nature towards, with or in the presence of children or vulnerable adults, includes any unwanted or unwelcome sexual behavior, including sexual harassment, acts of indecency or sharing of intimate images that has a **major impact** on the person subjected to this behaviour causing them to feel intimated, threatened or fearful. This includes: ▪ Any behaviour that amounts to sexual exploitation- exploiting the vulnerable situation of a person for sexual purposes to profit monetarily, socially or politically- is unacceptable. The exchange of money, employment, goods or services for sex, including sexual favours or other forms of exploitative behaviour is prohibited. ▪ Any behaviour regarded as 'grooming', either of a child or/vulnerable adult or of another adult (an individual), with the purpose of gaining access to that individual for sexual contact and/or exploitation is a crime under Australian law Examples include: ▪ Kissing, fondling, inappropriate touching ▪ 'Non-contact behaviour" such as flirting, sexual innuendo ▪ Conversations of a sexual nature (through any medium)	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
		▪ Comments about an area of the body (if these could be perceived as being for sexual gratification and not for an authorised purpose) ▪ Communicating/displaying pornography, sexually explicit imagery or content of a sexual nature of any type and in any format nature (online or offline, including through any social media format or forum, including text messaging) ▪ Exposure to sexual activity by others, undressing or watching someone else undress	
Category 1	Abuse: Emotional/ Psychological	Typically characterised by distorting someone's sense of reality. This is also called 'gaslighting' (a form of psychological manipulation in which a person seeks to sow seeds of doubt in a targeted individual or in members of a targeted group, making them question their own memory, perception, and sanity). The goal of the psychological abuse is to convince the victim that they are crazy or incompetent. Psychological abuse distorts facts with the intent of undermining confidence and making an individual more pliable.	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 1	Abuse: Forced marriage	Child marriage, or early marriage, is any marriage where at least one of the parties is under 18 years of age. Forced marriages are marriages in which one and/or both parties have not personally expressed their full and free consent to the union. A child marriage is considered to be a form of forced marriage, given that one and/or both parties have not expressed full, free and informed consent.	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 1	Abuse: Neglect	Refers to a failure by a caregiver to provide the basic requirements for meeting the physical and emotional developmental needs of a client. Physically neglectful behaviours include a failure to provide adequate food, shelter, clothing, supervision, hygiene or medical attention.	(I) PC → (I) HoD
Category 1	Abuse: Physical	Physical abuse is the use of physical force against a person that results in or is likely to result in harm to a person. Physically abusive behaviour can include but is not limited to "hitting, beating, kicking, shaking, biting, strangling, scaling, burning, poisoning and suffocating".	(I) PC → (I) HoD ✚ PC → (I) SGM ✚ PC → (I) HoD Q&S
Category 1	Abuse: Reproductive	Manipulating someone into getting pregnant, not getting pregnant or forced termination of a pregnancy, including manipulating a woman to act as a pregnancy surrogate	(I) PC → (24H) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 1	Abuse: Social	Isolation a person from friends/family or humiliating/shaming a person	(I) PC → (24H) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 1	Abuse: Systems	Systems abuse – Attempts by a person to misuse systems against another person, by making false reports to authorities	(I) PC → (24H) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 1	Abuse: Technology	When a person posts personal information about another person which places the victim/ survivor at risk or is intended to harm their reputation or as way of harassing/stalking a person. This includes image-based abuse.	(I) PC → (24H) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 1	Abuse: Unborn child abuse	Exists when an unborn child's continued survival is at risk or will be placed at risk once born. Factors which place an unborn child at risk include the mother being homeless, using alcohol or other drugs, living in a household where there is family violence, has significant and unmanaged mental or physical health issues or is not accessing necessary medical care to allow for safe delivery of the child.	(I) PC → (24H) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
