



# Reportable Conduct Scheme Procedure

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## 1. Purpose & basis

The Reportable Conduct Scheme is established under Chapter 3 of the Child Safe Organisations Act 2024 (Qld) and overseen by the Queensland Family and Child Commission (QFCC). It requires Anthem to identify, notify and respond to allegations of reportable conduct by its workers — even where the matter is also being handled by police. This procedure sits under the Anthem Child Safe Policy & Risk Management Strategy.

## 2. What is reportable conduct

Broadly, and subject to the legislative definitions reportable conduct includes:

- a sexual offence, or sexual misconduct, committed against, with or in the presence of a child;
- physical violence against a child;
- significant neglect of a child;
- behaviour that causes significant emotional or psychological harm to a child.

This applies whether or not the conduct occurred in connection with the worker's role at Anthem.

## 3. Roles

- **Head of entity — Senior Pastor** responsible for notifying the QFCC within the required timeframe, ensuring the matter is investigated, applying interim risk measures, and reporting the outcome.
- **Safer Churches Officer:** operational lead receives reports, supports the head of entity, manages the investigation process and records.
- **All workers:** report any allegation or concern about a worker's conduct to the SCO immediately.

#### 4. Procedure

1. **Receive & record.** Any allegation of reportable conduct is recorded and passed to the SCO and head of entity at once.
2. **Immediate safety.** Take interim measures to manage risk to children (e.g. suspending the worker from contact with children) pending the outcome.
3. **Notify QFCC.** The head of entity notifies the QFCC within [confirm timeframe] of becoming aware of the allegation, in the QFCC's required form.
4. **Parallel reporting.** Where the conduct may be criminal or involve harm, report to the Queensland Police Service and/or Child Safety — this is separate from, and additional to, QFCC notification, and individual s 229BC duties still apply.
5. **Investigate.** Ensure the allegation is investigated appropriately and fairly (using a suitably independent person where required), without prejudicing any police investigation.
6. **Outcome & report.** Provide the QFCC with the findings and any action taken within the required timeframe and act on the outcome.
7. **Records.** Keep secure, confidential records of the allegation, notifications, investigation and outcome.

#### 5. Confidentiality & support

Information is shared only with those who need it. Anthem provides appropriate support to the child and family, and procedural fairness to the worker, throughout.