

## Appendix G: Reporting outside of Australia

In the event that you are outside of Australia and are representing ACU, please follow the below reporting procedure:

### What to report?

Any suspected or alleged case of child exploitation, sexual exploitation, abuse, harassment, or non-compliance of this policy by any ACU representative or anyone in connection with your official duties or business whilst overseas. Includes:

- Disclosure of abuse or harm by child or young person
- Allegation, suspicion, or observation of abuse

*The Department of Foreign Affairs and Trade (DFAT) in accordance with the PSEAH Policy and Child Protection Policy has a zero-tolerance approach to sexual exploitation, child exploitation, abuse or harassment towards a child or vulnerable person and all incidents must be reporting using the following procedure:*

If a child or young person is in immediate threat or in danger contact the local Emergency Services in your respective country. To locate the contact details of your local Emergency Service please visit International SOS.

### Who to report to?

- Your University Institutional Liaison Officer (ILO)
- Department of Foreign Affairs and Trade (DFAT)
  - EMAIL: [childwelfare@dfat.gov.au](mailto:childwelfare@dfat.gov.au)
  - PHONE: +61 2 6261 9048
  - REPORT FORM: <https://www.dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection>

If there is concern for the welfare and wellbeing of an ACU representative, please report to:

- Your University Institutional Liaison Officer (ILO)
- International SOS
  - [www.internationalsos.com/members](https://www.internationalsos.com/members) Password: 12AYCA80047
  - PHONE: +61 2 9372 2468 or the number if your respective country

### What happens Next?

- Ensure that child or vulnerable person is safe and supported (*where applicable and safe to do so*)
- Wait for the instruction of DFAT, International SOS or your University Liaison Office (ILO)
- University Liaison Office (ILO) to inform the National Safeguarding Officer (Policy, Support and Compliance) and the Director, Student Support Services and provide them with a report of the concern or incident.

### Outcome

- The alleged offender may be removed from the program and suspended pending the outcome of the investigation.
- An internal/external investigation may be undertaken, and an outcome decided.
- If the incident meets a criminal threshold, the incident may be reported through to the correct law enforcement channels.