Category 1	Use of restrictive practices-Inappropriate/unauthorised	Refers to inappropriate or unauthorised use of activities or interventions, either physical or pharmacological, that have the effect of restricting a person's free movement or ability to make decisions or that control the behaviour of a person.	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 2	Discrimination	• Discriminatory practice or behaviour that impacts/limits/precludes a client from accessing or continuing to access a service/program An environment or form of interaction where a client does not feel safe and/or respected, is not treated with dignity and/or is subject to assault, challenge or denial of their identity and/or culture, with particular reference to Aboriginal and Torres Strait Island peoples, LGBTIQA+ community, people with disabilities, people from culturally and linguistically diverse communities • Includes practices and/or behaviours that discriminate against people on the basis of (but not restricted to): ▪ Age ▪ Carer status ▪ Gender identity (identify as male/female/non-binary/preferred identification) ▪ Sexual orientation ▪ Impairment/disability ▪ Physical features ▪ Political belief ▪ Pregnancy ▪ Cultural identify ▪ Religious belief/activity ▪ Unrelated criminal record ▪ Parental status	(I) PC → (I) HoD
Category 2	Inappropriate professional conduct	As per TSA Code of Conduct Standards, TSA personnel should not, of their own volition or at the request of a child or vulnerable person, act outside the confines of their duties (as specified in the relevant Brief of Appointment, position description or role profile). In order to ensure supportive and safe engagement and interactions, all interactions with people must not violate their physical, psychological and sexual boundary limits. (Refer to: Code of Conduct Standard (GO_LR_PRO-01_TCOC) (Section: Unacceptable Behaviour – Boundaries). Boundaries are guidelines, rules or limits that create reasonable, safe and permissible ways for people to engage and behave with others, both personally and professionally with respect to physical, psychological and emotional interactions or sexual boundaries	(I) PC → (24H) HoD
Category 2	ACFID conduct breach	Mandatory regulatory reporting of behaviour, not otherwise identified in this group which represents a Breach of ACFID Code of Conduct.	(I) PC → (24H) HoD
Category 2	Inappropriate use of funds	Misuse of funds, issues with spending and/or claiming includes: ▪ using given funds for unapproved activities; ▪ falsification of documents to support claims; ▪ accessing funds for personal use; ▪ accessing participant funding when not an authorised nominee; ▪ multiple claims for the same support or service; ▪ claiming for supports provided before any plan or service was approved.	(8H) PC → (D) SM

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
Category 2	Abuse-Financial	The misuse of a client's assets, property, possessions and finances without their consent. It includes: ▪ Denying a client the use of their own assets, property, possessions and finances, theft, fraud, exploitation and pressure in relation to assets, property, possessions and finances obtaining assets through deception.	(I) PC → (24H) HoD
Category 2	Abuse: Spiritual	The use of or denial of spiritual or religious beliefs and practices to control and dominate a person. Spiritual abuse can impact on someone's self-esteem and confidence, make them feel guilty, damage their spiritual experiences and isolate them.	(I) PC → (24H) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
	Death	The death of a client during service delivery where the death can be unexpected or expected. Unexpected death includes death as a result of the use or misuse of drugs, alcohol or other substances and suicides.	
Category 1	Unexpected death (Within service/care)	The death of a client during service delivery where the death is unanticipated or unexpected. This includes death as a result of: ▪ use or misuse of drugs, alcohol or other substances ▪ suicides ▪ injuries sustained or contributing to death. ▪ poor quality of care is provided, ▪ delayed medical assessment or treatment May include death of an individual on a wait list for service/treatment and being provided with informal case management pending service availability	(I) PC → (I) HoD
	External and environmental	Uncontrollable factors that are not under the control of an organisation that include social environment, political conditions, technological environment, government regulations and policies, resources in economy and cultural environment and demographics of people. The external environment comprises of all the outside factors that may have an impact on the workings of an organisation.	
Category 1	Geopolitical issues	Combination of geographic, political and economy influencing or delineating a country or region and how it affects the relations between nations.	(I) PC → (24H) HoD
Category 1	Social tensions	Social tension is the relationship between groups in society that can easily burst out in violence as a consequence of hatred, resentment and rejection among groups.	(I) PC → (24H) HoD
Category 1	Disaster or emergency	Unforeseen disaster or emergency globally (natural event, pandemic event, technical event) interrupts SAID's information systems and/or operations and potentially lead to the suspension of projects.	(I) PC → (24H) HoD
	Illness/outbreak	The fact or experience of being unwell in mind, body or spirit. **Note:** Reported when the client is in a care/support relationship with TSA.	
