

Reportable Conduct Scheme

What you need to know

Important information for visitors, contractors, volunteers and students

Wesley Mission Queensland has zero tolerance for child abuse, neglect or harm. Everyone who spends time with us - workers, contractors, volunteers, students on placement and members of the public — has a part to play in keeping children safe. This flyer explains what you must report, and how to report it quickly.

What is “Reportable Conduct”?

Reportable Conduct is serious behaviour by a worker that could hurt a child. You must report it if you see it, hear about it, or suspect it - even if you are not sure, tell WMQ staff immediately.

1. A child sexual offence

Any sexual act, sexual talk, or sexual behaviour involving a child.

2. Sexual misconduct

Sexual behaviour that is not a crime, but is still wrong — like sexual jokes, comments or touching.

3. Ill-treatment

Behaviour that is cruel, mean or harsh — like yelling, put-downs, or unfair punishment.

4. Significant neglect

Not giving a child what they need to stay safe and healthy — like food, medical care or supervision.

5. Physical violence

Hitting, pushing, shaking or hurting a child — or acting in a way that scares them.

6. Emotional or psychological harm

Bullying, threats, or put-downs that seriously affect how a child feels or copes.

See it? Hear about it? Report it now.

Open your phone camera, point it at this QR code, and fill in the report form. It only takes a few minutes.



**Not sure if it's reportable?
Report it anyway.**

**Early reporting protects
children — and it protects
you too.**

What should I do?

1

Is a child in danger right now, or has a crime happened?

Call Police straight away on Triple Zero (000) for an emergency, or 131 444 for other police matters.

2

Tell a staff member, manager or supervisor straight away.

Do this as soon as you can. Do not wait - it is always better to report early, even if you are unsure.

3

The staff member may act to call police, will escalate to their supervisor/manager immediately and record the incident in the incident management system.

4

Your role is to fill in the online report form.

Scan the QR code with your phone camera to open the form. Fill it in and submit it.



Why report?

- **It's the law** - reporting keeps WMQ compliant with the Child Safe Organisations Act 2024.
- **It protects children** - your report could stop a child from being hurt again.
- **Early reporting helps** - small concerns can grow into big problems if ignored.
- **You are protected** - reporting in good faith will not lead to payback against you.

Police – Emergency

Triple Zero (000)

Police – Non-emergency

131 444