



Scripture Union

New South Wales

Incident Response and Mandatory Reporting



Incident Response

Incident Contact Number

9638 9099

(This will divert to a mobile phone number, so you can call at any time)

If there is an emergency

1. Ensure the immediate safety of all present.
2. Always call **000** first, if needed.
3. Call SU NSW Emergency Contact Number for support and assistance.

Reasons to call the IRT

- If there is a medical incident or emergency that requires more than first aid.
- If there is a missing person, evacuation, or potential evacuation.
- If you have cause to make a report to any government agency (DCJ/OCG/Police).
- If there is an incident that may give rise to media interest.
- If, for any other reason, you would like assistance, support or advice.

DRSABCD action plan



Danger Check for danger and ensure the area is safe for yourself, bystanders and the patient.



Response Check for a response: ask name and squeeze shoulders. **NO RESPONSE?** Send for help. **RESPONSE?** Make comfortable; monitor breathing and response; manage severe bleeding and then other injuries.



Send for help Call **Triple Zero (000)** for an ambulance or ask a bystander to make the call. Stay on the line. [If you are alone with the patient and you have to leave to call for help, first turn the patient into the recovery position before leaving.]



Airway Open the patient's mouth and check for foreign material. **FOREIGN MATERIAL?** Roll the patient onto their side and clear the airway. **NO FOREIGN MATERIAL?** Leave the patient in the position found, and open the airway by tilting the head back with a chin lift.



Breathing Check for breathing Look, listen and feel for 10 seconds. **NOT NORMAL BREATHING?** Ensure an ambulance has been called and start CPR. **NORMAL BREATHING?** Place in the recovery position and monitor breathing.



CPR Start CPR: 30 chest compressions followed by 2 breaths. Continue CPR until help arrives, the patient starts breathing, or you are physically unable to continue.

Defibrillate Apply a defibrillator as soon as possible and follow the voice prompts.

Medical Incidents

1. In a medical incident, use DRSABCD.
2. Records of actions and contacts.
3. An incident report should be completed whenever there was a need for medical treatment (including first aid).
4. If medical treatment beyond First Aid is required, please contact the IRT.

Site Incidents

- In any site incidents please follow the instructions of the relevant professionals on site.
- If evacuation is required, follow your evacuation plan and be sure to take (and document) regular headcounts, especially before dismissing anyone.
- In the event of a missing person, please call IRT on 9638 9099 for assistance.

Mandatory Reporting

WHO: You are a mandatory reporter.

WHEN: Mandatory reporting is about protecting children from harm. Sometimes this might be continued or ongoing harm. A disclosure of past abuse is not generally a matter for reporting to the Department of Communities and Justice. However, **if in any doubt always call the hotline on 132 111.**

WHAT: Risk of Significant Harm to a child aged under 16 may include:

- Neglect (basic physical or psychological needs not being met)
- Parents/caregivers unable or unwilling to arrange medical care and/or education
- Risk of physical abuse, sexual abuse or ill-treatment
- Domestic violence in the household
- Parent/caregiver behaving in a way that causes or risks serious psychological harm

You should call the hotline on 132 111 or report through the ChildStory reporter website <https://reporter.childstory.nsw.gov.au/s/>

Reportable Conduct

As a 'religious body', Scripture Union NSW has a legal responsibility to report any allegation of reportable conduct by a Scripture Union worker. You should have covered this issue in more detail in your child protection training, this is just a reference list.

WHO: allegation or information that any SUNSW team member (staff or volunteer) has engaged in conduct that may be reportable conduct

WHERE: even if the alleged incident had nothing to do with a SUNSW activity

WHEN: at any time, whether during the current activity or in the past

WHAT: reportable conduct includes:

- a sexual offence (eg/grooming, sexual touching, making/having/sharing inappropriate images);
- sexual misconduct (any other sexualised behaviour or comments towards a child);
- ill-treatment of a child;
- neglect of a child;
- an assault against a child;
- an offence under s 43B (failure to protect) or s 316A (failure to report) of the Crimes Act; and
- behaviour that causes significant emotional or psychological harm to a child.

You should call the IRT on 9638 9099

Criminal Offences

Any disclosure of a serious criminal offence must be reported to the NSW police, even if it happened in the past.

Criminal offences may include threats, harassment, taking/having/sharing intimate images, any sexual activity with a person under 16 (or under 18 if the other person is a leader).

Please contact the Emergency Response Team for more information.

Potential Media Interest

Please do not make any comments to any media outlets, Scripture Union NSW will make comment through a spokesperson if necessary.

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