Category 1	Notifiable infectious or communicable disease/illness (With or without hospital admission)	Where a client/s or community member/s engaged with a TSA Corps/Service/Program has received confirmation by a medical practitioner that they have an infectious or communicable disease that requires mandatory report to state/territory and/or federal health departments. For example: measles, polio, hepatitis, coronavirus.	(I) PC → (I) HoD
Category 1	Outbreak (Multiple people with similar illness)	When there are two or more linked cases of the same infectious agent or disease.	(I) PC → (I) HoD

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
	Injury	Hurt, damage or loss sustained to a person's body. **Note:** Reported when the client is in a care/support relationship with TSA	
Category 1	Injury (Hospital admission)	An injury for which a person is admitted to hospital for treatment (e.g. admission to an inpatient unit/ward; admission for treatment or surgery). For example: Hospital admission **includes** inpatient admission to a ward/unit; admissions for treatment or surgery. This would **exclude** an Emergency Department attendance for treatment; an assessment within hospital; assessment/treatment by ambulance service with or without transport to Emergency Department Examples include: ▪ a pattern of unexplained and/or concerning injuries ▪ burns ▪ concussion ▪ crushing ▪ internal injuries ▪ lacerations ▪ severe shock ▪ severe cuts requiring stitches ▪ fractures	(I) PC → (24H) HoD
Category 2	Injury (Medical attention)	As per category 1 description that requires medical attention that may be provided by hospital emergency department, ambulance, an unplanned GP/health centre visit, crisis assessment team	(I) PC → (24H) HoD
	Missing Person	A client is unexpectedly absent from the service or absent without authorisation/approval/ knowledge and there are concerns for their safety. **Note:** Unexplained/unplanned or unexpected absences may require statutory and/or regulatory reporting in specific programs or circumstances	
Category 1	Child/ young person missing from service/activity, location unknown, fear for safety and wellbeing (<18)	Refers to where TSA has 'in loco parentis' responsibility for the care and supervision of a child or young person while they are in our care, or where a child/young person requires monitoring and supervision while they are in our care due to their specific needs or abilities. Child/young person goes missing from a service/program without explanation and the service is **unaware of any reason/s for the absence** and holds **fears for safety and wellbeing** of the child/young person. Fear for the safety and wellbeing of child/young people may be due to: ▪ Child or young person's age, ▪ Individual capacity and abilities ▪ Current mental health status ▪ Current use and/or access to drugs, alcohol, and other substances ▪ Child or young person known to be in the presence or care of a person/s who may pose a risk to them For example: ▪ A young child goes missing from a camp or organised activity and cannot be located after thorough search ▪ A child or young person leaves a program without the knowledge of personnel who fear for their safety/wellbeing due to their intellectual disability and engagement in high risk activities	(I) PC → (24H) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
		▪ The location of the child/young person is unknown and TSA has no contact and fear for their safety/wellbeing due to their current mental state and access to illicit substances ▪ Child/young person missing from placement and location unknown and personnel have no contact and fear for their safety. **Note:** Statutory and/or regulatory reporting may be required	
Category 2	Unexplained or absconding-more than 24 hours (>18years)	A client whose absence is unexplained but due to age, behaviours, individual capacity, communication skills, current mental health status, vulnerabilities, any previous history of client missing or absconding, parental/guardianship issues and arrangements is deemed as not an immediate risk of harm but may lead to harm if duration of absence continues.	(I) PC → (24H) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
	Personal information	Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not. Such information should always be managed in accordance with privacy legislation and TSA's privacy policy.	
Category 1	Unauthorised access or modification	Unauthorised access occurs when personal information held by TSA is accessed without consent of the individual and not otherwise authorised by law. This may include TSA Personnel, an independent contractor or an external third party. Unauthorised modification occurs when personal information that TSA holds is altered by someone who is not permitted to do so or is altered in a way that is not permitted by privacy legislation or the TSA privacy policy.	(I) PC → (24H) HoD
Category 1	Unauthorised use or disclosure	Personal information is shared within TSA (use) or outside TSA (disclosure) beyond the purpose for which it was collected, without consent of the individual and not otherwise authorised by law. Unauthorised disclosure may be either intentional or non-intentional. Examples may include, but are not limited to: ▪ Disclosure by TSA personnel of papers/files/Universal Serial Bus (USB) devices containing information ▪ Use of personal information by TSA personnel for a purpose other than the provision of services ▪ Release of personal information from TSA's effective control making it accessible or visible to others outside in a way that is not permitted by the Privacy Act 1988 Posting another individual's personal information on social media	
Category 1	Loss or theft	Papers/files/physical devices (such as laptops and storage devices) containing personal information are lost or stolen.	
Category 2	Non-compliant collection or storage	Personal information collected including through third parties without the individual's consent and not otherwise authorised by law. Storage of personal information in unsecured manner where non-authorised persons can easily gain access.	(I) PC → (24H) HoD
Category 2	Unauthorised/inappropriate use of images	The use of an individual's image in a photograph, fiPC or video without consent of the individual and not otherwise authorised by law; use of identifying information in relation to an image of an individual (e.g. recording name, aggress, location and other whereabouts in connection to an image). For example: in TSA publications, website pages, media campaigns.	

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
	Transnational crime	Offence that transcends national boundaries and directly or indirectly affect more than one country. (Risk item #4 of the SAID Risk Register)	
Category 1	Human trafficking	Human trafficking, slavery and slavery-like practices such as servitude, forced labour and forced marriage are complex crimes and a major violation of human rights. Around the world men, women and children are trafficked for a wide range of exploitative purposes, such as: ▪ Servitude; ▪ Slavery; ▪ Forced labour; ▪ Debt Bondage; ▪ Forced marriage; ▪ Organ harvesting.	(I) PC → (I) HoD ✚ PC → (I) SGM (child related) ✚ PC → (I) HoD Q&S
Category 1	Terrorist activity	Any financial, political or emotional support is provided to any individual or organisation known to be involved with terrorism or a terrorist group.	(I) PC → (I) HoD
Category 1	Terrorism/exploitation financing	Intentionally providing or collecting funds and being reckless as to whether those funds would be used to facilitate or engage in a terrorist act or exploitation activities. .	(I) PC → (I) HoD
	Family & Domestic Violence; Child Abuse	**Family and domestic violence** occurs when someone tries to control their partner or other family members in ways that intimidate or oppress them. Controlling behaviours can include threats, humiliation ('put downs'), emotional abuse, physical assault, sexual abuse, financial exploitation and social isolations, such as not allowing contact with family or friends; AND/OR conduct, whether actual or threatened, by a person towards, or towards the property of, a member of the person's family that causes that or any other member of the person's family to fear for, or to be apprehensive about, his or her personal well-being or safety. **Note:** Be aware of your state/territory Information Sharing legislation and/or regulations. **Child abuse** relates to a reasonable suspicion or belief that a child abuse has or is occurring to or involving (includes child/ren exposed to family violence) a client of TSA or to a member of the community not engaged with TSA, AND where the incident is not a result of a failure in TSA processes or care and does not involve a member of TSA as the alleged person. TSA has mandatory legislative reporting requirements in response to suspected, alleged or actual child abuse. Note: Physical and sexual assault in the context of family violence and child abuse are criminal actions. **Note:** Child abuse and/or a child's exposure to family violence is a reportable incident under state/territory mandatory reporting and/or child protection legislation.	
Category 3	Impact of family violence	For example, client discloses incident of family domestic violence; past family violence but client holds fear of perpetrator due to recent incidents; client discloses ex-partners breach of intervention order in context of attending client's residents, harassment, stalking etc. **Note:** Child abuse and/or a child's exposure to family violence is a reportable incident under state/territory mandatory reporting and/or child protection legislation	(I) PC → (I) HoD ✚ PC → (I) SGM ✚ PC → (I) HoD Q&S

*** This document is not controlled once it has been printed ***

Category	Term	Description & Example	Notification
Category 3	Child abuse or abuse of unborn child	Statutory/ regulatory reporting of a disclosure, reasonable suspicion or evidence of abuse/neglect of a child who is engaged with TSA and where the incident is not a result of a failure in TSA processes or care Child abuse is any act that causes harm to a child and is carried out by someone they know and trust, such as a family member or friend. The abuse may be physical, sexual, psychological and can include mistreatment and neglect. For example. A TSA worker has reasonable belief that child abuse or neglect is or has occurred based on the disclosure of abuse by a family member or child made during a home visit; the condition of the living environment of children in a client's home (i.e. suspect neglect)	(I) PC → (I) HoD ✚ PC → (I) SGM ✚ PC → (I) HoD Q&S
Category 3	Impact of family violence (Non-TSA)	Mandatory legislative reporting of a child's exposure to family violence involving a member of the community who is **not engaged with TSA** and is not receiving existing support provision or care/case plan.	(I) PC → (I) HoD ✚ PC → (I) SGM ✚ PC → (I) HoD Q&S
Category 3	Child abuse or abuse of unborn child (Non-TSA)	Mandatory legislative reporting of child abuse involving a member of the community who is **not engaged with TSA** and is not receiving existing support provision or care/case plan.	(I) PC → (I) HoD ✚ PC → (I) SGM ✚ PC → (I) HoD Q&S
	Failure to Report/remove risk	Following review of an incident, it is identified that mandatory legislative and/or regulatory reporting has not occurred in response to the incident.	
Category 1	Mandatory reporting failure	Legislative and/or regulatory reporting has not occurred in response to a client incident. Failure to report identified following report of a client incident. Identification of a failure to comply with reporting requirements will necessitate a new incident report under this categorisation. For example: statutory child protection reports, mandatory child abuse reports to police, regulatory notifications	(I) PC → (I) HoD ✚ PC → (I) HoD Q&S
Category 1	Failure to reduce/remove risk	Refers to the inaction of a member of personnel in a position of authority (e.g., Corps Officer, team leader, line manager, state manager, Head of Department etc.) where a risk of a serious offence has been or is likely to be committed against a child or vulnerable adult, and that member of personnel: ▪ Knows the risk exists, and ▪ Recklessly or negligently fails to reduce or remove the risk	(I) PC → (I) HoD ✚ PC → (I) HoD Q&S

*** This document is not controlled once it has been printed ***